



Student Handbook

The Marshall High School Handbook provides information regarding policies, procedures, and opportunities at Marshall High School. While it does not contain all details for every situation, it will serve as a general guideline.

Central Office: 886-7414

Mr. Caleb Petet - Superintendent

Mr. David Reinke - Assistant Superintendent

Marshall High School: 886-2244

James Heinzler- Principal

Mindi Coslet- Asst. Principal

Paul Alberson-Asst. Principal

Kelly Callanan- Activities Director

Meagan Tichnor-MS assistant Activities Director

Craig Thompson - Transportation Director

Extensions

Activities 11423

Attendance 11112

Counselors 11111

Food Service Dir. 10129

Kitchen 11411

Library 11417

Nurse 11414

Principal 11110

SCCC 12111

A+ Office 11207

Special Services 11115

Technology 11400

Transportation 11423

Saline County Career Center-886-6958

Brian Wilcoxson - Director

Marshall High School

**805 S. Miami
Marshall, MO 65340**



Welcome Letter

About the Superintendent:

As Superintendent of MPS, I want to welcome all of our students, parents, business owners and the public at large to MPS. I am the Superintendent of schools, and starting my second year with Marshall. This is my 4th year as Superintendent, and my 17th year in education as a whole. My name is Caleb Petet, I have a wife, Rebecca who teaches First grade in the district, and two children. Bellamy in the 3rd grade and Henry in Kindergarten. Both of my children attend school here at MPS and are proud to be a part of the community and school we have come to know and love.

About the Assistant Superintendent:

My name is David Reinke, I am very excited to be starting my second year as Assistant Superintendent at MPS. This will be my 22nd year in education and 15 years in administration. I am pleased to tell you about my family. My wife, Michele a Professor at Mo. Valley, here in Marshall. My two daughters, Savannah and Josephine who are a freshman in college and 7th grader. My wife and I both came to Marshall as College students in the 90's and have called the Marshall area our home, ever since.

Our Local Business and Industry:

Marshall also boasts a proud diversity in both people and the small businesses, and industry that is located here. With our relative location to Columbia, Sedalia, the Lake of the Ozarks and Kansas City. Coupled with a great Parks and Recreation department, and YMCA in our community, the possibilities are endless.

About the District and Town:

We are a very proud district, working hard to be progressive and grow. Our school district located in the North Central region of Missouri, along the I-70/ 65 HWY corridors. Has approximately 2400 students and a population of approximately 13,000. In April of last year, our community, in a historic and landmark election, approved a 99-cent levy to build a brand new elementary. This has catapulted our district into the future. We are breaking ground in 2023 on a new upper elementary, grades 3-5. It will be located near our primary elementary, and allows us to close three 100-year-old buildings and implement the state-of-the-art teaching facilities that we were lacking. Also, in the fall of 2023, the district is extremely proud to open the doors of its new Tom Butterfield Early Childhood Center (ECC). This state-of-the-art facility will have a heightened focus on early learning and early intervention. This new building will give our youngest students the foundation they need for academic success.

In Closing: It is a great time to be an Owl and we look forward to growing with you. Have a wonderful 2023-24 school year. Go, Marshall and Go Owls!

MARSHALL PUBLIC SCHOOLS MISSION STATEMENT

“We educate and empower every student, every chance, every day.”

MARSHALL PUBLIC SCHOOLS 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 Marshall Public Schools assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The Marshall Public Schools 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 Marshall Public Schools 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 amendments to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The Marshall Public Schools 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 on days in which school is in session, Monday-Friday 8:00-3:00 at 1126 Hwy WW, Marshall, MO 65340. This notice will be provided in native languages as appropriate.

NOTICE OF PARENT AND STUDENTS' RIGHTS

Section 504 and the Americans with Disabilities Act:

You have the right to be informed by the school district of your rights under Section 504 and the ADA.

- Your child has the right to an appropriate education designed to meet his or her individual needs as adequately as the needs of non-disabled students are met.
- Your child has the right to free educational services except for those fees that are imposed on nondisabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student.
- Your child has a right to facilities, services, and activities that are comparable to those provided for nondisabled students.
- Your child has a right to an evaluation prior to an initial 504/ADA placement and any subsequent significant change in placement.

Testing and other evaluation procedures must conform to the requirements of 34 CFR 104.35 as to validation, administration, areas of evaluation, etc. The district shall consider information from a variety of sources, including

aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, and adaptive behavior.

Placement decisions must be made by a group of persons including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.

If eligible under 504/ADA, your child has a right to periodic reevaluations, generally every three years.

- You have the right to notice prior to any action by the district in regard to the identification, evaluation, or placement of your child.
- You have the right to examine relevant records.
- You have the right to an impartial hearing with respect to the district's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney.

If you wish to challenge the actions of the schools' 504/ADA committee in regard to your child's identification, evaluation, or educational placement, you should file a written Notice of Appeal with the district's 504/ADA coordinator (860 W. Vest, Marshall, MO 65340) within 30 calendar days from the time you received written notice of the committee's actions. A hearing will be scheduled before an impartial hearing officer, and you will be notified in writing of the date, time, and place for the hearing. On 504/ADA matters other than your child's identification, evaluation, and placement you have a right to file a complaint with the district's 504/ADA coordinator (1126 E. Hwy WW, Marshall, MO 65340), who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution. You also have a right to file a complaint with the Office of Civil Rights. The address of the Regional Office for this state is: 414 E. 12th St. #4, Kansas City, MO 64106

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in Central Office or at the following link:

<https://docs.google.com/document/d/1ZarP80ORW65Ac6hqGIgYMBtEyw-5rVr3/edit#heading=h.gjdgxs>



FERPA

Directory information, which is information that is generally not considered harmful, or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses, and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Marshall High School to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by August 1st. Marshall High School has designated the following information as directory information: [Note: an LEA may, but does not have to include all the information listed below.]

- Student's name
- Parents' names

- Enrollment status
- Photograph, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy
- Date of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in District-sponsored or District-recognized activities and sports
- Weight and height of members of athletic teams
- Athletic performance data
- Degrees, honors, and awards received
- Artwork or coursework displayed by the District
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records.

ENGLISH LANGUAGE LEARNERS

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

For more information about the programs for students with LEP or assistance for families, please contact:

Name of Coordinator: Special Services Director
 Address of Office: 1126 East Hwy WW, Marshall, MO 65340
 Phone #: 660-886-7414 ext. 23132
 Email: gdurham@marshallows.com

MARSHALL PUBLIC SCHOOLS S.A.F.E. (Seeking Acceptance For Everyone) PROGRAM:

Students who experience housing distress are in transitional living situations, or who are simply struggling economically oftentimes are not able to take advantage of all the opportunities public education has to offer. State guidelines related to education and displaced students are created to ensure everyone receives a fair chance to learn and excel in the education process. The S.A.F.E. Program was developed by Marshall Public Schools to help meet the needs of students who are struggling economically as well as those who are displaced due to housing concerns. The school district, in working with the families and local service agencies, hopes to better meet the specific needs of these students so they can participate more fully in the educational process. This program is based partly on the requirements of the McKinney-Vento act. The S.A.F.E. Program not only helps students who qualify as homeless, but also helps students who are struggling economically as well. The Social Work Department, along with the S.A.F.E. Program Steering Committee, determines who qualifies for the program and it is typically a case-by-case decision. To be eligible for the S.A.F.E. program the student must be lacking the ability to obtain the needed items to meet their basic everyday needs.

If a student qualifies as "homeless" they may be eligible to receive more resources than a student who qualifies for the S.A.F.E. Program alone. A student may qualify for the portion of the S.A.F.E. program that is for homeless students if they are lacking a fixed, regular and adequate nighttime residence. Students must be school age (3 years old and up) and are enrolled, or planning to enroll in, an educational program with the Marshall School District. If a student qualifies during the year, he or she will remain under "homeless" guidelines until the following school year. He or she will also automatically receive free lunch.

H.O.O.T (Homeless Outreach Opportunity Team)

The H.O.O.T. Program is specifically designed to help address the unique challenges that students experiencing homelessness face. **The Marshall Public School District shall adhere to the provisions of the federal McKinney-Vento Homeless Assistance Act. This law minimizes educational disruptions experienced by students who are in transition or highly mobile.**

Under McKinney-Vento, students in homeless situations are guaranteed the right to a free, appropriate, public education. When students become homeless, they can remain enrolled in the schools they have been attending, although they might no longer meet residency requirements. McKinney-Vento also guarantees students in transition the right to enroll in a public school even if they lack the typically required documents and immunizations. In addition, McKinney-Vento eligible students are guaranteed the transportation they need to attend school.

According to McKinney-Vento, "homeless" can be defined as an individual who lacks a **fixed, regular, and adequate nighttime residence**, including children and youth:

- o Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate housing
- o Living in emergency or transitional housing
- o Abandoned in hospitals
- o Awaiting foster care
- o Having a primary nighttime residence that is a public or private place not designed for regular sleeping accommodations
- o Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- o Migratory students meeting the descriptions above

To see if your family is eligible for McKinney Vento services please contact our Social Work Team. Families can expect a one-on-one consultation with one of the Social Work Department staff.

SCHOOL BUSINESS HOURS

The high school office is open on all regular school days from 7:30 a.m. – 3:30 p.m. During the summer, the office is open from 8:00 a.m. – 3:00 p.m. All business transacted in the office should be completed in a quiet, efficient, and courteous manner. All visitors should report to the office upon entering the building and secure a visitor's pass.

TRANSPORTATION DEPARTMENT

The transportation office is located in the high school and is open from 8:00 AM to 4:30 PM Monday through Friday when school is in session. Please stop in the Transportation Office if:

- You have questions about your bus pass (stop, time, etc.)
- There is a change of address
- Any major issues

You may also contact Craig Thompson (Transportation Director) at (660)886-2244 ext. 11419, and at the following emergency number, (660)886-7414 until 5 p.m.

EQUIPMENT, SUPPLIES, AND FEES

Some classes require fees for equipment and supplies to be used in the classroom. These fees will not be collected at registration but will be collected by the classroom instructor.

ALTERNATIVE SCHOOL

The alternative school has two locations. Students grades K – 5 are located at the Butterfield campus. Students grades 6 – 12 are located at the secondary alternative school on the High School campus.

DEBTS

A tentative debt list is prepared a week prior to the end of each quarter. This includes registration fees, lost or damaged books, or school property, debts owed for physical education activities, etc. If these are not paid, participating in graduation ceremonies may not be permitted by administration.

CARE OF SCHOOL PROPERTY

Pupils will be held responsible for care of books, supplies, apparatus, and furniture furnished to them by the Board of Education.

INCLEMENT WEATHER

In the event of inclement weather, notice will be given on the MPS website and in accordance with the District communication plan. Marshall School District has worked through a process as approved by DESE to develop an Alternative Method of Instruction (AMI) plan to be utilized in the event that school is closed due to inclement weather or other emergency circumstances for up to 36 hours of attendance. Please review the information below about the plan on the District website.

VISITORS

No visitors are allowed in the building unless a visit is approved by administration prior to such visit. Visits which may be disruptive to the educational environment, schedule, or individual student will not be approved. All visitors in the building as a guest are required to report to the office for a guest pass and must show a picture ID. Visitors may be permitted to attend events held during the school day if a request has been submitted in advance of the event.

FLOWER/BALLOON/FOOD DELIVERY

No deliveries from third party businesses, vendors, or individuals shall be accepted or delivered to students. Parents may drop off any essential for their student at the front office.

OWL TIME PROGRAM

The Owl Time program within the daily schedule at Marshall High School is for the purpose of college and career readiness, academic interventions, and is built on the District's commitment to student success. Owl time participation is a requirement for all students and any failure to actively participate, as either an assigned or unassigned student, will be disciplined accordingly.

HEALTH SERVICES

ACCIDENTS

Accidents should be reported immediately to the school nurse and/or the principal if the nurse is not available. An incident report will be completed and contact with a student's parent/guardian will be made to provide notice of the incident.

ADMINISTERING MEDICINES TO STUDENTS:

All medications are required to be stored in the school nurse's office. Medications will not be dispensed unless the following requirements are met:

PRESCRIPTION MEDICATIONS:

- The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, and how the medication is to be given and the doctor's name. The prescription label will be considered an equivalent of the physician's orders for short-term medication. When possible, descriptions of any adverse effects and any applicable emergency instructions will be provided.
- The parent/guardian will provide a written request that the school district complies with the physician's request to give medication. The district will not administer the first dose of any medication.

- The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special need for storage, e.g. refrigeration. The medication will be delivered to the school by the parent/guardian or other responsible adult. Medication supplies should not exceed a 30day supply. Do not send any medication in envelopes, plastic wrap, lunch boxes, etc. All medications must be in original containers. Your pharmacist will provide extra properly marked containers when requested.

OVER THE COUNTER MEDICATION:

Written permission must be obtained from a parent/guardian to administer over-the-counter medications from home or which have been prescribed. This permission must be renewed at least annually. In the event that a student unexpectedly requires OTC medication during the school day, the school nurse maintains a LIMITED supply of over-the-counter medications and such medication will not be administered without parent/guardian approval. If your child needs such medications for an extended time or for a chronic condition, you must supply the medication.

Self-Administration of Medication under Safe Schools Act:

A physician may recommend that an individual student with a chronic health condition, such as asthma or other potentially life-threatening respiratory illness, assume responsibility for his/her own medication as part of learning self-care. The Board may permit such a student to self-administer medication only when certain conditions are met. Please contact the school nurse to discuss the District's requirements and limitations regarding self-administration of medication.

