Marshfield R-I School District

170 State Hwy DD, Marshfield, MO 65706

(417) 859-2120

Junior High Student/Parent Handbook

2022-2023

Adopted by the Board of Education: August 18, 2022

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Mission

The mission of the Marshfield R-1 School District is: To prepare each child for a successful future.

School Board Members

Amy Wilkerson - President
Mitch Espy - Vice President
Dr. Patrick Theobald - Member
Mark Messick - Member
Josh Hartman - Member
Craig Thomas - Member
Janette Clark - Member
Appointed Board Treasurer/Secretary: Marta Fraker

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

District Administrative Offices

Mike Henry	Superintendent of Schools	859-2120 ext 9000
Rocky Valentine	Asst. Superintendent-Operations	859-2120 ext 9000
Garrett Lowder	Asst. Superintendent-Academic Services	859-2120 ext. 9000
Melynda Van Note	Director of Special Services	859-2120 ext 9000
Christina Roberts	Director of Nurses	859-2120 ext 9000
Tony Blackwell	Director of Transportation	859-2120 ext. 9000

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School Building Information and Contact Information
Marshfield R-I School District Website: https://www.mjays.us/Page/1

The Marshfield R-I District website included information for each building such as a calendar of events, online copies of the Student/Parent Handbook, and other important information.

Marshfield R-I School District Central Office
170 State Highway DD, Marshfield , MO 65706
Phone: 417-859-2120
Fax: 417-859-2193

Marshfield Junior High (6-8)
660 North Locust, Marshfield, MO 65706
Phone: 417-859-2120 ext. 2000
Principal: Daphne Grandel
Assistant Principal: Preston Hyde

Blackboard School Messenger:
Keeping you informed is a top priority at Marshfield R-1 School District. That's why we have adopted the BLACKBOARD MESSENGER which will allow us to send a telephone call, e-mail or text message to you providing important information about school events or emergencies. We use BLACKBOARD MESSENGER to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events, including report card distribution, field trips, etc. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please let us know immediately.

Welcome Letter

Dear Students and Parents:

We are excited to welcome you to a new year at Marshfield Junior High School! The entire MJHS staff works hard to provide a positive and inclusive environment that encourages and challenges each student. We look forward to a new year of exciting possibilities.

The Junior High years are a time of tremendous growth for students. These transition years are critical for social and academic growth, on which a student's future success is built. Our purpose is to empower students to meet and exceed expectations for academic, social and emotional growth, and success. To meet the demands of an ever-changing world, students will develop the five Cs: creativity, critical thinking, collaboration, communication, and character skills.

It is a great privilege to serve the families of Marshfield Junior High School. We look forward to a great school year!

Your partners in education,

Daphne Grandel, Principal
Preston Hyde, Assistant Principal

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Academic Calendar I-100-S

2022-2023 School Calendar

Marshfield R-I School District

170 State Hwy DD
(417) 859-2120 (Fax) 417 859-2193
Marshfield, MO 65706

Aug. 23	First Day of School
Oct 21	End of 1st Term
Oct 28-31	Fall Break-No School
Nov 23-25	Thanksgiving Vacation
Dec 22	End of 2nd Term
Dec 23-Jan 2	Winter Break
Jan 3	1st Day of 2nd Semester
Mar 10	End of 3rd Term
March 13-17	Spring Break
Apr 7	No School
May 20	HS Graduation
May 26	Last Day of School

PD/Teacher Work Days Dates

8/16, 8/17, 8/18, 8/22, 8/29, 9/12, 9/26, 10/3, 10/17, 10/28, 11/7, 11/14, 12/5, 1/9, 1/23, 2/6, 2/20, 3/6, 3/20, 4/3, 4/24, 5/8, 5/22

Calendar Key

	PD/Teacher Work Days	23 days
	Flex PD Days	3 days
	PD/Snow Make Up Days	8 days
	School Closed	
	First & Last Day of School	
	Parent Teacher Conferences	

149 School Days

July 2022

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

August 2022

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

September 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
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25	26	27	28	29	30	

October 2022

S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022

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20	21	22	23	24	25	26
27	28	29	30			

December 2022

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				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023

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

March 2023

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26	27	28	29	30	31	

April 2023

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023

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

June 2023

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

Calendar Templates by Vertex42.com https://www.vertex42.com/calendars/school-calendar.html

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Attendance and Absence Procedures S-115-S

Expectations for Attendance

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 District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused.