IMMUNIZATIONS

A state law requires that a child must be totally immunized according to the state requirements before they can attend any school in the State of Missouri. Therefore, your child will not be able to start school until all their shots are complete and on file with the school nurse. If there is a question whether your child is adequately immunized please check with your doctor, the school nurse or the County Health Department.

CONTAGIOUS ILLNESS PROTOCOL

Children with contagious illness should not be brought to school. Students should not come to school if during the previous 24 hours they exhibit any of the following symptoms:

- A temperature of 100 degrees or greater without the use of fever-reducing medication
- Vomiting or diarrhea
- An unusual or unexplained rash, unrelenting and itchy
- Told by doctor they are still contagious
- Any symptoms the school nurse deems contagious or potentially contagious

ALLERGY PREVENTION AND RESPONSE

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

Individual Approaches

The District will evaluate and determine whether a student's allergies rises to the level of a disability that require accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe. SUICIDE AWARENESS AND PREVENTION: Section 170.048, RsMO

- By July 1, 2018, each school district shall adopt a policy for youth suicide awareness and prevention, including plans for how the district will provide for the training and education of its district employees.
- Each district's policy shall address, but not be limited to, the following
 - Strategies that can help identify students who are at possible risk of suicide
 - Strategies and protocols for helping students at possible risk of suicide
 - Protocols for responding to a suicide death
- Beginning July 1, 2023, District students in grades seven through twelve shall have printed on either side of their identification cards the three-digit dialing code that directs calls and routes text messages to the Suicide and Crisis Hotline, 988.
- Starting no later than fifth grade, students will receive age-appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff or in other curricula as may be appropriate.

STUDENT INSURANCE

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

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

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://dese.mo.gov/media/pdf/attachment-1-does-your-child-need-health-care-coverage> or
<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

SCHOOL COUNSELING SERVICES

The Marshall School District's comprehensive school counseling program provides important benefits to all students at all grade levels by addressing their social/emotional, academic and career development needs. Research indicates that a fully implemented comprehensive school counseling program has a positive impact on student achievement and has the potential to increase attendance, reduce discipline referrals and improve Missouri Assessment Program (MAP) scores. In support of the district's efforts to improve student achievement, the Board requires full implementation of the Missouri Comprehensive School Counseling Program and will adhere to all of its standards. The program shall be implemented in each attendance area and is considered an integral part of each school's education program. School counseling program objectives will be aligned with the district's Comprehensive School Improvement Plan (CSIP) and student performance data. The program shall be implemented by certified school counselors with the support of district staff, students and external organizations and agencies.

Counselors will create and implement a written school counseling curriculum that promotes students' academic, career and social/emotional development. The Board will provide resources and support activities for implementation of the school counseling curriculum. The school counseling curriculum will be systematically reviewed and revised, and modifications to the school counseling curriculum will be based on student data, school data and planning survey data collected at least every three years.

Student Appraisal – The counselors gather and organize information about students from grades, standardized tests, information forms, and conferences with parents, teachers, and students. They interpret this information to the student and the parent to help the student deal with needs and problems that may present themselves.

The Marshall Public School District provides extra instruction for any students who are experiencing difficulty in reading. Students are selected for assistance based on information gathered from various sources such as assessment data and teacher input. Teachers for these programs will either go into the classroom or pull students to work with them on an as needed basis. To provide the best educational experience, family members are encouraged to be a part of this program.

Educational and Occupational Planning –

Individual planning activities help students plan, monitor and manage their academic achievement as well as their social/emotional and career development. The foundation for individual planning will be established during the elementary school years through school counseling activities. Building on this foundation, the individual planning component of the school counseling program will assist middle school students as they begin to plan for the future and will continue to support students in their planning endeavors until graduation.

School counselors will assist students in individual student planning (ISP) that addresses educational and career planning, educational transitioning and self-appraisal for decision making. An ISP process will be developed for students at every grade level.

Prior to their ninth-grade year, students will work with school counselors to create an individual career and academic plan (ICAP) as part of the student's ISP. The ICAP will include, but is not necessarily limited to, requirements for graduation; career or postsecondary goals and coursework or a program of study related to those goals, which shall include relevant opportunities that the district may not directly offer; grade-appropriate and career-related experiences as outlined in the grade-level expectations of the Missouri Comprehensive School Counseling Program; and student assessments, interest inventories or academic results needed to develop, review and revise the ICAP.

School counselors will continue to work with students throughout high school to evaluate and, if necessary, amend the plan in order to facilitate on-time graduation of success-ready students. Students identified as at risk of not graduating from high school success-ready will receive additional support in accordance with law and policy IGBD.

If a student is receiving special education services, the student's individualized education program (IEP) team may explicitly waive or exempt the student from the provisions of this section.

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/48/MHS/2703196/2023-24_Education__Career_Planning_Guide__1_.pdf

Referral: The counselors may refer students to other specialists in the school system or in public or private agencies.

Research: The counselors conduct local research related to student needs and how well the school services are meeting those needs. They attempt to discover the reason students drop out of school. The counselors also seek research related to current information about occupations and employment opportunities, both national and local.

Schedule Change Policy

Much care is taken in the spring to explain course offerings and prerequisites for the following school year. Through proper planning on the part of the student, very few schedule changes will be necessary. The procedure that allows students to drop and/or add courses or otherwise amend their class schedules is designed for students whose academic programs can be enhanced by such a change. SCHEDULE CHANGES WILL NOT BE MADE AFTER 3 DAYS OF ENROLLMENT IN A COURSE. Procedures for changing your present schedule:

- The form used to request a schedule change can be obtained from the guidance office.
- Note the reasons for the schedule change request.
- Obtain, in order, all necessary signatures. Example: student's signature, teacher's signature, parent's signature.
- Follow current schedule until you receive your new schedule. The student will also be notified if the request is denied. Failure to follow the current schedule until change is processed will result in unexcused absences.
- Submit the completed form to the guidance office.

CAUTION –THE FOLLOWING WILL NOT BE CONSIDERED VALID REASONS FOR A CHANGE:

- To avoid a challenging class or educational experience
- To avoid a challenging instructor
- To avoid an inconvenient situation

MARSHALL HIGH SCHOOL GRADUATION REQUIREMENTS:

(The following is included for quick reference of graduation requirements and a listing of courses offered at MHS. For additional information on graduation requirements, please see [Policy IKF, Graduation Requirements](#). All students should have in their possession a copy of their Individual Career and Education Plan (ICAP).)

Students must earn 25 designated credits to graduate from MHS. Students must also meet other obligations such as attendance, discipline guidelines, prior to being eligible for graduation. Credits for students transferring from a out-of-District will be evaluated on a case-by-case basis to ensure appropriate credit is applied.

In addition to the above requirements to be eligible for graduation from the District, students wishing to participate in District graduation ceremonies will need to have all debts owed to the District paid before participating in graduation ceremonies.

COURSE REQUIREMENTS

Fine Arts Requirement Total – 1 credit

Includes all vocal and instrumental music classes Art, Ceramics, Photography, and Drama

Science Requirement Total – 3 credits

- 1 Physical-Intro to Physics & Chemistry
- 1 Life Science-Biology
- 1 Third Year Science Elective

English Requirement Total – 4 credits

All students must pass English I, II, III
A fourth-year elective is also required

Social Studies Requirement Total – 3 credits

American History (9th)

1 credit of Social Studies Electives (10th)

Government (11th)

Mathematics Requirement Total – 3 credits

Algebra 1 (9th)

Geometry (10th)

All other courses are eligible

Practical Arts Requirement Total – 1 credit

Includes business classes, family and consumer science, Industrial and technical arts course and courses offered at the SCCC, including Agriculture Science courses.

Physical Education Requirement Total – 1 credit

Health – 1/2 credit

Personal Finance – 1/2 credit

CREDIT REQUIREMENTS FOR GRADUATION

Core Requirements from above 17

Electives 8

Total: 25

Grade level or class designations are based on the following criteria:

Freshman Class (Grade 9)	Completion of the 8 th grade and promoted by the sending school.
Sophomore Class (Grade 10)	Students must have earned 6 credits as a Freshman. If 6 credits or more are not earned, the student will be in jeopardy of not graduating with their peers.
Junior Class (Grade 11)	Students must have accumulated 12 credits by the end of the Sophomore year. If 12 credits or more are not earned, the student will be in jeopardy of not graduating with their peers.
Senior Class (Grade 12)	Students must have accumulated 18 credits by the end of their Junior year. If 18 or more credits are not earned, the student will be in jeopardy of not graduating with their peers.

CREDIT RECOVERY

MHS will offer an option to recover credits in order to assist students in graduating with their peers. Options may be both in person and online. This may require placement in the alternative school setting, at the discretion of administration.

If credit recovery during a student's sophomore and junior years is insufficient, seniors who begin their senior year lacking credits will work with the counselor, principal and parents to create a plan that will support the student with graduating with his/her peers. This plan will be established at the beginning of each semester of their senior year. Online credit recovery will not be available after mid-term of the fourth quarter.

CAREER & TECHNICAL MATH/SCIENCE

Embedded academic credit will be available to those students who complete an applicable CTE (Career and Technical Education) program and specific, additional academic criteria. Students should talk with their school counselor for detailed information. Grades for embedded credit will be awarded on a Pass/Fail basis. In addition to earning their graduation diploma, students may earn a CTE certificate if they meet the standards of the State Board of Education outlined under § 170.029, RSMo.

COLLEGE PREPARATORY CERTIFICATE

To qualify for a College Preparatory Certificate a student must earn at least a 3.0 GPA on a 4.0 scale in the combined subject areas of English/Language Arts, Math, Science, and Social Studies. The student must also score above the national average on the ACT, attendance rate of at least 95%, and meet the following course requirements.

Health	½ credit
Language Arts*	4 credit
Mathematics (at least 2 credits above Algebra I) *	4 credits
Personal Finance	½ credit
Science (2 of 3 must include IPC, Biology) *	3 credits
Social studies	3 credits
Fine Arts*	1 credit
Physical Education	1 credit
Practical Art	1 credit
Electives	7 credits
Foreign language and/or additional advanced courses from the areas marked with an asterisk and/or advanced vocational-technical courses	3 credits
Total:	25 credits

GRADUATION CEREMONY

Participation in the graduation ceremony is a privilege and not a right. Students must be current on fines/fees. Students who are currently serving OSS or ISS are not eligible to attend. Students who have multiple disciplinary infractions resulting in OSS during their senior year of high school may not be eligible to attend graduation ceremonies due to the concern for disruptions during the event.

EARLY GRADUATION

A student who wishes to graduate from high school in less time than the ordinary eight (8) semesters, grade 9-12 sequence, may request permission to complete graduation requirements on an alternate schedule. The student and

parents/guardian will consult with the high school guidance personnel to develop a graduation plan. The student's intention to accomplish this shall be stated in writing to the principal. The written request should be submitted the first week in November of the year the student plans to graduate.

A student who graduates early must complete all graduation requirements established by the Board. The student who chooses early graduation may not be allowed to participate in the following celebrations or ceremonies:

- Achievement Night
- Academic Excellence Banquet
- Prom
- Baccalaureate;
- Graduation Ceremony;
- Project Graduation

GRADING SYSTEM

Failure to maintain acceptable performance in attendance, academia, or discipline may result in student not being admitted into the second year/semester of a program.

ALTERNATIVE METHODS OF INSTRUCTION

Alternative Methods of Instruction (AMI) are offered through DESE from the state of Mo. It allows students to do learning from home during inclement weather, and it does not have to be made up like traditional snow days.

GRADE POINT SCALE

Grading Scale:

A	95%-100%
A-	90%-94%
B+	87%-89%
B	83%-86%
B-	80%-82%
C+	77%-79%
C	73%-76%
C-	70%-72%
D+	67%-69%
D	63%-66%
D-	60%-62%
F	59% and below

- Honor Roll: To recognize outstanding academic achievement, an honor roll has been established. A list of students achieving either the A or B honor roll is sent to the local media, as well as displayed at MHS at the end of each semester. A= 4.00 to 3.55 (w/ no Cs or below), B= 3.54 to 2.55 (w/ no Ds or below).

GRADE REPORTS AND MID-TERM GRADES

<u>Term or Qtr.</u>	<u>Grades Due</u>	<u>Grades Go Home</u>	<u>Notes</u>
Midterm 1 (9/8/23)	9/15/23	9/18/23	Teachers call all D, F parents. Elementary all levels 1 and 2 on standards.
Qtr. 1 Ends (10/13/23)	10/18/23	10/23/23 - 10/25/23 Fall Conferences	Teachers call all D, F parents. Elementary all levels 1 and 2 on standards. Coordinate with counselors for juniors and seniors off track.
Midterm 2 (11/10/23)	11/15/23	11/17/23	Teachers call all D, F parents. Elementary all levels 1 and 2 on standards.
Qtr. 2 Ends (12/20/23)	12/20/23	01/04/24	Teachers call all D, F parents. Elementary all levels 1 and 2 on standards. Coordinate with counselors for juniors and seniors off track.
Midterm 3 (2/2/24)	2/7/24	2/9/24	Teachers call all D, F parents. Elementary all levels 1 and 2 on standards.
Qtr. 3 Ends (3/1/24)	3/6/24	3/11/24 - 3/13/24 Spring Conferences	Teachers call all D, F parents. Elementary all levels 1 and 2 on standards. Coordinate with counselors for juniors and seniors off track.
Midterm 4 (4/5/24)	4/10/24	4/12/24	Teachers call all D, F parents. Elementary all levels 1 and 2 on standards.
Qtr 4 Ends (5/15/24)	Seniors: 5/08/24 K-11 5/16/24	5/15/24: K-8 Goes Home 5/20/24: 9-12 Grades Available	Teachers call all D, F parents. Elementary all levels 1 and 2 on standards.

ONLINE ACCESS TO GRADES

Grades are continually available through the SIS Parent Portal, which is available through the district website. Passwords for this service are emailed, automatically, to parents upon completion of the school registration process. If you are in need of assistance accessing this service, please contact the building secretary. Parents and students are always welcome to call/email the building and talk with teachers regarding the student's grade(s).

FINALS

These tests are administered the last two days of each semester in grades 8 – 12. All students will take finals during the designated times. Finals will account for 5% of the semester grade. EOCs may serve as the final. Teachers have discretion in deciding the format and weight of the final. In order for a student to make up a final exam, see the administration. Parent/Teacher Conferences are held twice per year. Parents/guardians are encouraged to take advantage

of this opportunity to communicate with their child's teacher. If further conferences are desired, parents/guardians should make an appointment with the teacher. Appointments can be made by contacting the school or teacher.

PARENT-STUDENT-TEACHER CONFERENCES

Please monitor school to home communication for the exact days and times for these conferences. Fall conferences will be held in October and Spring conferences will be held in March.

CLASS RANKINGS

In the interest of encouraging and recognizing outstanding academic achievement, summa cum laude, magna cum laude and cum laude graduates will be designated for each high school graduating class. The summa cum laude, magna cum laude and cum laude graduates will be designated according to the following procedure:

Summa Cum Laude Highest Honors 4.0 GPA or higher
Magna Cum Laude High Honors 3.90 – 3.99 GPA
Cum Laude Honors 3.80 – 3.89 GPA

Students must have completed a minimum of six weighted credits prior to graduation. A student transferring from another school district must complete the last two semesters prior to graduation in this school as a full-time student and must complete six weighted credits to qualify for cum laude. There will be no valedictorian or salutatorian.

A+ PROGRAM

The Department of Elementary and Secondary Education designated Marshall High School as an A+ School during November of 1998. Students who qualify will be able to receive tuition and fees at any public community college, technical school, or career and technical school in the state of Missouri DEPENDING ON STATE FUNDING. To qualify for this program a student needs to fulfill the following qualifications prior to graduation:

- Must attend a designated A+ school for two years prior to graduation.
- Maintain a 2.5 or higher grade point average.
- Complete fifty hours of tutoring/mentoring prior to high school graduation.
- Maintain a record of good citizenship.
- Avoid the unlawful use of drugs, and/or alcohol.
- Maintain 95% attendance over four years (cannot miss more than 36 days over four years, excused or unexcused unless receiving homebound education due to serious illness or accident). The excused classification of absences by the office has no bearing on the attendance limit for the A+ Program.
- Be a U.S. citizen, permanent resident, or otherwise lawfully present in the United States, in accordance with section 208.009, RSMo.
- If male, register for the selective service. You can do this online at <http://www.sss.gov/>.
- Achieve a score of Proficient or Advanced on the official Algebra I EOC (or a qualifying score on any other state approved Math Exam).

Eligible students must also make a good-faith effort to secure all sources of federal funding that could be applied to tuition reimbursement, including but not limited to the submission of a Free Application for Federal Student Aid (FAFSA) form.

As a result of a new state law regarding the use and/or possession of tobacco, the Marshall A+ program has adopted the following policy in regard to tobacco products and their use/possession: The Marshall A+ program discourages the use/possession of tobacco products. If a student violates the policy of tobacco use or possession, the student will be disciplined according to A+ guidelines.

WEIGHTED CLASSES

The following courses are weighted. They receive 0.33 additional grade points. This is based on the achievement and the level of difficulty of the course. Note: weighted classes will be offered as staffing allows.

<u>English</u>	<u>Math</u>	<u>Science</u>	<u>Social Studies</u>
Lit and Comp	AP Statistics	Chemistry I	Honor World
American Lit	College Algebra	Chemistry II	Civilization
Public Speaking	Honors Ad. Math	Physics	Hon. U.S. Gov
Rhet and Comp	AP Calculus	Human Phys.	Psychology
Hon American Lit		Adv. Biology	Adv. Am. History
Senior Comp		College Chemistry	

END- OF- COURSE ASSESSMENTS (EOC)

The End of Course assessments (EOC) assesses student's progress toward mastery of the Show-Me Standards that are the educational standards in Missouri. The End of Course (EOC) Program includes required End-of-Course assessments in the subject areas of Algebra I, Biology, English II, and Government.

Students that completed the Algebra I EOC as an 8th grader must take the Geometry or Algebra II EOC.

ACHIEVEMENT NIGHT

Marshall High School holds an annual Achievement Night program for recognition of students who have been outstanding in various fields of endeavor.

- Scholarships
- Awards by civic clubs & interested citizens of Marshall
- Awards by MHS departments & clubs

ACADEMIC ETHICS AND HONOR CODE

Honesty in all endeavors is essential to the function of society. The Marshall Public Schools Board of Education, administration, faculty, and staff believe academic honesty is a prerequisite for current academic achievement and future career success. As education is challenged to improve its quality, there is great value in emphasizing academic standards and integrity.

All students and members of the academic community are expected to act in accordance with this principle. The school recognizes academic dishonesty as a serious offense. A violation against academic honesty committed by a student is an act which would deceive, cheat, or defraud to promote or enhance one's academic standing. Academic dishonesty also includes knowingly or actively assisting any person in the commission of an offense of academic dishonesty. Examples of offenses against academic honesty include the following but not limited to:

Plagiarism: Is defined as the borrowing of ideas, opinions, examples, key word phrases, sentences, paraphrases, or even structure from another person's work, including work written or produced by others without proper acknowledgment.

Cheating: Is defined as, but not limited to, copying or using others work on drafts, completed essays, examinations, quizzes, projects, assignments, presentations, or other forms of communication, be it on the Internet or in any other medium or media.

Proper Acknowledgment: Is defined as the use of quotation marks or indenting, plus documentation for directly quoted work and specific, clearly articulated citation for paraphrased or otherwise borrowed material.

STUDENT COUNCIL

The student council represents the entire student body in a republican form of government. The council's job is to voice the ideas of the students and their organizations. Details on Student Council can be found in its Constitution, which is available in the office of the Activities Director.

The General Assembly consists of six Class Representatives elected from each class. Copies of the Student Council Constitution are available in the Activities office.

Candidate Requirements:

Each candidate for executive (Big 4) office must have a cumulative GPA of 3.0. A candidate must be a sophomore or junior at MHS during the election year. If requirements are not met, they will not be allowed to be placed on the ballot, or serve in office.

Election of Council Members:

Six class representatives and three or four class officers are elected from each of the four classes. Those running for each office must be members of the class, with a GPA of 2.0 or greater.

To run for Student Council Representative, each student must file with the Secretary of Student Council, submitting name, the class of representation, GPA, and the signatures of 7 fellow class members. This form must be dated, signed, and filed by the Secretary and the information transmitted to the sponsors of the respective classes.

Representatives shall be elected by secret ballot in class meetings. The meetings will be held during the second week that school is in session each academic year. Filing must take place at any time before the meeting.

If possible, each candidate will be allowed to speak to the members of the class in the meeting at which elections are held. Priority shall be awarded by date of filing; the first to file will be first to speak, and so forth.

The ballot will include the names of 12 or fewer candidates. Candidates are responsible for submitting their names before the ballot is printed. The class sponsors shall oversee these elections, and they will award the representative positions to the six candidates with the highest number of votes.

The Missouri Course Access Program (MOCAP)

Marshall Public Schools makes every attempt to meet the curricular needs of all of its students by offering a wide range of course offerings and opportunities, both face-to-face and online. Information regarding MOCAP course offerings is located on the District's website at the following link:

<https://www.marshallschools.com/page/online-learning>

If you have questions regarding the MOCAP program, please contact your student's counselor.

MODIFICATIONS TO POLICIES AND PROCEDURES

The District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs, and activities. The ADA does not require the District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the District's Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816)268-0550.

NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Marshall Public School District ("School District") are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone (816) 268-0550.

Compliance Coordinators: Human Resources Director, 1126 East Hwy WW, Marshall MO 65340—Phone: 660-886-7414

MEAL SERVICE

- ALL STUDENTS WILL REMAIN IN THE BUILDING DURING ALL LUNCH SHIFTS. NO EXCEPTIONS!
- Students will be responsible for cleaning their tables and returning their trays/baskets after they have completed their meal. After eating, students should remain in the commons area.
- Students who have a balance of \$50 or more on their lunch account will be provided peanut butter and jelly sandwiches or an equivalent alternative until the balance is addressed.

MEAL PRICES 2023-2024

Breakfast	\$1.15
Reduced Breakfast	\$0.30
Lunch	\$2.45
Reduced Lunch	\$0.40
Adult	\$3.40
Extra Milk	\$0.40

FOOD SERVICE MANAGEMENT

(Nondiscrimination in School Nutrition Programs)

All information materials and sources, including websites, used by the district to inform the public about the district's food service program will contain the following information:

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at https://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to the USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to the USDA by:

Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for
Civil Rights 1400 Independence Avenue,
SW Washington, DC 20250-9410;

Fax: 202-690-7442;

E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

LIBRARY MEDIA CENTER

The library is a physical and virtual space where all students and staff are welcome. Learners have access to a variety of resources. When in the physical space, our learners are expected to be respectful of all others using the space. This does not mean that the library is a silent place, but instead an environment that fits the needs of many. Students visiting the library unaccompanied by a teacher should sign in when arriving and select a purpose. If visitors are not conducting themselves appropriately, they will be asked to leave.

The Marshall High School Library does charge fines if materials are not returned.

STUDENT PARKING

All students who drive a car to school will be required to purchase a parking permit. The cost of the permit will be \$10 for one year or \$25 for three years. The permit should be located in the front hanging on the mirror or laying on the dash of your car/truck. If lost, the student will be required to buy another one for \$10. Students who drive a car to school without a parking permit should report to the Vice Principal's office when they first arrive. The student will be given approval to park for that day and encouraged to buy a permit. If a student repeatedly violates the parking permit requirement, the student may be denied parking and/or permit privileges.

Students are expected to use all acceptable courtesies and safe driving practices on and around school property. Students are not to move or be in vehicles during the school day without permission from school officials. Students parking illegally in the handicap zone, fire lane, or in front of the dumpster may be subject to ticketing. Failure to follow the above rules and procedures may result in suspension or revocation of driving and parking privileges as well as other disciplinary action.

All students will park in the high school parking lot located on the South end of the building; parking at the SCCC is prohibited unless permitted by school officials.

USE OF LOCKERS

(School lockers, Physical Education lockers, and Athletic lockers): School lockers are provided, upon student request, on a first come, first serve basis. The office assigns lockers during the enrollment period until all lockers have been occupied. P.E. and athletic lockers are assigned by the student's P.E. teacher or Athletic coach.

- Students should use the lockers assigned to them; NO sharing lockers!!

- The school will hold pupils responsible for the combination lock or internal lock that is furnished. Replacement will cost \$5 for external combination locks and \$8 for internal combination locks.
- Lockers should be kept clean and neatly arranged at all times.
- The marking on or destruction of the lockers will result in fines and/or ISS.
- All lockers are school property and will be subject to periodic searches, with or without student consent, throughout the school year.

STUDENT IDENTIFICATION (ID)

The school provides identification badges for each student. ID's will be required for ALL school privileges, especially for attendance at school activities. If an ID is lost, a new one must be purchased in the School Resource Officer's (SRO's) office for \$5.

STUDENT CONDUCT

The Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and in promoting an effective instructional program in the district's schools. Acceptable behavior is based on respect for oneself and for the worth and human dignity of others. The development of such behavior in students is a dual function of the home and of the school.

To fulfill the responsibility of the school, it is necessary that each learning activity contributes positively to the creation and maintenance of a climate that is conducive to learning. Standards of student conduct are established by the Marshall Board of Education to create an environment in which each student's rights to learn are protected.

Students are expected to attend school punctually and regularly, to obey all the rules and regulations, to obey all directions and requests of teachers, to observe good order, to be diligent in study, to be clean and neat in person and attire, to be respectful to schoolmates, to refrain from the use of profane and improper language, and to refrain from the use of tobacco, controlled substances, and alcoholic beverages while on school premises or under school supervision.

Students and parents/guardians will be notified of rights and responsibilities, including standards of conduct, through handbooks which are available online.

SEARCH AND SEIZURE

School administration shall have the right to search the persons, clothing, lockers, books, or any other personal belongings of all students as long as there is reasonable suspicion that a search of a student may present evidence of a violation of the discipline code or the law. This may be done as often as necessary, whether during school hours, at or away from the school building, or at any school event, whether at the school or at some alternate location. It is recommended this search take place in the presence of another adult.