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 excused. The District may assign disciplinary measures for truancy. Students who are truant will make-up missed work to aid learning. Families are entitled to appeal assigned consequences to the Superintendent or designee.

Regular attendance in school is necessary for students to reach their maximum potential. Regular attendance and effort lead to better grades, higher levels of achievement and improved self-esteem.

Parents should notify by phone the Junior High office (859-2120 ext. 6) the day their child is to miss school. Requests for work must be made by 10 and picked up after 2 pm. Prior notification is preferred for such things as appointments, funerals or family vacations. Each absence will be looked at individually in deciding whether it was REASONABLE or not. Doctor's/dentist's/counselor's/etc. will be verified absences. If the school is not notified, the school will attempt to contact the parent/guardian to verify the absence. Planned prolonged absences (ex. Family Vacation) need to be discussed with the principal in advance of the absence.

Attendance shall be taken every period during a school day. Each period will count against total attendance of a student (seven periods equaling one day). After four (4), eight (8) and twelve (12) days of absence, the parent/guardian will receive a letter from the school confirming the days of absence and reminding them of the attendance policy. After fourteen (14) days of absence (this is at the point an individual student will not be able to make the 90% attendance goal set by the State of Missouri Board of Education), the parent/guardian will be notified by letter from the Assistant Principal and contact will be made with the Division of Youth Services, the Juvenile office, Sheriff's Office and/or the Prosecuting Attorney's office for assistance. Excessive absenteeism may be taken into consideration with the promotion/retention of students.

When returning to school from an absence a student should have a note of explanation from the parent unless previously verified. The student will be allowed a minimum of two days to make up any assignments missed during absences. Work must be returned to the

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teacher on the date specified by each individual teacher. A lowered grade may result in work turned in late.

If a student is to leave school early, he/she must be picked up by the parent/guardian or a person specified by the parent/guardian **(student security ID number required**). This person must sign the student out at the Junior High office.

A student who wishes to practice or participate in extra-curricular activities must be in **attendance the entire day unless excused by the school in advance**. For Saturday participation, if a student is not in attendance on the previous Friday, parents must verify this absence with the office on that Friday. To get an absence excused in advance the student's parent should send a note to school or contact the office in person or by phone prior to the absence. The parent or guardian must explain reasons for the impending absence. Students absent from school because of illness, injury or suspension are not eligible to attend after-school, nighttime, or weekend activities.

Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

Dress Code Expectations and Prohibitions

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes, shoes with wheels, or slippers;
2. See- through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps(straps must be at least 2 inches wide over the shoulder);
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outer wear;
6. Clothing that does not reach to mid-thigh;
7. Holes in pants that are above mid-thigh unless patched;
8. Clothing with profane, obscene, or otherwise inappropriate language;
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);

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13. Do-rags;
14. Handkerchiefs;
15. Sunglasses;
16. Wigs;
17. Face paint;
18. Overly-dramatic make-up;
19. 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 by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event;
20. Blankets/snuggies/slankets shall not be carried or worn as coats or wraps while in the building;
21. Heavy or loose chains, or straps that create a safety risk.

Additional Dress Code Information
Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extra-curricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

Electronic Communication with Staff Members

Communication is a focus for our school District, but any electronic communication should be done through email or an approved method of communication (e.g. email, BlackBoard, Remind, Band, Canvas, Google Classroom). Texting is not an approved or appropriate method of communication between students and staff. Please make sure all electronic communication is conducted appropriately and within these guidelines.

Food Service Program F-285-S
The Marshfield R-1 School District provides breakfast and lunch programs with nutritious meals planned by Opaa! staff. Because of varying costs from year to year, parents are encouraged to check current prices in the school office. All students are required to eat in the cafeteria, including students who bring their lunch from home. Children are expected to use good table manners and be courteous.

Children who bring their lunch from home are also allowed to purchase milk or other items. Lunch money should be given directly to the food service worker in the cafeteria.

Depending on the size of your family and your income, your family may be eligible for free or reduced price meals. Applications for the free/reduced lunch program are available in each school office and only need to be filled out per family.

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A student may not accumulate more than 10 unpaid meal charges. Students are not allowed to charge Ala Carte items. If a student has a negative balance, an alternate lunch will be provided as a regular lunch choice, at a reduced price.

Only prepaid food deliveries will be allowed for grades 6-12 for drop off, in the school office. Only grades K-5 may have parents or guardians eat lunch with a student. Adults must have the security code for the child in order to eat with the child. An alternate location may be provided for lunch with a child, if deemed necessary, by school administration. Parents are asked to adhere to cell phone, dress code, and headgear policies of the school, and to use good judgement. If necessary, parents may not be allowed to return to eat with students in the future.

Allergy Prevention and Response S-145-S

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.

Building-Wide and Classroom Approaches

Due to the risk of possible transmittal of infectious disease, homemade food items may not be served to our students. Parents wishing to provide party treats are welcome to bring commercially prepared food items.

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. Epinephrine is available for emergency allergic reactions. Rescue inhalers are not provided in any building.

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

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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.

Health Services S-215-S

Health services are provided under the direction of a school nurse. The health service staff will be responsible to their building principal and may also be responsible to a designated District administrator. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

Illnesses/Injuries

The District will be responsible for providing first aid or emergency treatment for students in cases of sudden illness or injury. Where necessary, and with notice to the parent/guardian, emergency health services will be secured. The parent/guardian is responsible for the cost of their child's medical treatment.

It will be the decision of the school nurse, building principal, or school staff member who oversees the student to call the ambulance at the parent's expense. The District will use any emergency information on file provided by the parent/guardian, such as designated persons to contact in case of an emergency, name of physician, and any other significant medical information.

Health Screenings

6th-8th grades: vision, head lice and dental; 7th grade: additional scoliosis screening.

Health Office

If you have any questions, please contact the District's Health Services Director, Christina Roberts, RN, Christina.Roberts@mjays.us, (417) 859-2120 ext. 2404.

Administration of Medication S-135-S

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should

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be brought directly to the health office and must be accompanied by the following information:

> *Non-Prescription Medication* – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or other.
>
> *Prescription Medication* – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need to know basis. Please contact the school nurse.

Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline in accordance with the discipline code, and state and federal law.

Immunizations and Vaccinations

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment

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information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

Student Insurance S-140-S

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. The District does, however, make an optional student accident group plan available for students, for which a carrier is named and rates established annually. Information on insurance coverage will be available through packets provided to the student at time of registration. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies.

Marshfield R-1 Schools will NOT provide District-paid student accident insurance. However, parents are able to purchase accident insurance for their child. Information on sports-related accident insurance and non-sports related accident insurance is accessible at: https://kidguardinsurance.com/pages/show_parent_pages/3/25-193

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

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

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Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. The District designates the following items as directory information:

> *General Directory Information*: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.
>
> *Limited Directory Information*: In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

Military and Higher Education Access

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a

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written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Release
Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form from the building principal.

Notice
Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Personnel Records E-190-S
The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

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

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

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

Visitor Procedures C-155-S
Visitors are welcome on official business. Visitors other than parents and guardians are not allowed in the classrooms. **ALL visitors need to sign in at the Junior High Office** before proceeding with their business. Any visitor that disrupts the educational process/environment will be expected to leave the premises. Any parent or guardian needing to visit with a particular teacher or group of teachers needs to set up an appointment through the office. Anyone is welcome to consult with the Junior High

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administration but it is encouraged that a parent/teacher conference occur first. This is the best and most productive way to handle all issues. Counselors are available at any time for consultation about a student, but only with parent(s) or guardian(s). Please call the office to set up any appointments.

Volunteering at School
We welcome parents who want to volunteer at school. Prospective volunteers must complete an application (available in each school office and at the District offices) and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services.

Transportation Services F-260-S
ALL permanent bus transportation changes MUST be communicated through Central Office. DO NOT give this information to the classroom teacher OR the building office. 859-2120 ext. 0. Students will be allowed **ONLY 3 permanent bus changes** throughout the entire school year. Students may only be set up for **TWO transportation addresses** at any given time. Students may **only travel to permanent addresses** listed during online registration. **There will be NO after school notes accepted for students traveling to addresses parents have not previously listed for their child during online registration.** All changes for transportation to the alternant **PERMANENT** addresses on file, or parent pick-up must be made by 2:00 PM on the given day.
Marshfield Schools provides daily transportation to and from school for a large percentage of our student population. The driver will make every effort to be consistent with their pick-up and let-off times. He/she will operate the bus on the route as approved by the Board of Education. Do not ask him/her to change the route. If you have questions concerning the route, contact the Director of Transportation.

We expect our Junior High students to act in an appropriate manner any time they are on a school bus. This includes following individual bus rules and school rules. One person, the driver, is responsible for getting students to and from school in a safe manner. We leave bus referrals to driver discretion. The drivers are in charge and know when a distraction or rule infraction occurs.