ACTIVITIES

Extra-curricular activities or school functions are considered an extension of the classroom. Therefore, all students in attendance as spectators or participants shall abide by the same codes of conduct adopted for the school day. This includes being at school-sponsored activities (home or away) or in any vehicle while being used to transport students for the school district. **PLEASE SEE ATHLETIC SECTION OF THIS HANDBOOK FOR SPECIFIC POLICIES REGARDING ACTIVITY PARTICIPATION.**

VALUABLES

If it is valuable, it does not belong in school. Carry it at your own risk and do not expect classes to be interrupted to search for it or for administration to have time to help search for what should never have been at school in the first place. This includes not only lost, but also stolen.

STUDENT SUSPENSION AND EXPULSION

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules, and regulations of the school district. This observance of school policies, rules, and regulations is essential for permitting others to learn at school. Therefore, the administration has the prerogative to remove students from their present school setting because of:

- willful violation of school rules and regulations
- willful conduct which materially or substantially disrupts the rights of others to an education,
- or willful conduct which endangers the student, other students, or destruction of school property

School attendance could be temporarily denied to individuals by the administrative act of suspension, but expulsion can be implemented only through specific action by the Board of Education. No student will be suspended unless the following hearing procedures are implemented:

The student shall be given **oral or written notice** of charges against them; and, if the student denies the charges, he/she shall be given an oral or written explanation of the facts, which form the basis of the proposed suspension. Students will have an opportunity to present their version of the incident before the judgment is rendered. Notification by phone or mail will be given to the parent/guardian or others having custodial care of the student, of the administrator's action, and the reasons for such action. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

The Board of Education authorized the suspension of pupils by building principals and/or their designees for a period not to exceed ten school days and by the Superintendent for a period not to exceed 180 school days.

STUDENT DISCIPLINE CODE

The Student Code of Conduct was designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of Marshall High School. No code can be expected to list every offense that may result in the use of disciplinary action and while it does not contain all details for every situation, it will serve as a general guideline. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal or his designee, superintendent and/or Board of Education. This code includes, but is not necessarily limited to, acts of students on school grounds, parking lots, school buses, or at a school activity whether on or off school property.

BEFORE SCHOOL–AFTER SCHOOL DETENTION

Students may be assigned a before or after school detention for any infraction of the school discipline code. The sole activity permitted during detention is silent study.

Failure to comply with the assigned detention will result in being assigned ARC time. The time students are to report for before school detention is 7:15 a.m. with release time being 7:44 a.m. After school, detention begins at 3:15 p.m. and release time is 3:45 p.m. **Students assigned to ARC may NOT be allowed to attend any home or away school events, on the days assigned. If a student attends a school event, the student is at risk of being assigned additional days.**

ACADEMIC REASSIGNMENT CLASS (ARC)

The function of ARC is to provide additional supervision and educational support for students who have violated discipline codes. The objectives of the program are to keep students in school and maintain attendance patterns while providing support and positive direction necessary to correct behavior. The ARC room is a means of dealing with discipline violations that would normally result in-school suspension.

Sending students home on suspension usually results in little improvement in attitude toward school and may increase negative tension within the family. Students will not be dismissed early from ARC to participate in or attend a practice or an activity, or work, nor will students be allowed to attend after school activities on any day they have been assigned ARC. This includes Monday thru Friday.

ARC (ISS) RULES

- Students will be given notice prior to the ARC assignment. Given that notice, it is up to the student to report to the Assistant Principal's secretary at the beginning of their assigned day(s) of A.R.C.
- Students are to report directly to the A.R.C. room when the assignment occurs after classes have started.
- The daily term of attendance for those assigned to A.R.C. will be 7:55AM - 3:10 PM.
- This requirement supersedes all other obligations; such as work or extra-curricular activities.
- A.R.C. students are encouraged to visit teachers before or after school if they need extra help or have questions regarding assignments.
- Students must bring all needed materials (paper, pen/pencil, notebook, laptop, etc.) to the A.R.C. room.
- **The supervisor will give the students two short breaks daily, one in the morning (3rd Hour) and one in the afternoon (6th Hour).**
- Students will be escorted to lunch from 11:10-11:20 AM every day except for a late start schedule. Students will be escorted to lunch from 11:35-11:45 on late start days. Students will return to eat lunch in the A.R.C. room. All rules of the A.R.C. room will apply during lunch.
- Students leaving A.R.C. early, in order to work or for other absences (excused/unexcused), must make up the time missed in A.R.C., at another time, as determined by the Assistant Principal.
- **A student who is assigned A.R.C. for a day will not be allowed to attend, or participate, in any after school activity on that day.**
- Students unable to follow the expectations of the A.R.C. room will be referred to administration. **Students who are not successful in completing the requirements of their A.R.C. assignment may be sent home and assigned additional time.**
- When assignments are given or requested for A.R.C., credit will be given according to the quality and quantity of work completed.
- **Cell phones or electronic devices are NOT allowed in A.R.C.** These items are to be left at home or will be dropped off at the Assistant Principal's office prior to going to A.R.C. **NO EXCEPTIONS WITHOUT PRIOR CONSENT FROM AN ADMINISTRATOR**
- Students will remain in A.R.C. unless their teacher requests them to come to class. The student will be escorted to class and back to A.R.C.

TYPES OF SUSPENSIONS

Out-of-School-Suspension

Students suspended out of school are not eligible for extra-curricular activities for the duration of the suspension and are not to participate in school activities or be on school property, or attend a function as a spectator. Students who are on an out of school suspension are required to continue their education, and the District will provide educational services in the manner determined most appropriate by the administration.

Expulsion

In the most serious offenses or repeated offenses, expulsion may be implemented, which constitutes an out-of-school suspension of 181 school days up to and including permanent expulsion.

TRANSPORTATION-RELATED CONSEQUENCES

If a disciplinary incident occurs on District transportation, consequences for a student may also involve temporary removal from the bus, assigned seats, or prohibition from the bus for an extended period of time, in addition to other disciplinary consequences.

DISCIPLINE MATRIX

The offenses listed below have the following potential consequences, in the discretion of the building administration and the Superintendent:

Verbal warning; Principal/student conference; Confiscation; Revocation of privileges; Nullification of a forged document; Restitution; Before/After School detention; In school suspension; Report to law enforcement; 1-180 days out-of-school suspension; or expulsion.

THESE RULES NOT ONLY APPLY DURING REGULAR SCHOOL HOURS AND ON SCHOOL GROUNDS, BUT ALSO ON BUSES AND AT ANY SCHOOL FUNCTION. SERIOUS INFRACTIONS MAY INCLUDE REFERRAL TO POLICE AUTHORITIES.

Not all inappropriate behaviors are covered because of unforeseeable circumstances. Due to the severity, frequency, and/or special circumstances surrounding some offenses, each administrator may use professional discretion in working with students and their parents to determine appropriate disciplinary action, counseling, and/or treatment needed to help the student behave appropriately.

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

Arson – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

Assault

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault

in the third or fourth degree.

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

Automobile/Vehicle Misuse – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

Bullying and Cyberbullying (see board policy JFCF) – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to, physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

Bus or Transportation Misconduct (see board policy JFCC and procedure JFCC-API) – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty – Any act of lying, whether verbal or written, including forgery.

Disrespectful or Disruptive Conduct or Speech (see board policies AC and ACA if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

Drugs/Alcohol (see board policies JFCH and JHCD)

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.
2. Possession of drug paraphernalia or possession of or attendance while under the influence of, or soon after consuming, any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalant, counterfeit drug, or imitation controlled substance, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.
3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

False Alarms (see also "Threats or Verbal Assault") – Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment, or causing the evacuation or closure of district property.

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

Harassment, including Sexual Harassment (see board policies AC and ACA and note that additional provisions of the code of conduct may apply to the student's behavior)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.
2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.
3. Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.

Hazing (see board policy JFCG) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

Incendiary Devices or Fireworks – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

Public Display of Affection – Consensual physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material (see board policies AC and ACA) – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

Sexual Activity – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

Technology Misconduct (see board policies EHB and KKB and procedure EHB-AP1)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.
2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.
3. Violations, other than those listed in (1) or (2) above, of board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.
4. Use of audio or visual recording equipment in violation of board policy KKB.

Theft – Theft, attempted theft or knowing possession of stolen property.

Threats or Verbal Assault – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

Tobacco

1. Possession of any tobacco products, electronic cigarettes (vaping products), other nicotine-delivery products or imitation tobacco products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in

accordance with district policy JHCD.

2. Use of any tobacco products, electronic cigarettes (vaping products), imitation tobacco products or other nicotine-delivery products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be used only in accordance with district policy JHCD.

Truancy or Tardiness (see board policy JED and procedures JED-AP1 and JED-AP2) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

Vandalism (see board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

Weapons (see board policy JFCJ)

1. Possession or use of any weapon as defined in board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 57010, RSMo.
2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
3. Possession or use of ammunition or a component of a weapon.

BULLYING (see Board Policy JFCF)

General

To promote a safe learning environment for all students, the Marshall School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school.

Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyber Bullying - A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyber bullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyber bullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyber bullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officers, appointed in Policy AC (Mr. Caleb Petet and Mr. David Reinke), will serve as the district-wide anti-bullying coordinators. The anti-bullying coordinators will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinators will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

The various places that someone may report bullying are:

- **Any school official (Counselor, Teacher, or Administrator)**
- **Courage2Report website (link also on district website)**
<https://www.mshp.dps.missouri.gov/MSHPWeb/Courage2ReportMO/index.html>
- **Links through the QR codes posted around the school**
- **The Bullying Reporting Form can be located here:**
https://docs.google.com/document/d/1qT6fqaIshDiD8VUdJf_R6RGAUvZrB-Ng/edit

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in Policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in Policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's Title IX/Anti-Bullying Coordinators: Mr. Caleb Petet and Mr. David Reinke. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law. If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with Policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy. The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity. District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, and prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district leadership will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

- The procedure for reporting bullying.
- The harmful effects of bullying.
- Any initiatives the school or district has created to address bullying, including student, peer-to-peer initiatives.
- The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

- Cultivating the student's self-worth and self-esteem.
- Teaching the student to defend him- or herself assertively and effectively without violence.
- Helping the student develop social skills.
- Encouraging the student to develop an internal locus of control.
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ATTENDANCE POLICY

If a student will be absent, contact: 866-2244 ext. 1.

Expectations: Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The State of Missouri sets a standard that all students will attend school no less than 90% of the time. Students who wish to participate in school-sponsored activities must attend school the day on which the activity occurs, unless the Principal has preapproved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is verified (excused) or unverified (unexcused).

Excessive absences, whether verified or unverified, will count against attendance. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance. Any student who is suspended from school for a disciplinary problem for any number of days will be marked absent. Students who have been placed on OSS will be expected/required to complete work during the period of their suspension. In addition, those days will be counted against attendance.

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be verified. It is the responsibility of the student to get and make up work when a student is absent. The timelines for turning in make-up work will be determined with the teacher. Parents must report a student's absence by 9:00 a.m. on the day of the absence. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office.

Verified Absences: Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be verified. The administration may request documentation to determine whether an absence is verified. **All verified absences count against attendance.**

Unverified Absences: Any absence where the school does not get notified and classify the absence as verified; Excessive, unverified absences will result in written notice from the Principal to the parents/guardians. The Principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance.

When attendance remains problematic, the school will contact the appropriate agencies and/or authorities, such as Children's Division and the local Juvenile Office, for assistance.

Late Arrival/Tardiness: A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence. If a student arrives at school late, then he/she shall report to the office. Students must be in the assigned area when the bell begins to ring and must have all books and materials necessary for the class. There will be a four (4) minute break between classes in grades 9-12. High school students will be allowed two (2) tardies before disciplinary action takes place. After receiving the 3rd tardy the following disciplinary action will apply:

- 3 tardies = 1 After School Detention
- 4 tardies = 2 After School Detentions
- 5 tardies and over = In School Suspension for each incident

If a student has a detention on the day of an after-school related activity that prevents the student from serving the detention, the student will not be allowed to attend the activity. The tardy policy is based on each academic quarter and students will begin each quarter with no tardies.

Truancy: Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as verified. The District may assign disciplinary measures for truancy. Students who are truant are required to make-up any work they miss, however timelines for turning in missed work may impact a student's grade.

RETURNING TO SCHOOL AFTER AN ABSENCE(S):

If parents have reported the absence to the Attendance Office, students should return directly to class. All others must first report to the Attendance Office with a note from a parent/guardian the next day.

Student Attendance Reporting Protocol



5 days absent (no matter the reason for the absences): When a student has missed 5 days (Step 1), an informational letter is mailed to the parent/legal guardian. This letter should include a print out of the student's absences/tardies from SIS. A designated school employee (designated by the building administrator) will then call the parent/legal guardian to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate the district's attendance expectations; to provide information about compulsory attendance laws and educational neglect; and to elicit suggestions from the parent/legal guardian about increasing the student's attendance. Once the robo service is enabled the designated school employee will send an automated phone call to the parent/guardian notifying them of their student's attendance concerns, the district's attendance expectations, information about compulsory attendance laws and educational neglect, and contact information on who the parent/guardian can contact to discuss ways of increasing their student's attendance. The designated school employee will document in the SIS Parent Contact Log that attendance Step 1 was completed (5-day letter mailed and phone call made), along with date/time.