We expect the students to follow the rules set forth by our school District and the bus driver. These rules are posted by each driver and may include safety hazards, disruptive noises, littering, eating on the bus, candy on the bus, and so on. Any destruction of District-owned or contracted buses shall be handled as destruction of school property with cost reimbursement necessary along with a disciplinary action. Discipline for the referrals will be handed out by the building administration. This may include warnings, detention, ISS or OSS**. Also, for each referral, a suspension from bus privileges may occur.**

Bus Rules

- Bus routes are designated and approved by the Board of Education. Do not ask him/her to change the route. Direct all such requests to the transportation director.

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- Students must be on time at their designated spot. Drivers do not have time to wait beyond their regular schedule.
- Notify the driver ahead of time when you plan not to ride the bus.
- Students should never stand in the roadway when waiting for the bus.
- The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and without argument.
- Always observe instructions from the driver when leaving the bus.
- Unnecessary conversation with the driver is not permitted.
- Arguing with the driver is not permitted. If you have a problem, bring it to the principal's office.
- The driver sets the limits to noise level and students must obey when told to quiet down.
- Students must not extend head/hands/feet out the window, nor should a student yell out the window.
- Scuffling, teasing, throwing or flipping objects, smoking and use of tobacco, and using foul or rough language are forbidden on the bus.
- The aisle of the bus should be kept clear at all times. This includes arms and legs.
- Do not turn around or lean over the seatback to talk.
- Keep your hands and feet to yourself.
- No weapons shall be permitted on the bus.
- The rear door is for emergency use only.
- Any damage to a bus by a student will have to be reimbursed by the student causing the damage.
- Students must remain seated, (not on their knees), and facing forward while bus is in motion.
- Students must cross in front of the bus, not behind it.
- Drivers may have their own personal rules that all students must follow.
- Rules of the school apply to the bus.
- Music may not be played through a speaker on the bus. Headphones must be worn.
- Students are not allowed to transport balloons, glass containers, animals, or live insects on the bus.

<u>Student Discipline S-170-S</u>

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular

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activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

(1) Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
(2) Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
(3) Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
(4) Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment shall only be used as a method of discipline with the consent of a parent/guardian, when other disciplinary methods have failed to improve student behavior and self-control, and when the District administration believes it will assist in maintaining an atmosphere where orderly learning is possible and encouraged. Corporal punishment shall only be administered by a building administrator and only in the presence of at least one other adult employed by the District.

Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP),

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including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

Standards of Conduct and Consequences
No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

District Policy for Discipline

Definitions
Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

Lunch Detention – A form of student discipline that requires students to attend during lunch a school setting which monitors and restricts student activity.

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

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In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

OSSE School – A form of student discipline located on the Extension Center campus which may be assigned as an alternative to an out-of-school suspension.

Physical Restraint – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student's hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

Seclusion – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school District. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

Serious violation of the District's Student Discipline Policy — Any act of violence or violent behavior, any drug-related activity, any offense listed in Section 160.261.2, RSMo, or any other violation of the District's Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

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Prohibited Conduct	Definition
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	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 criminal assault in the first or second degree.
Assault, Third or Fourth Degree	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.
Automobile/Vehicle Misuse	Discourteous 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	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), 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; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and

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	any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the 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. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery and providing false or misleading information to District staff members.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Dress Code	Wearing a garment or manner of dress not specifically described as appropriate attire for school and school activities in the District Dress Code and/or which causes a disruption to the educational environment.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.

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Firearms and Weapons	A) 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). B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include, mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Instigating a Fight	Instigating a conflict: verbal, physical, or both, between two or more people.
Inappropriate Physical Contact	Any physical contact that has the potential to cause injury or is disruptive to the normal safety and order of the school. This contact is not deemed to be an assault, a fight, or sexual harassment. This contact may include (but is not limited to) scuffling, pushing, horseplay, etc.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible

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	items, any outside food or beverage that is prohibited at the building level, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy in view of others that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Referral Accumulation	Anytime an administrator believes a student has accumulated an excessive number of referrals the student shall receive an OSS (off site) for each additional discipline referral.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement, including violations of the cell phone/electronic device rules. This includes cell phone misuse.

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Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Videotaping of Violence or Harassment	Utilizing an audio or video recording device to record violence or harassment for purposes other than reporting the violence/harassment to the administration and/or authorities.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.

Bullying, Hazing, and Cyberbullying S-185-S

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Definitions

Bullying – 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made

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on the school's campus or at a District activity using the student's own person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is the Assistant Principal.

School Day – A day on the District calendar when students are required to attend school.

Reporting Bullying or Cyberbullying
District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

Investigation
Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

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Retaliation
The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

Consequences of Bullying, Cyberbullying, or Retaliation
When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

Public Notice
The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

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Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

Report Form
Bullying Report forms are available in the Assistant Principal's office at any time. Students and parents are also encouraged to report any bullying or other concerning behavior, through the Marshfield Schools App under 'Tip Line."

Complaints or Concerns C-120-S
Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Title:	Assistant Superintendent of Operations
Name:	Rocky Valentine
Email:	rocky.valentine@mjays.us
Phone:	(417) 859-2120 ext. 9009

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be' made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Title:	Superintendent of Schools
Name:	Mike Henry
Email:	mike.henry@mjays.us
Phone:	(417) 859-2120 ext. 0

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All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Title: Assistant Superintendent of Operations
Name: Rocky Valentine
Email: rocky.valentine@mjays.us
Phone: (417) 859-2120 ext. 9009

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Title: Superintendent of Schools
Name: Mike Henry
Email: mike.henry@mjays.us
Phone: (417) 859-2120 ext. 0

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to

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admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name:	Rocky Valentine, Assistant Superintendent of Operations
Address:	170 State Highway DD, Marshfield, MO 65706
Email Address:	rocky.valentine@mjays.us
Phone #:	(417) 859-2120 ext. 9009

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Public Notice

The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, students, newly-enrolled students, newly-hired employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District.

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. Each student is assigned a hallway locker. 7th and 8th grade girls are provided lockers for PE. Only locks provided by the District are permissible.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination facts, credible information, or reasonable

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inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of it campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to a school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (*See* the Handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (*See* the Handbook's section on Student Discipline for more information.)

Student Alcohol and Drug Testing S-196-S

1. *The Extracurricular Random Drug Testing Program.*
   All student athletes and students participating in extracurricular activities are required to participate in the random drug testing program at both the HS and the Jr. High. Any student found to have a controlled substance in their system pursuant to the extracurricular random drug testing program will be considered in violation of the Extracurricular Drug Testing Program and will be subject to discipline according to that program and the discipline in that program that relates primarily to participation in extracurricular activities.
   More information regarding the Extracurricular Random Drug Testing Program can be found in the MSHSAA section of this Handbook.

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2. *Drug Testing Pursuant to Agreement and/or Other Disciplinary Policy.*
   Students who are drug testing pursuant to Board policy and/or student drug testing by agreement pursuant to a behavior modification agreement who are found to have a controlled substance in their system will be subject to suspension and/or expulsion from school. Such suspensions may be found to place the student in violation of student activities handbooks and/or participation rules and guidelines and where this occurs the student will not only be suspended from school but shall also be accountable for discipline related to those activities' handbooks, rules, and guidelines.

   Discipline for violations of our drug and alcohol policies are designed to prevent such activities on our campus to provide for the safety of the student and to provide an appropriate environment for educational activities.

   Students found to have drugs in their system pursuant to the Extracurricular Random Drug Testing Program have agreed that their participation in extracurricular activities will be impacted if they fail District approved drug tests and therefore, the failure to pass the drug tests, will be considered a violation of the Extracurricular Random Drug Testing Program only.

3. *Drugs*
   Drugs shall include alcohol as well as any and all controlled substances. If a student is under the influence of any drug (referenced herein as de facto drugs), whether it is a controlled substance or not, such that it impairs or modifies his/her behavior and such that disrupts the education environment or places the using student or other students at risk of sickness, accident, physical injury, physical illness, death or dismemberment, then that student shall be in violation of our drug and alcohol discipline policies. The sale, distribution, and use of these de facto drugs shall be treated under our policies the same as the sale, distribution, and use of drugs and alcohol under District Student Discipline Policies.

4. *Drug Violations School Disciplinary Policy – Drug Violations Per the Extracurricular Random Drug Testing Program.*
   Violations of our drug and alcohol discipline policies will be considered a violation of our student activities handbooks, rules, and guidelines as those items pertain and reference drug violations and suspensions from school. Failure to pass drug tests according to standards, rules, policies and regulations found in the Extracurricular Random Drug Testing Program will result in punishment under that program and NOT pursuant to our drug and alcohol discipline policy.