10 days absent (no matter the reason for the absences): When a student has missed 10 days (Step 2), a warning letter will be hand delivered to the student's home/legal guardian by a principal, counselor, School Resource Officer (SRO) or SWT (Social Work Team) member. This letter should include a print out of the student's absences/tardies from SIS. If personal contact is not made, the district employee attempting contact will tape the attendance letter to the door of the residence. The district employee responsible for delivering the attendance letter will document in the SIS Parent Contact Log that Step 2 was completed, along with the method of delivery (in person/taped to door) and date/time of delivery. If the district employee was successful in making contact with a parent/legal guardian, they will also note that in the Parent Contact Log. Once the 10-day letter has been delivered, the designated school employee will send an email to the Parent School Coordinator advising them of the student's name and date that the 10 day letter was delivered (if delivered by someone other than the Parent School Coordinator). The Parent School Coordinator will then review the student's absences/documentation in SIS (i.e., unexcused absences, medical excuses, college visits, quarantine, etc.) and discuss any concerns with the building administrator prior to 12 days (Step 3).

12 days absent (a review of the student's attendance): When a student has missed 12 days (Step 3), the building administrator and the Parent School Coordinator will review the student's attendance to ensure it rises to the level of educational neglect. Should it be determined that the student's attendance does rise to the level of educational neglect, the designated school employee will call the Children's Division (CD) Child Abuse/Neglect hotline to report the student's attendance. When making this call, it is important to specifically outline how the student's attendance is affecting their education and the attempts the district has made to resolve the student's attendance concerns (this information should be available in the SIS Parent Contact Log). If the call is not accepted as a report by the CD and the student continues to miss school, the designated school employee will continue to call the Child Abuse/Neglect hotline to report the student's attendance daily until either the report is accepted by the CD or the designated employee is informed by the SRO, Marshall Police Department (MPD), or CD that an investigation has been initiated. The designated school employee will briefly document in the SIS Parent Contact Log that Step 3 was completed, along with what outside agency they had contact with (i.e., MPD, CD, etc.) This can be as simple as what agency was contacted, the name of the person they had contact with, and the date/time. Once a report has been accepted by the CD for educational neglect, the designated school employee will email the Parent School Coordinator with the student's name and date/time the report was accepted.

18 days absent (a review of the student's attendance): When a student has missed 18 days (Step 4), the building administrator will contact the Parent School Coordinator and together they will review the student's attendance and SIS documentation to ensure there is proper documentation to support educational neglect. Should that be determined, the appropriate SRO will gather the documentation and present it to the Saline County Prosecuting Attorney for review of educational neglect. The appropriate SRO will then document in the SIS Parent Contact Log that Step 4 was completed, along with the date/time.

It is imperative that **ALL** attendance steps (Steps 1-4) are accurately and timely documented in the student's SIS Parent Contact Log. The building administrator, SWT, and SRO should be able to review the student's SIS Parent Contact Log at any time and see what attendance steps have been taken. This will help to quickly address any attendance concerns early in an attempt to avoid the later steps. **Document ALL attempts.**

Each building will have the designated school employee run an Attendance Report for their specified building at a **minimum** each Wednesday. Letters will be generated in accordance with the attendance rate guidelines noted above. Mailed letters will be sent out no later than the following business day (i.e., Step 1). Letters that require delivery (i.e., Step 2) will be given to the Parent School Coordinator (or other district employee) by Thursday of the week the letter is generated to ensure timely delivery to the

parent/legal guardian. Those students that need to be reviewed (i.e., Step 2) will be emailed to the Parent School Coordinator at a **minimum** each Friday to ensure a timely review of their attendance can occur within the designated timeline.

All attendance letters that are mailed/delivered need to be double checked for accuracy. This includes ensuring that the correct address and parent/legal guardian name(s) are noted on the letters. Letters can be mailed through regular mail to PO Box numbers; however, they cannot be hand delivered. It is imperative that addresses are correct to ensure that parents/legal guardians are adequately informed of their student's attendance concerns. Attendance letters should not be duplicated (i.e., only one 5-day/10-day letter should be mailed/hand delivered).

No Parent/Legal Guardian Contact:

When a student is absent from school for more than 2 days in a row and the designated school employee is unable to make contact with the student/parent/legal guardian, the designated school employee will contact the SWT and ask them to visit the student's home. If the SWT is unable to make physical contact with the student/parent/legal guardian, the SWT will notify the appropriate SRO. The SRO will then attempt to make physical contact with the student/parent/legal guardian. If the SRO is unable to make physical contact with the student/parent/legal guardian, the SRO will contact the MPD and together they will attempt to make physical contact with the student/parent/legal guardian. All information gathered by the SRO/MPD will be shared with the SWT and designated school employee.

COLLEGE VISITS:

Students may take college visits without being considered absent, providing they have met the 90% attendance requirement. (School sponsored activities are not counted against the attendance, however verified and unverified absences do count against the 90% attendance requirement.) The procedure is as follows:

- The college visit is pre-arranged through the counselor's office.
- The student submits a note from the college or university to the attendance secretary verifying that he/she was there on the day(s) of absence.
- Seniors are limited to (3) college visits
- Juniors are limited to two (2) college visits

Any additional visits, or visits scheduled by students who do not meet the above requirements, are a verified absence and count against attendance. All students taking college visits are responsible for making homework arrangements with their teachers prior to their absence.

FIELD TRIPS

Field trips planned by faculty and staff will be with an educational purpose, and in relation to a unit of study. Students participating in field trips must meet the 90% attendance requirements, disciplinary standards, and turn in required permission slips.

Any student leaving with the group on a trip or excursion must also return with the group, unless prior arrangements have been made with a parent for the parent to transport their student. If any student fails to comply with this rule, they will be subject to consequences set forth by the Administration.

Not all field trips can accommodate parental/guardian attendance. If parents/guardians are allowed to attend field trips, they must complete the Activity/Field Trip Volunteer Expectation form one (1) week prior to the scheduled trip. Field Trips are for District students. Please make other arrangements for

non-school-aged students. Parents/guardians who attend field trips are volunteers may be required to undergo background checks as required by law.

E-HALL PASS

The E-Hall pass system is all online and will allow students and teachers to fill out passes online to minimize disruption of academic time. This system allows for minimal hallway disruptions during academic time.

DRESS CODE

Student dress and grooming will primarily be the responsibility of the individual and parents/guardians, within certain guidelines. Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. See through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings, spaghetti straps, or single strap/sleeve (cold-shoulder) shirts;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outerwear;
6. Clothing that does not reach to mid-thigh;
7. Holes in pants that are above mid-thigh unless patched;
8. Clothing with profanity
9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
11. Language or symbols that promote gangs;
12. Hats and hoods (hooded sweatshirts worn up);
13. Do-rags;
14. Handkerchiefs;
15. Sunglasses;
16. Face paint;
17. Overly-dramatic make-up;
18. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made for medical and/or religious reasons.)

SCHOOL DANCE DRESS CODES

Student dress and grooming for school dances will primarily be the responsibility of the individual and parents/guardians, within the guidelines released by the building for specific events.

CELL PHONES/ELECTRONICS POLICY

Cell Phones/Electronics while in use at school must be connected to the MPS WIFI, Data plans are not to be used. Possession of electronic devices while at school not only increases the potential for theft to occur, they have the potential of being very disruptive. Students who disrupt the school or classroom through the use of cell phones or other electronic devices (Disruption of the educational process), use cell phones or other electronic devices when staff has indicated they are not to be used (Insubordination), or use cell phone/electronic devices for inappropriate activities (misuse including bullying, pornography, etc.) will be dealt with through the disciplinary process, and are subject to having the devices confiscated.

Cell phones/electronics must be turned off and put away into the classroom's designated area upon

entering any classroom throughout the school day. Cell phones/Electronics must not be heard nor seen during instructional time. If a cell phone is out or is heard (i.e. ring, alarm, vibration) during instructional time, the discipline policy is enforced. **If a student leaves class to use the restroom, they will keep their phone in the classroom for the duration that they are out of class.**

Cell phones/Electronics are brought at the students' own risk. Cell phones/electronic devices are prone to theft, they should be kept in a secure location; students are responsible for device security. Marshall High School is not responsible for loss or theft of these items while on school property. **Cell phone calls/texts will only be allowed in the commons, foyer, and hallway areas during passing periods or before/after school.**

If a device is confiscated, it will be turned into the Assistant Principal's office, with additional disciplinary action. Please see the **DISCIPLINE MATRIX** above for more information. **Due to the many capabilities of cell phones (picture, video and audio recording, etc.) there may be more severe disciplinary action taken depending on the infraction.**

WELCOME TO MPS ACTIVITY AND ATHLETIC PROGRAMS

Welcome to the MPS Activity/Athletic Programs! We are excited you have chosen to participate in one of our fine co-curricular activities.

****Please note:** Coaches or sponsors may have additional policies other than what is listed in the handbook and will provide this information to each student/athlete and parent.

Activity/Athletic Program Goal

Student activities and athletics are an integral part of the total secondary educational program because they provide experiences that will help students to acquire additional knowledge and skills, while helping to gain the attributes of good citizenship.

Activity/Athletic Program Philosophy

We believe student participation in any part of our activity/athletic program is a privilege which carries with it responsibilities not only to the participant, but to the school, activity, student body, and Marshall community. Activity/Athletic participation represents a year-round commitment that will help the student develop physically, mentally, socially, and emotionally.

PARTICIPANT RESPONSIBILITIES

Activity/Athletic Commitment

We believe school activities-- outside of the regular school day-- enhance the education of each student. We encourage you to commit yourself to being the best you can be both in and out of the classroom.

As a student participant, you are in school to secure the best secondary education possible. If the ultimate value of activities is to be achieved, certain responsibilities are expected of the student participant. Because you are in the public eye, your personal conduct must always be above reproach. You have an obligation to create a favorable image and gain the respect of your teammates, the MPS student body, and the Marshall community.

MSHSAA ACTIVITIES/ATHLETICS - HIGH SCHOOL

Curricular and Co-Curricular Organizations

Some organizations fall under academic class and activity guidelines and requirements because the subject matter taught in a regularly offered class concerns the body of courses as a whole, participation is required for a course, and/or academic credit is granted for participation. Such classes have academic objectives and independent grading criteria. Students enrolled in these courses may have other required expectations. The individual staff advisors will acquaint the students with the full scope of responsibilities in those classrooms.

Marshall High School offers a variety of school site-based sponsored clubs. These clubs may be curricular or non-curricular in nature. Check with the high school activities office for a complete listing of clubs, sponsors, and contact information.

MSHSAA ACTIVITIES/SPORTS

ACTIVITIES	SPORTS	
Concert Band	Baseball	Track & Field B/G
Orchestra	Basketball B/G	Swimming B/G
Choir	Cross Country B/G	Diving B/G
Marching Band	Football	
Cheerleading	Golf B/G	
Dance Force	Soccer B/G	
Speech/Debate	Softball	
E-Sports	Volleyball	
Academic Team	Tennis B/G	
Jazz Band	Wrestling B/G	

NON-MSHSAA ACTIVITIES

Forensics	Drama	Trap Shooting
Archery	Robotics	Yearbook/Newspaper

Basic Participation Policies

1. Student athletes are encouraged to decide the activities in which they wish to participate. Dual-activity participation requires permission from the administration. (See: MHS Dual Participation Agreement)
2. A student who begins one sport/activity may not begin another sport/activity prior to the successful completion of participation in the initial sport/activity.
3. All students will be transported to and from respective activities via school transportation. Student athletes must use the school transportation to travel to an activity. Parents/guardians may request to transport their student FROM the activity by signing their student out with the head coach. Parents/guardians may request that their student be transported by another adult, over the age of 21, by seeking permission from the Athletic Director prior to the activity, who will provide notice to the head coach and parent/guardian.
4. If it is necessary to be absent from practice, the student athlete is expected to obtain permission from the head coach prior to the scheduled practice.
5. Student athletes are expected to be students first. For that purpose, student athletes will be required to maintain 90% or above attendance to participate in extracurricular activities.
6. Student athletes are expected to attend all games. If a player is absent the day of the game, the player will neither dress out nor play. If the player is late to school on game day, he/she must sign in by 11:00 A.M. in order to play that day. If the player is signing out early on game day, he/she must return to school by 2:00 P.M. Each individual coach/sponsor has the authority to set more **restrictive** attendance requirements.
7. If a student athlete has an "F" at any grade reporting period, the student athlete becomes ineligible for competitions until no longer failing, and may not miss any academic time to attend sporting or other events while ineligible.
8. In the event truancy or suspension of a student takes place, the student will not be eligible for participation until he/she has fulfilled the disciplinary requirements established by the administration.
9. In the event a student is assigned an afternoon detention as the result of a classroom problem, he/she is not allowed to choose practice or the event over the consequences of classroom behavior or performance. THE CLASSROOM OBLIGATION ALWAYS COMES FIRST.
10. The possession or use of alcohol, tobacco, marijuana, or non-prescription drugs is known to be detrimental to the individual as well as the team he/she represents. Disciplinary action will be taken by the coach and administration. **This is a year-round commitment.**
11. Students are to understand that social media (Twitter, Facebook, etc.) are powerful tools which may be either positive or negative depending on how they are used. Students are expected to be respectful and responsible when using these tools. Derogatory or negative posts that create a material substantial disruption within the school environment will result in the loss of participation privileges.

Citizenship Expectations

Each individual school and/or coach has the authority to set more restrictive citizenship standards and shall have the authority to judge its students under those standards [MSHSAA By-law 2.2.3.e, Citizenship Requirements].