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Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for at least one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

Assessment Program I-195-S

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan can be accessed at https://sites.google.com/a/mjays.us/curriculum/

Teaching About Human Sexuality I-120-S

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

7th grade students will be taught:

1. How to explain the effects of culture, media, and family values on decisions related to becoming or remaining abstinent.
2. How to identify the positive benefits of abstinence from sexual activity outside of marriage.
3. How to recognize common STDs, modes of transmission, symptoms, effects if untreated, and methods of prevention.
4. How to recognize that sexual harassment may contribute to sexual abuse, sexual assault, and sex trafficking and feelings that result from these behaviors.

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5. How to use strategies to be safe and to report incidences to an adult when assistance is needed.

8th grade students will be taught:

1. How to recall abstinence as voluntarily refraining from intimate sexual behavior that could lead to unintended pregnancy and disease.
2. How to recall skills and strategies for abstaining from sexual activity outside of marriage.
3. How to explain the health, legal, financial, and social consequences of adolescent and unintended pregnancy and the advantages of delaying parenthood.
4. How to select family, school, community resources for the prevention of sexual risk taking through abstinence and safer sex practices.
5. How to summarize ways to avoid being a victim or perpetrator of sexual abuse via digital media (including social network sites, texting, and cell phone).

Programs for Gifted Students I-130-S

The Marshfield R-1 School District, in accordance with the Marshfield R-1 School policies and the Missouri Department of Education Guidelines, is committed to an educational program that recognizes the unique values, needs, and talents of each individual student. It recognizes, however, that the academically gifted students possess extraordinary abilities to think creatively and critically, and that their cognitive and affective needs can best be met by provision of a differentiated learning environment. Such an environment will allow gifted students regular opportunities to interact with, and be stimulated by, their intellectual peers without being completely isolated from the regular school program.

The Marshfield R-1 Gifted Program is intended for the academically gifted student, and is designed to meet the students' special needs. It is based upon a continued commitment to foster the development of each gifted student's potential by providing acceleration and enrichment through a qualitatively different environment.
Identified students in grades Kindergarten-8th grade attend a "pull-out" program with a Resource Room Teacher providing direct instruction designed to meet the academic and affective needs of gifted students.

Grades K-1: classes meet one-half day per week.
Grades 2-3: attend half to one full day per week determined by individual need.
Grades 4-6: one full day program per week
Grades 7-8: one ½ day program per week
Grades 9-12: approvable services provided by a Gifted Resource Teacher (GRT)

Promotion, Acceleration, and Retention of Students I-185-S

Regular academic progress is expected of each MJHS student. Additional supports are in place to help those students who struggle with the general curriculum. Students who do not meet grade level expectations throughout the school year, with supports, may be subject to additional requirements such as attending summer school, or retention in the current grade level, for the following school year.

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Marshfield Junior High School Promotion-Retention Guidelines
Marshfield Junior High Promotion and/or Retention is guided by a point system. This information is to be used by administration to keep parents/guardians aware of progress
and to help guide administration concerning summer school or retention of a student. 60% of the possible points earned equals promotion.

6th Grade (Points are based off of per quarter)
ELA- 4 pts.
Math- 4 pts.
Science- 4 pts.
Social Studies- 4 pts.
Reading- 4 pts.
Study Hall/Band- 2 pts.
Electives (Art, PLTW, Music, PE, Drama)- 2 pts.
Maximum Points Possible= 96 pts.
Points Needed for Promotion= 58 pts.

7th Grade (Points are based off of per quarter)
ELA- 4 pts.
Math- 4 pts.
Science- 4 pts.
Social Studies- 4 pts.
PE/Health- 2 pts.
Study Hall/Band/Choir- 2 pts.
Electives (Art, PLTW, Music Ap., FACS, PLTW)- 2 pts.
Maximum Points Possible= 88 pts.
Points Needed for Promotion= 53 pts.

8th Grade (Points are based off of per quarter)
ELA- 4 pts.
Math- 4 pts.
Science- 4 pts.
Social Studies- 4 pts.
PE/Health- 2 pts.
Study Hall/Band/Choir- 2 pts.
Electives- 2 pts.
Maximum Points Possible= 88 pts.
Points Needed for Promotion= 53 pts.

Special Education Students: Standards as set above shall be considered along with a student's progress towards goals set within the individual's IEP. Individual circumstances will apply.

Section 504 I-125-S
The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

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The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

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 the office of Melynda Van Note, Director of Special Programs, 170 State Hwy DD, Marshfield, MO 65706, (417) 859-2120 ext. 9007, melynda.vannote@mjays.us. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S
The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, 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 District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

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The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed Monday – Friday (8:00 am – 4:30 pm) in the office of Melynda Van Note, Director of Special Programs, 170 State Hwy DD, Marshfield, MO 65706, (417) 859-2120 ext. 9007, melynda.vannote@mjays.us. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S
The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at https://sites.google.com/view/marshfieldvirtualinstruction and District Policy.

Technology F-265-S
Cell Phone and Personal Electronic Device Guidelines
Classroom telephones are available for students to contact their parents for legitimate reasons. Students are not allowed to use cell phones or other electronic devices, including Bluetooth headphone, during the school day unless specifically allowed by an individual teacher to enhance learning or they are given specific permission by a school staff member. Cell phones should be stored in the student's locker during the school day. Families can help out by not expecting their student to answer calls/texts during school hours. The JH office will be the quickest point of contact if you need to get in touch with, or get a message to your student.

Students may not use their cell phones to take pictures on school property unless permission is granted from all parties photographed. **Taking pictures in areas where privacy is expected, such as locker rooms, restrooms, etc., is a criminal offense and will be turned over to law enforcement and dealt with as a disciplinary issue by the school**. (This includes during the school day, as well as during extra-curricular events.)

Refusal to give a staff member a phone, due to a violation, will result in an additional discipline of insubordination, and will only be returned to the parent/guardian if deemed necessary.

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Laser pointers should never be brought to school and will be confiscated. Students are also reminded that any such property (cell phones, earbuds, etc.) brought to school, is the responsibility of the student and MJHS is not responsible for the theft of such property.

Technology Devices and Acceptable Use Policy
The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

Acceptable Use
All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

Students using District-owned technology devices, such as a Chromebook, will be held responsible for any inappropriate material downloaded on the device. Students will lose the privilege of using the device for the remainder of the year.

Unacceptable Use
Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

User Agreements
Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (*See* User Agreement form in this handbook.)

Safety and Cybersecurity
The District monitors the online activities of students and operates a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are

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child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

Building Information

Grading and Reporting System

Marshfield Junior High Grading Scale

95-100% = A	87-89% = B+	77-79% = C+	67-69% = D+
90- 94% = A-	83-86% = B	73-76% = C	63-67% = D
	80-82% = B-	70-72% = C-	60-62% = D-
			0-59% = F

Jr. High Progress Reports/Grading Cycle

**Always keep up with grades by signing up for Parent Portal

Progress reports are sent home (via email) every 3 week. Those parents without a current email will receive progress reports (via USPS). At the Junior High level everything is based on quarter/term grades (every 9 weeks).

Missouri State High School Activities Association (MSHSAA) Activities

The Missouri State High School Activities Association and the Marshfield R-1 School District will comply with all MSHSAA guidelines for sponsored interscholastic activities. A copy of MSHSAA guidelines is available at: https://www.mshsaa.org/resources/pdf/Official%20Handbook.pdf. Parents are responsible for reviewing the guidelines linked in this handbook. If you do not have access to the material online, contact our Activities director to request a copy.

Marshfield R-1 Schools has an additional policy, which states that for Saturday participation a student must be in attendance the entire day on Friday unless the absence is excused. See Marshfield R-1 Participation guidelines included in this booklet for further explanation.

Students Enrolled in Special Education Programs

A student may be eligible to participate in MSHSAA regulated activities if he or she is enrolled in a full course at his or her level in special education program for the handicapped which is approved by the Missouri Department of Elementary and Secondary Education which though un-graded, enrolls pupils of equivalent age, and the student made standard progress for his or her level the preceding semester.

Any questions regarding participation in non-school competition should be directed to the athletic director prior to participation. Failure to check on the legality of an activity could cost the student eligibility in the activity.

Physical Examinations and Proof of Insurance

Based on MSHSAA By-Law 3.8.1 and 3.8.2

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A student in athletics and cheerleading must have a physical examination by a qualified physician. This form is *valid for 2 years* and is to be kept on file in the office of the athletic director. In order for this physical exam to be valid, the parent or guardian giving the student permission to participate *must have signed it*.

Each student who participates in athletics is covered with a minimum insurance policy; a letter explaining its coverage is given to athletes at the beginning of the sports season. All parents are encouraged to have some kind of additional coverage on their student who participates in athletics. A student must have a current completed physical form on file before he/she can participate in practice.