Credible citizens are:

1. Students who adhere to the MPS chemical use and possession policy (see p. 8).
2. Students who do not attend parties where minors possess or use alcohol and/or possess or use non-prescriptive drugs.
3. Students who are in good standing with the judicial and/or legal system.
4. Students who are not under school suspension as a result of disciplinary consequences.
5. Students who choose not to be present where illegal activities are occurring.

CITIZENSHIP REQUIREMENTS [MSHSAA By-law 2.2, Citizenship Requirements]

Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Conduct shall be satisfactory in accord with the standards of good discipline. Those students whose character or

conduct is such as to reflect discredit upon themselves or MHS are not considered "creditable citizens." In addition, the conditions below are expectations:

1. Law Enforcement: A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation, shall local school authorities determine eligibility. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others.
2. Local School:
 - A. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
 - B. The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.
 - C. A student shall not be considered eligible while serving an out-of-school suspension.
 - D. If a student missed class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.
 - E. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.

Each school shall diligently and completely investigate any issue that could affect student eligibility.

3. Student Responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

MPS Citizenship Violation Consequences. Non-credible citizenship may result in disciplinary action. These actions may include parental contact, one-on-one conferences, extra athletic conditioning, benching, non-participation in interscholastic games, and/or a percentage of the interscholastic season withheld. **Ultimately**, removal from participation and/or the team can occur. A student shall not be considered eligible while under suspension. Students/parents should have written citizenship expectations and consequences from those MPS coaches who set more restrictive standards per MSHSAA by law 2.2 and the MPS Citizenship Expectations policy.

Student Accountability for Equipment

To give the students a sense of responsibility and an appreciation of their equipment, student athletes will be held accountable for the abuse or loss of it. THE COST OF ANY EQUIPMENT LOST OR STOLEN MUST BE PAID BY THE STUDENT IN WHOSE NAME IT WAS ISSUED.

Adherence to the following guidelines will reduce the chances for lost or stolen equipment.

1. Do not exchange or loan any of the equipment checked out to you to another teammate. If exchange is warranted, clear it with your coach so that the coach can make the adjustments to the checkout sheet.
2. Except when you are in visual contact, keep your locker closed and LOCKED at all times. This includes when you are in the shower. School and personal equipment and belongings should be locked up at all times.
3. Any loss of equipment should be reported immediately to the head coach.
4. Any protective equipment that does not fit properly or that has any defective parts should be reported to a coach immediately. Do not wear the equipment until the necessary adjustments have been made. This is for your protection.
5. No equipment may be checked out to an athlete in any sport if the athlete owes equipment or fees to a previous sport.
6. Students must sign for items checked out.
7. Student participants/athletes may not compete in interscholastic contests if equipment or fines are owed to another activity or sport.

8. It is against MSHSAA regulations to wear, use, or be seen in official school uniforms unless involved directly in a school-sponsored event or interscholastic contest. Therefore, any school uniforms seen being worn outside of the above participation guidelines is a MSHSAA violation and should be reported to a coach or the athletic/activity department. The MPS athletic and activity departments adhere strictly to these regulations.

Activity Conflict Priority List

Students should make reasonable choices when participating in activities to not create conflicts between activities. This involves good decision-making skills, prioritizing, and long-range goals and aspirations. When a conflict arises between two school-sponsored activities, administrative priority will follow this order of precedence:

- 1st - National events
- 2nd - State events
- 3rd - District/sub-state events
- 4th - Priority Activity
- 5th - Conference events
- 6th - Interscholastic events
- 7th - School performances
- 8th - Required practices (dress rehearsal)
- 9th - Regular practices
- 10th - Club activities, events, or competitions

Anti-Hazing Policy (see Board Policy JFCG)

Hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.. This definition includes, but is not limited to, the following activities:

- Sleep deprivation;
- Physical confinement;
- Forced conduct that could result in extreme embarrassment or criminal activity or other stress-inducing activities;
- Acts of physical brutality;
- Whipping;
- Beating;
- Branding;
- Exposing to the elements;
- Forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

According to Missouri state statutes "consent" to hazing is not a defense.

Student Alcohol/Drug Abuse (JFCH)

Philosophy

The Marshall School District is concerned with the health, welfare, and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

Consequences for Student Alcohol/Drug Abuse

Credible citizenship is a year-round responsibility. The following rule includes the school year, summer, and season of practice, play, or rehearsal: *Regardless of quantity, a student shall not use or possess tobacco; have in possession or use a beverage containing alcohol; use or consume, have in possession, buy, sell, or give away **illegal drugs or chemicals**, or any substance defined by law as a drug other than prescription drugs specifically prescribed for the student's own use by his/her doctor; or use or be in possession of drug paraphernalia. The use of performance-enhancing products in violation of MSHSAA rules is prohibited.* The use of alcohol or drugs can adversely affect the student on a short- or long-term basis.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

The following are minimum guidelines that shall be applied for the violation of the chemical abuse rules. Each coach/sponsor shall have the option of assigning additional penalties for any violation. (Note that in the event of such a violation may also be a violation of the District's student discipline code, resulting in separate disciplinary action.)

First Violation Penalty: Following confirmation of the violation, the student loses eligibility to participate in the next match/contest(s).

Second Violation Penalty: The student will be subject to suspension for 60 days from activities and games. The suspension will begin the day of verification of the second violation.

Third Violation Penalty: Upon the third violation, the student will be suspended from participating in any sport or activity for a period extending for a full calendar year (365 days) or beyond depending on a hearing by the Administration.

Violations occurring at the end of the season, off-season, or during the summer

The loss of eligibility carries over to the next season in which the student/athlete participates.

For example: If a student commits a violation during the last contest of the season, he/she loses eligibility (as per the consequence of the category involved) in the next season of participation. The consequences could be carried over to the next school year.

The board recognizes the importance of protecting the health and safety of students from the use of illegal drugs, performance-enhancing drugs and alcohol. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe and healthy environment.

The superintendent or designee is directed to adopt procedures to carry out the intent of this policy and may contact the district's attorney for assistance in applying this policy. The district will use a laboratory certified by the U.S. Department of Health and Human Services.

Random Drug Testing

The board recognizes the importance of protecting the health and safety of students from the use of illegal drugs, performance-enhancing drugs and alcohol. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe and healthy environment.

The superintendent or designee is directed to adopt procedures to carry out the intent of this policy and may contact the district's attorney for assistance in applying this policy. The district will use a laboratory certified by the U.S. Department of Health and Human Services.

Participation in extracurricular activities is a privilege and carries with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance-enhancing drugs and alcohol. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 9–12 as a condition of participation in covered activities. Covered activities are activities regulated by the Missouri State High School Activities Association (MSHSAA), excluding all activities in which students receive an academic grade for participation. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

Students who test positive through this random testing program will be excluded from participation in covered extracurricular activities as follows:

First Offense – Exclusion from all covered activities for a minimum of 30 participation days and must pass a drug test administered by the district prior to participating in covered activities again.

Second Offense – Exclusion from all covered activities for a minimum of 90 participation days and must pass a drug test administered by the district prior to participating in covered activities again.

Third Offense – Excluded from all covered activities for the rest of the student's enrollment in the district.

For the purposes of this policy, a "participation day" is each day that the extracurricular group meets, regardless of whether that meeting is a practice, a group meeting or an event.

The consequences may be reduced if the student participates in drug or alcohol counseling and additional testing in accordance with procedures developed by the superintendent or designee. A positive test through this random testing program will not result in suspension from school or academic sanctions. The district will not report results to law enforcement.

Definitions

Covered Activities – Activities regulated by the Missouri State High School Activities Association (MSHSAA), excluding all activities in which students receive an academic grade for participation.

Drug Testing – Testing for alcohol and illegal or performance-enhancing drugs.

Participation Days – Each day that the extracurricular group meets, regardless of whether that meeting is a practice, a group meeting or an event.

I. General Procedures for All Student Drug Testing

Sample Collection

Urine samples will be collected using a method intended to minimize the intrusiveness of the procedure. The superintendent or designee will appoint a same-sex employee or contracted test administrator (the monitor) to accompany the student to a bathroom or locker room. The student will provide the sample behind a closed stall door. The monitor shall supervise the collection from outside the closed stall door, listening for normal sounds of urination. The monitor shall also verify the warmth and appearance of the specimen. If at any time the monitor suspects the sample is being tampered with, the monitor may end the collection process and notify the superintendent or designee, who will determine whether a new sample should be obtained.

Protection of Information (Privacy)

Each randomly selected student will be assigned a specimen number that shall serve as the identifier for all materials sent to the lab. The student and his or her parent/guardian shall have access to the specimen number. Either immediately before or shortly after sample collection, students selected for testing will provide to the district, in a sealed envelope, a list of any medications they have taken in the last 30 days, including legally prescribed and over-the-counter medications. The parent/guardian is responsible for submitting a separate list to the district, also in a sealed envelope, of medications the student has taken within the last 30 days, which will be used by the testing facility for confirmation purposes in the event of a positive test result. The sealed envelopes will only be opened in the event of a positive test result. If the sample does not test positive, the envelopes will be shredded without being opened.

The laboratory will report positive test results directly to the superintendent or designee. The superintendent or designee will only notify the student, the appropriate extracurricular sponsor, the parent/guardian of the student and other persons the superintendent or designee determines need to know the information to implement district policies or procedures. All files pertaining to drug testing will be kept confidential and separate from the student's other education records, and only school personnel with a need to know the information will have access to the information.

Positive Test Results

If a positive test result occurs, the result will be verified on the same specimen. Following a confirmed positive result, the student and his or her parent/guardian shall be given the opportunity to submit additional information to the district administration or the laboratory. The district may consult with the laboratory in determining whether the positive result was caused by something other than the consumption of prohibited substances.

II. Random Drug Testing

Notification and Consent

An orientation session shall be held before the commencement of random drug testing to inform students and parents/guardians of the sample collection process, privacy arrangements and the drug testing procedures that will be used. Students wishing to participate in extracurricular activities shall receive a copy of the drug testing policy and related administrative procedures. Additionally, each student shall be required to return a signed drug testing consent form to the coach or activity sponsor by the beginning date for practice or interscholastic contest established by MSHSAA. If there is no established beginning date for practice for the activity, the signed consent form must be returned within five calendar days of the first participation day. A signed consent form shall be valid for all covered activities and will remain effective until revoked in writing by the parent/guardian. Students who do not return the signed consent form shall not be allowed to participate in covered activities.

Random Selection

The district will randomly select five percent of participating students for drug testing periodically throughout the school year. The random selection process will result in an equal probability that any participating student could be chosen. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

Testing

Samples shall be tested for THC/marijuana, benzodiazepines, cocaine/benzoylecgonine, amphetamines, barbiturates, phencyclidine, methamphetamine, opiates/morphine, alcohol and performance-enhancing drugs, including anabolic steroids. Samples will not be screened for the existence of any physical conditions other than prohibited drug and alcohol use.

Consequences

Following a confirmed positive test result, the superintendent or designee will immediately suspend the student from all covered activities and will schedule a conference with the student, the parent/guardian and the extracurricular sponsor. Offenses accumulate throughout grades nine through twelve. Depending on the timing of the drug test, the student may be excluded from participation in activities at the end of the school year, over the summer and/or into the beginning of the next school year.

First Offense – The first time a student tests positive under the random drug testing program, the student shall be suspended from participation in all covered activities for a minimum of 30 participation days and must pass a drug test administered by the district prior to participating in covered activities again.

Alternative First Offense – With the consent of the student and his or her parents/guardians, the superintendent may reduce the suspension so that the student is only prohibited from participating in covered activities for a total of ten participation days as long as the student meets the following requirements:

- Within one week of the conference, the student must receive or be enrolled in substance abuse counseling from an alcohol and drug abuse agency that is certified by the Missouri Department of Mental Health, Division of Alcohol and Drug Abuse. The parents/guardians are responsible for all costs associated with the counseling. The parent/guardian must provide written verification that the student has been seen by the alcohol and drug abuse

agency at least once before the student is allowed to begin participation again. If the student does not attend counseling as promised, the district will immediately implement the original consequences.

- The student will be required to submit to drug tests every time the district conducts random drug testing on other students for the rest of the school year.

Second Offense – Students with two positive test results for drugs or alcohol will be prohibited from participating in all covered activities for a minimum of 90 participation days and must pass a district-administered drug test district prior to participating in covered activities again.

Third Offense – Students with three positive test results will be prohibited from participating in all covered activities for the rest of their enrollment with the district.

Refusal to Submit or Falsifying Results

A student refuses to submit for drug testing when he or she fails to provide adequate urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process. A participating student who refuses to submit to drug testing or who takes deliberate action to falsify results will be suspended from all covered activities for one calendar year and will forfeit eligibility for all awards and honors given for covered activities from which the student was suspended.

Self-Reporting

When a student, of his or her own volition, self-reports consuming drugs or alcohol in violation of district policy to an administrator, coach or extracurricular sponsor before receiving notification that he or she will be tested, that student shall be allowed to continue to participate in covered activities under the same restrictions imposed on a student who had an initial positive test even if the student had tested positive previously. A self-report is considered the same as testing positive for the purpose of future positive tests. A student may only take advantage of self-reporting once between ninth and twelfth grade.

III. Suspicion-Based Drug Testing

A student may be required to submit to a drug test when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy. Staff members will report such suspicions to the building administrator or designee as soon as possible. The building administrator or designee will determine if reasonable suspicion exists. The district's attorney may be consulted as necessary.

Consequences

Students who test positive under this section will be disciplined in accordance with the district's discipline code and may also be temporarily or permanently excluded from all district extracurricular activities in accordance with other district policies or practices.

Refusal to Submit or Falsifying Results

A student refuses to submit for drug testing when he or she fails to provide adequate urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process. A student who refuses to submit to testing or takes deliberate action to falsify results may still be disciplined under the district's discipline code for being under the influence of alcohol or drugs. A student who takes deliberate action to falsify results may also receive additional disciplinary consequences.

Sportsmanship Policy

1. All players, coaches/advisors, parents, and other fans are expected to:

2. Emphasize the proper ideal of sportsmanship, ethical conduct, and fairness.
3. Eliminate all possibilities that tend to destroy the best values of the activity. Hazing and initiations are not acceptable or condoned on or off school grounds.
4. Stress the values derived from participating fairly.
5. Show cordial courtesy to officials, visitors, and each other.
6. Establish a courteous relationship between visitors and hosts.
7. Respect the integrity and judgment of coaches/advisors, judges, and officials.
8. Achieve a thorough understanding and acceptance of the rules and expectations of the activity and the standards of eligibility.
9. Encourage leadership, use of initiative, and good judgment by the participants in the activity.
10. Recognize that the purpose of activities is to promote the physical, mental, moral, social, and emotional well-being of the individual participants.
11. Promote good school citizenship standards and use them as a barometer for participation.
12. All school discipline policies and rules apply directly to Marshall Public School students at school activities whether they are held on school property or away from school. **Non-credible citizenship may result in disciplinary action or removal from participation.**

Unsportsmanlike Conduct

Marshall Public Schools is focused on promoting good sportsmanship in athletics. We will hold our athletes to the highest standards across the board. It is important that our athletes represent Marshall Public Schools on their respective playing surfaces. Calls made by game officials indicating unsportsmanlike behavior are not debatable. It is not up to the coach to decide the nature of the foul. The officials have the final say. MSHSAA has set standards for unsportsmanlike fouls and Marshall Public Schools will adhere to those. The coach may institute any other consequences they feel are necessary.

Following a mistake, such as a technical by a player, the coach must use the event as a teaching opportunity. Players are young and still trying to establish their emotional intelligence. Coaches will counsel and act as role-models to assist a player to gain maturity and good judgment.

According to the Missouri State High School Activities Association By-Law 5.5.1:

The Board of Directors is vested with the power to suspend schools from membership for the unsportsmanlike conduct of teams, coaches, students or fans. Each school is responsible for the conduct of its teams, coaches, students and fans at games both at home and away. Please support the players in a positive manner rather than possibly placing them in a position of being penalized for unsportsmanlike conduct. Thank you for your understanding and cooperation in the spirit of high school athletics.

PARENT INFORMATION

Commitment Form

Prior to participating in any practice or tryout for any interscholastic sport/event, each athlete/participant and parent must return the "MPS Activity/Athletic Commitment Form" found on [Privit](#). Parents and participants should read the policies and information in the activity/athletic handbook completely. Parents and students must both sign off on the commitment form. The signed form is a contractual understanding between students/parents/coaches/sponsors of the following requirements for participation.

1. MSHSAA physical and personal medical insurance is provided.
2. Participation in athletics and activities is voluntary and a privilege.
3. The handbook has been read, discussed, and questions answered.
4. Participants will follow the school district policies and comply with the requirements listed in the Student and Activity handbooks.
5. Parents will support the high school in its efforts to promote good citizenship and the requirements listed in the Student and Activities handbooks.
6. The commitment form must be completed for each school year after July 1. Only one commitment form is required to be on file per participant.

Eligibility Protection (MSHSAA Policy)

The Missouri State High School Activities Association (MSHSAA), of which the MPS School District is a member, is a voluntary, nonprofit, educational association of junior and senior high schools established for the purpose of working cooperatively in adopting standards for supervising and regulating interscholastic activities and contests. Please review the current MSHSAA Handbook regarding eligibility requirements, which may be less rigorous than MPS guidelines.

Compliance with MSHSAA Handbook

All students participating in MSHSAA-sanctioned activities will be governed by the MSHSAA Handbook in addition to District policies and procedures. The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at: <http://www.mshsaa.org/resources/pdf/Official%20Handbook.pdf>.

Communication

Parent/Coach Relationship

As your students become involved in the programs in the MPS schools, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your students wish.

If you, as a parent, have a concern, take time to talk with coaches in an appropriate manner, including proper time and place, being sure to follow the designated chain of command. At these times, discussion with the coach/advisor is encouraged.

If You Have a Concern to Discuss with a Coach/Staff Advisor, the Following Procedure Should Be Followed:

1. Call or email to set up an appointment with the coach/staff advisor.
2. Please do not attempt to confront a coach/staff advisor before, during, or after a contest or practice. Please use the 24-hour rule.
3. These can be emotional times for both the parent and the coach/staff advisor. Meetings of this nature usually do not promote resolution.

What Can a Parent Do if the Meeting with the Coach/Staff Advisor Did Not Provide a Satisfactory Resolution?

1. Call and set up an appointment with the Activities Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

Issues Not Appropriate to Discuss with Coaches/Staff Advisors:

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student-athletes/participants.

Appropriate Concerns to Discuss with Coaches/Staff Advisors:

1. The treatment of your student mentally and physically.
2. Ways to help your student improve.
3. Concerns about your student's behavior.

MARSHALL HIGH SCHOOL CLOSED HEAD INJURY RETURN TO ACTIVITY CRITERIA

The Marshall Public School District takes a proactive approach to the management of concussions in athletics. Parents and students must complete the related form in Privit.

Conference Affiliation

Marshall High School is a cooperating member of the North Central Missouri Conference and is committed to adhere to the rules and regulations of the association. Presently there are 6 member schools that are in the conference.

NCMC Schools

Fulton High School
Hannibal High School
Kirksville High School
Marshall High School
Mexico High School
Moberly High School

Sports by Season

FALL

Girls Cross Country V, JV
Football V, JV, Frosh
Girls Golf V, JV
Softball V, JV
Boys Swimming V

Boys Cross Country V, JV
Volleyball V, JV, C
Girls Tennis V, JV
Boys Soccer V, JV

WINTER

Girls Basketball V, JV, C
Boys Basketball V, JV, C

Boys and Girls Wrestling V, JV
Girls Swimming V

SPRING

Boys Golf V, JV
Boys Tennis V, JV
Baseball V, JV, C

Boys Track V, JV
Girls Soccer V, JV
Girls Track V, JV

Handbook Acknowledgement Form

You will submit the Handbook Acknowledgement, which is part of the commitment form, on Privit. By signing this form, you confirm that you understand and have read the information in this handbook.

APPENDIX A

Welcome to Privit Profile!

This article provides instructions to students, athletes, parents and/or guardians on completing the Privit Profile process. The information can be completed on your mobile device, laptop, tablet or any device connected to the internet.

If you need assistance with Privit Profile™, please contact the Help Center at 844-234-4357 or visit www.support.privit.com.

Steps to complete within Privit Profile™:

1. **Register an account in parents name here:** <https://marshallowls-mo.e-ppe.com>
2. **Add athlete(s) to your account**
3. **Complete all relevant athlete information**
 - a. Personal Details
 - b. Pre-Participation History Form
 - c. MSHSAA Parent Permission
 - d. MSHSAA Concussion Materials
 - e. MSHSAA Student Agreement
 - f. Emergency Contact Information

4. **Apply parent electronic signature**
5. **Apply athlete electronic signature**



Once the required information has been completed and e-signatures have been applied to the necessary forms, the signed document will become available automatically for the appropriate staff member for review and approval.

Privit Profile Instructions for Parents:

As a parent/guardian, you are going to register an account, then add your student to the account and complete only their information. Start creating your account by selecting or enter the link <https://marshallows-mo.e-ppe.com> then follow the steps below.

1. From the landing page, click **Register**.
2. Please register with your name as a parent, your email address, and create a password of your choice.
3. When you are finished, click **Sign Up**. (If you have multiple family members or if you have already registered yourself, you do not need to register again and please refer to #5 below.)
4. Next, a Welcome Message should appear. Click **Continue** located towards the top of the message. Then you will be taken to the HOME page.
5. On the Home page click the **Add Member** button on the left side of the page. (This allows you to add your student/athlete to your account; and this section allows you to add other family members if necessary.)
6. Click **Add Member** on the left side of the page.
7. Enter your athlete's first name (and last name if different), date of birth, and gender.
8. In addition, please check the box that states Enable Login. Then you will want to enter an email address for your athlete (The email address for your athlete will have to be different than the email address you registered with) and create a password. (Enabling a login will allow the student athlete to e-sign documents later in the process). The click **Add Member**.
9. You should be directed to a Copy Data page. Please select the grey **Cancel** tab at the bottom and you will be taken back to the Home page.
10. You will now see the student/athlete listed under Family Members. Please click on their **Name**. Then begin completing the Personal Details by clicking the **Start** button to the right of Personal Details.
11. Complete each section of the Personal Details section to 100% and click **Save and Exit**.
12. **IMPORTANT:** In order for the Personal Details to be 100% complete you will need to answer all mandatory questions, marked with a red asterisk (*). You **will not** be able to submit your forms until this step is complete.
13. Click **Start** to the right of Pre-Participation History Form. Complete all the questions with a red asterisk (*) and when you have finished answering this form, click **Submit**.
14. A message will appear if you want to review or sign it the document. Click the blue **Sign** button and you will be taken to a page to create an electronic parent signature. Select the blue **Create New Signature** tab.
15. With your cursor on a computer, or with your finger from a tablet/mobile device, create your signature or initials then click the blue **Save** tab. You will see your signature displayed. Select the grey **Done** tab underneath. Once complete, you will then be on your account management page. Select **Home** near the top left of the screen.
16. Once you have created a parent e-signature, you will not be required to repeat this process. You will be able to apply this parent e-signature anywhere a parent e-signature is required.
17. From your student athlete's home page, click on **Start** to the right of MSHSAA Parent Permission. Complete the MSHSAA Parent Permission and click **Submit** when you have finished. Then you will be able to apply your parent e-signature to the form. You will then be directed to the Manage Documents page, you will want to select **Home** in the top left to be directed back to Home page.
18. Click **Start** to the right of MSHSAA Student Agreement. Complete the MSHSAA Student Agreement and click **Submit**. This document requires a student athlete e-signature and for instructions for student athlete e-signature, please see the instructions below for creating a student athlete e-signature. Next click **Home** in the top left to be directed back to your Home page.
19. Follow the same procedure for MSHSAA Concussion Materials and Emergency Contact Information as in step 6.
20. After completing the MSHSAA smart forms, you must join a team. To join a team, click **Update** next to Joined Teams, and check the box next to the team(s) your student/athlete will be participating throughout the school year.
21. **IMPORTANT:** You **cannot** skip this step as it is critical for you to be able to print your reports/forms to take to the physical exam. In addition, your athlete's coaches and athletic trainers will be able to review clearance status, emergency contact information, and see your athlete on the team roster.

22. When you have completed all the documents and joined a team, you will want to print the MSHSAA Physical Examination Form for the doctor to sign. To print the Physical Form, click **Download** to the right of the MSHSAA Physical Examination Form and the form should appear within a new tab. You can print the physical form by right clicking on the page and selecting Print.
23. When the Physical Form has been signed by the doctor, please turn it back into the school.

Creating and Applying Student/Athlete E-Signature:

1. First, you will want to be certain you have enabled a login for your student athlete, so select Manage Account from the home page.
2. From the Manage Account Screen, select Manage Family Accounts.
3. From the family member drop down, select your student athlete and check the box that says **Enable Login**. (If there is an email address already listed next to Current Email, please skip to step number 6)
4. Please type in an email address for your student athlete (different from the email address that was used to register) and create a password. Then click **Submit**.
5. Next, select the name in the top right corner with the circle symbol and from the drop down, select **Log Out**.
6. Then click **Login** and login with the email address and password that was just created for your student athlete.
7. After logging in as the student athlete, select Manage Documents from the home page. Then click Sign Document where a student/athlete e-signature is required.
 - a. A message will appear if you want to review or sign it the document. Click the blue **Sign** button and you will be taken to a page to create an electronic student/athlete signature. Select the blue **Create New Signature** tab.
 - b. With your curser on a computer or with your finger from a tablet/mobile device, create your student/athlete signature or initials then click the blue **Save** tab. You will see your student/ athlete signature displayed. Select the grey **Done** tab underneath. Once complete, you will then be on your account management page. Select **Home** near the top left of the screen.
 - c. Once you have created a student/athlete e-signature, you will not be required to repeat this process. You will be able to apply this student/athlete e-signature anywhere a student/athlete e-signature is required.

After you have read this, please go onto your Privit Profile and both student and parent must complete the signature form. It must be dated for the current school year. You will have to update this each year.



**Saline County Career Center
2022-2023 STUDENT HANDBOOK**

900 West Vest
Marshall, MO 65340

Phone: (660)886-6958 Fax: (660)886-3092

www.marshallschools.com/o/career-center

DIRECTOR'S WELCOME

The staff of Saline County Career Center (SCCC) welcomes you and is dedicated to being your partner as you develop practical skills that will be used throughout your life. At the Saline County Career Center our mission is to train students to pursue excellence in scholastics, work, and life. We also believe students develop a deeper understanding of content through the completion of hands-on, engaging, and practical tasks. We prepare students for the workforce through the development of specific skills within the areas of business, marketing, teaching professions, culinary arts, health sciences, information technology, automotive technology, building trades, and agriculture. Our staff works diligently to help students gain the necessary knowledge and skills needed within their program area while simultaneously developing employability skills that are relevant for today's workforce.

The Saline County Career Center follows policies and procedures outlined in the Marshall High School handbook and student handbooks from Malta Bend, Slater, and Sweet Springs when appropriate. Additionally, this Saline County Career Center handbook describes different, or additional, procedures that are unique to the career center or procedures that differ from that of the sending school. If you have any questions or need assistance, please call or schedule an appointment to visit. Our office hours are from 7:30- 4:00 during regular scheduled school days.

I am glad to have you as part of our SCCC family!

Sincerely,
Brian Wilcoxson
Director
Saline County Career Center

MISSION STATEMENT FOR SALINE COUNTY CAREER CENTER

“Training students to pursue excellence in scholastics, work, and life.”

VISION STATEMENT FOR THE SALINE COUNTY CAREER CENTER

To be a team of educators working together to train our students to meet the challenges of tomorrow with the skills they learn today. We will strive to mentor our students to acquire the following professional qualities:

- RESPECT
- RELIABILITY
- INTEGRITY

- LEADERSHIP

Our team believes these qualities will enable our students to be successful in school, work, and life.

CORE VALUES OF THE SALINE COUNTY CAREER CENTER

- THINKING, THEN DOING
- SELF-PROMOTION
- RESPECT OF SELF AND OTHERS
- EMPLOYABILITY SKILLS
- RESPONSIBILITY

SALINE COUNTY CAREER CENTER STAFF

MPS Superintendent.....	Mr. Caleb Petet
MPS Assistant Superintendent.....	Mr. David Reinke
MPS Director of Curriculum.....	Laura Jacobi
MPS Director of Special Services.....	Grace Durham SCCC
Director.....	Brian Wilcoxson
SCCC Adult Education Coordinator/Financial Aid Administrator.....	Beth Walker
SCCC Counselor.....	Eric Lark

Career & Technical Education Programs

- Agriculture Education
- Automotive Technology
- Business Education
- Culinary Arts
- Building Trades
- Information Technology
- Health Sciences
- Marketing and Management
- Practical Nursing (adult program):
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/48/Career_Center/2718796/Handbook_2023-24_...._ORIGINAL.pdf
- Teaching Professions

Credits

One and one-half units of credit per semester are issued by the sending school to a student who successfully completes a three-hour block. Within each three-hour block there is also an opportunity to gain additional embedded credits in math or science.

- One-half unit of credit per semester will be issued to those who complete a one-hour block.
- One-half unit of credit per semester may be earned for 10 hours per week of work experience or approved supervised Ag experience.
 - For Marketing and Ag Co-Op, a minimum of 10 hours for 1 unit of credit, and maximum of 20 hours or 2 units of credit per semester is allowed.

Dual Credit opportunities are available within various SCCC courses as determined by instructor qualifications and arrangements with post-secondary institutions.

Weighted Courses: The following classes at SCCC are “weighted”

- Advanced Marketing
- Network Pro
- Accounting II

- Computer Business Applications
- Agriculture Leadership
- Agriculture Management
- Economics.

Enrollment

Students enroll through their sending school counselor who will contact the SCCC guidance counselor for final placement. A student's school record may be used to determine placement, especially when enrollment is nearing capacity.

Participating Sending School Districts

Malta Bend, Marshall, Slater, and Sweet Springs Public Schools are sending districts to SCCC.

Lockers

Students' lockers are assigned by instructors and are available in shop areas where needed. Students are responsible for their own personal items. The Saline County Career Center recommends not bringing personal items of value (cell phones, computers, cash, jewelry, etc.). The Saline County Career Center is not responsible for lost, broken, or stolen personal items. Students must provide their own locks and are responsible for keeping their lockers locked and their personal items secure. Lockers are the property of the school and may be searched by school officials at any time.

Textbook/Supplies/Equipment

Textbooks, reference materials, and some tools/equipment will be provided by the school. Students must pay for any items damaged by misuse.

Illness, Accidents, & Emergencies

Accidents and injuries within the SCCC must be reported to the instructor immediately. The instructor will notify the office, fill out an incident report (found in office), and submit it to the director. If the case is considered an emergency and a parent cannot be located, the director shall make the decision as to the proper procedure to be followed. In case of serious injury, emergency services will be contacted, and the student will be transported to the hospital for treatment and care. If a student is ill, permission is needed from the parent/guardian or person designated on emergency form before the student can be sent home. The director will determine if a student's symptoms require that a student be sent home.

Emergency Drills

Emergency drills are held periodically during the school year independent of and in collaboration with Marshall High School.

Evacuation/Fire Drill

Staff and students are to wait for confirmation of a fire event from the office before following fire procedures and evacuation plans.

Tornado Drill

Upon directions from the office or other indications of a high weather event, staff and students should follow procedures to the basement of the SCCC.

Intruder Drill

Directions from office will instruct staff to follow run/hide/fight procedures. Students and staff should wait for further directions from administration.

Safety/Regulations

Shop/Classroom Safety

Many training programs at SCCC require the use of equipment. When used properly, this equipment is not dangerous. Safety glasses, proper apparel, and other necessary safety equipment will be required for all laboratory activities. Instructors will teach and strictly enforce all safety procedures for their classes. Students not following safety procedures or classroom expectations will be removed from the classroom/shop environment for the remainder of the day and be subject to additional discipline. If a student has multiple instances of not following safety procedures or classroom expectations their behavior and classroom performance will be reviewed to determine whether they continue to be enrolled within the class or they are removed from enrollment within the class.

The Saline County Career Center offers courses that involve activities that naturally have a higher risk of injury than a traditional classroom. Any medical care resulting from an accident is the financial responsibility of the parents/guardian/students. Parents are encouraged to check with their student's home high school for student accident & health insurance.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>

MHS Student Pickup

The circle drive of the SCCC serves as an alternate after school pickup location for Marshall High School Students. Students are required to be picked up along the front sidewalk of the circle drive. Students will not be allowed to cross the circle drive, or Vest street traveling North off of MPS property, except at the four way stop at Miami and Vest, during after school pickup. The SCCC is not a drop-off location for MHS Students at any time throughout the day. All MHS students attending the SCCC must report to Marshall High School before entering the Saline County Career Center.

Counseling Services

The SCCC counselor provides a comprehensive school counseling program for secondary and adult students. The SCCC counselor works closely with the sending school counselor to offer students the benefits of their cooperative efforts. An emphasis is placed on guiding students towards determining a career path, and completing an Individual Career and Academic plan. Follow-up reports are also done to determine the effective placement of graduates.

The SCCC school counselor will provide information on the various opportunities for post high school education as well as assist in post-secondary planning. Attempts are made to include both students and their parents in the planning process. The Saline County Career Center counselor coordinates with four (4) sending schools in enrollment and assistance for all students, including students who may need services and/or accommodations under the IDEA and/or Section 504.

Clubs and Leadership Activities

DECA (Marketing Association for high school students):

DECA is a co-curricular marketing student organization designed to support and strengthen the marketing curriculum and reinforce academic concepts related to marketing. Through participation in district, state, and international activities. DECA members develop a better understanding of the business world, increase awareness of their civic obligations, and develop social poise and leadership skills. Participation in DECA provides a vehicle for students to employ higher order thinking skills, interact with experienced business leaders, and gain career and technical understanding.

Obligations/Responsibilities: Members must be enrolled in Fundamentals of Marketing, VB Marketing Matters or Advanced Marketing. Advanced Marketing students are required to participate in DECA competitions.

FFA (National FFA Organization):

The Marshall FFA Chapter is an intra curricular organization that supports all Agriculture Education courses offered at SCCC. The Marshall FFA Chapter was #1 in MO in 2012, 2013, 2014, 2015, and 2020 and recognized as **#1 Model of Excellence chapter on the National Level in 2015, 2017 and 2018**. We are the only chapter in the nation to be ranked in the top 10 for seven years in a row. The Chapter's mission is to develop a member's potential for premiere leadership, personal growth, and career success through agriculture education.

Obligations/Responsibilities: Members must be enrolled in an agriculture education course to be eligible to participate in the organization and FFA Chapter activities.

SkillsUSA (partnership of students, teachers and industry leaders who work together to ensure America has a skilled workforce):

SkillsUSA empowers students to excel! This national student association provides educational programs, events and competitions that support career and technical education (CTE) in our classrooms. SkillsUSA has over 395,000 members who are preparing for careers in trade, technical and skilled service occupations, including health occupations.

Obligations/Responsibilities: Attend local meetings, attend state and national competitions.

FBLA(Future Business Leaders of America-Phi Beta Lambda, Inc):

FBLA is the largest career student business organization in the world. Each year, FBLA helps over 230,000 members prepare for careers in business. FBLA National Awards Program, commonly called competitive events, recognizes and rewards excellence in a broad range of business and career related areas. Through stat-based competition at the spring State Leadership Conference, members compete in events that test their business knowledge and skills. Top winners in each state are eligible to compete for honors at the National Leadership Conference each summer. Some goals of FBLA are to develop competent, aggressive business leadership, to strengthen the confidence of students in themselves and their work, and to create more interest in and understanding of American business enterprise.

NOTE: Students are not required to be enrolled in a business class to be a member of FBLA.

HOSA(Future Health Professionals Organization):

HOSA is a student organization composed of high school students who are, or have been, enrolled in the Health Services Assistant Program and are interested in, planning to pursue, or pursuing a career in the health professions. The mission of HOSA is to empower HOSA-Future Health Professionals to become leaders in the global health community through education, collaboration, and experience.

Obligations/Responsibilities: Members are expected to participate in monthly meetings and activities, leadership conferences and workshops, and HOSA competitive events. A fundraiser will be held to help offset the cost of dues and competition fees and expenses.

Educators Rising (A student organization composed of high school students who are or have been enrolled in Career Pathways for the Teaching Professions and are interested in, planning to pursue, or pursuing a career in the teaching professions.):

Ed Rising cultivates highly skilled educators by guiding young people on a path to becoming accomplished teachers. Educators Rising is a national membership organization that provides students with authentic opportunities to experience teaching and build the skills they need to be successful educators. If you are considering a career in education, you should join Educators Rising to connect with peers and experts around the country. Educators Rising cultivates highly skilled educators by guiding young people on a path to becoming accomplished teachers, beginning in high school and extending through college and into the profession.

Obligations/Responsibilities: Members are expected to participate in monthly meetings and activities, leadership conferences and workshops, and EdRising competitive events. A fundraiser will be held to help offset the cost of dues and competition fees and expenses.

School Sponsored Trips

All school-sponsored trips must be cleared through the office. Students on school-sponsored trips must **GO AND RETURN** in the transportation designated by the school. Parents must request permission from the Director to transport their children returning from an activity where they traveled to the event in a school sponsored bus or vehicle. This must be done in person or in writing one or more days **PRIOR TO THE EVENT**. Students are subject to all rules and regulations of the school while going to, during, and returning from a school-sponsored trip. Only enrolled students or approved chaperones may ride on a school-sponsored bus.

Certain classes at SCCC inherently involve many off-campus trips throughout the year. An agreement will be sent home in these classes for parental agreement/understanding. If parents would like further information, please contact the SCCC office at (660) 886-6958.

Student Discipline Guidelines

Students who are not validating their career education placement by poor academic or behavioral performance will be handled in the following manner:

- **First formal referral will result in disciplinary action and a letter sent home.**
- **Second formal referral will result in disciplinary action, the student being placed on probation and a letter sent home.**
- **A student's third referral will result in disciplinary action and possible/likely removal from the class.**
- **Note that any single incident may lead to immediate removal from classes at SCCC, depending on the severity.**
- **Note that the sending school may determine that additional and/or separate disciplinary action within the sending school environment.**

Attendance/Tardiness Regulations

Students are expected to be present and on time for all classes at SCCC. Marshall students are subject to the attendance and tardiness standards set forth in the Marshall Student/Parent Handbook. Students attending from a sending school district are subject to the sending school's attendance and tardiness standards, and may receive additional standards from SCCC and/or individual SCCC instructors.

Student Conduct and Performance

Mature behavior of SCCC students is essential to the safety and success within each class. Proper behavior and general work habits are basic requirements for successful employment. These "soft skills" are stressed as part of SCCC's educational program, as indicated by our mission statement. Students exhibiting improper behavior will be removed from the classroom/shop environment for the remainder of the day and be subject to additional discipline. If a student has multiple instances of improper behavior, then their behavior and classroom performance will be reviewed to determine whether they continue to be enrolled within the class or they are removed from enrollment within the class.

The Director at Saline County Career Center may use the sending school handbook/policies as a reference if deemed appropriate.

Parent/Student Notification

All Board of Education policies can be found on the Marshall Public School District's website:

<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=457>.

This SCCC handbook has been prepared for your information to help you understand our rules and regulations, as well as the philosophy of our building and school district. It is virtually impossible to have everything included in this manual, but we have tried to list those things of greatest concern. Any other items about which you have questions are covered in the Board of Education Policies and Regulations, found on the Marshall Public Schools' website. Any questions regarding these items may be brought to the attention of the building administrator.

Thank you for your interest and please do not hesitate to contact us to clarify any questions or concerns.