Each student who participates in athletics and cheerleading will receive the ABC's of Concussions form. Parents and students must sign the concussion statement located on the physical form.

NCAA Academic Eligibility

The provisions of NCAA Bylaws stipulate that a student-athlete entering an NCAA Division I or II member institution must meet certain requirements to be eligible for financial aid awarded by the institution or to practice and compete on an intercollegiate team during the first year of attendance**.** This information can be obtained through the counselors. Prospective college athletes must be registered with the NCAA Clearinghouse. Information regarding NCAA eligibility can be found at: https://web3.ncaa.org/ecwr3/??links.ncaa-play-college-sports_en_US??.

Marshfield R-1 Participation Guidelines

Students are free to make their own selections as to the activities in which they wish to participate. It is the R-1 policy that students facing a scheduling conflict between R-1 sponsored activities will be given a choice of which to attend. Certain school activities (to be determined by the administrators) will have priority. Students are not to be penalized by the activity not attended. All students will be transported to and from respective activities via school transportation. The only exception to this is when a parent makes a request to personally transport the student home after the event and contacts the head coach personally to seek permission. Parents can only transport students home, and only in extenuating circumstances where the student is involved in two school activities can parents transport student to activities. The administration must grant permission for parents to transport student to activities. The parent should personally sign the student out with the coach following the activity.

A student must be in attendance the entire school day in order to participate in practice or games unless the absence is excused in advance. Junior High students must have their unavoidable absences cleared by an administrator. Unavoidable absences might include: *funerals, doctors & dentist appointments, etc.* If a student misses school on the day of a contest because of illness, he/she will be ineligible to participate on that day. For Saturday participation, the student must be in attendance the entire day Friday. The exception to this rule would be a student missing class on Friday with an excused absence. In this case the parent should make contact with the school administration so the student's eligibility status can

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be communicated to the coach. If it is necessary to be absent from practice, the student is expected to obtain permission from the head coach prior to the scheduled practice.

In the event a truancy or suspension takes place, the student will *not* be eligible for participation until he/she has fulfilled the disciplinary requirements established by the administration.

Activity Fees

All students who choose to participate in a MSHSAA sponsored athletic event must pay an activity fee of $50.00 per student per year at the high school and $30.00 per student per year at the Junior High. Families with multiple student athletes will have a $100.00 cap per year per family at the high school and $60.00 per year per family at the Junior High. If a family has a high school student and a Junior High student a cap of $100.00 per family per year will be in place. Families who qualify for free or reduced lunches may qualify for a reduced rate. Please see the office for more information.

Alcohol and Drug Use

The possession or use of alcohol, tobacco, or nonprescription drugs is known to be detrimental to the individual as well as the team he/she represents. Therefore, disciplinary action will be taken.

A student charged with crimes involving drugs and alcohol will lose eligibility in accordance with MSHSAA By-Law 2.2.1 until all charges have been dropped or the student has satisfied all requirements of the court with exception of probation.

Discipline Concerning Drugs and Alcohol: A minimum *twenty-eight (28) calendar day suspension* from participation or attendance in all extracurricular and/or co-curricular activities shall be assessed for use, possession or distribution of alcohol and/or illegal drugs including all controlled substances, counterfeit drugs, and other substances purported to be drugs. Drug violations also include possession of drug paraphernalia. If the violation occurs when a student is NOT involved in an activity/sport the suspension would begin with the next activity/sport the student participates in, unless they do not participate in any activities/sports for 2 consecutive semesters. *During the twenty-eight (28) day suspension the student will be permitted to participate in practice, but will not be allowed to compete in games.* A suspension can overlap from one sport to another. A second drug and/or alcohol violation would mean the student would be suspended *for three hundred and sixty-five (365) calendar days.* A third drug and/or alcohol violation would mean suspension for the length of the student's enrollment in the Marshfield R-1 Schools. Student athletes need to realize that the disciplinary action governs all years of participation. For example, a student receiving violation during his/her freshman year, a second violation during his/her sophomore year, a third violation during his/her junior or senior year would constitute a suspension from activities the remainder of his/her years of enrollment.

Discipline Concerning Tobacco: A minimum *seven (7) calendar day suspension* will be assessed from participation and or attendance in all extracurricular and/or

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co-curricular activities for use, possession or distribution of all forms of tobacco and other substances purported to be tobacco. Drug violations also include possession of drug paraphernalia. If the violation occurs when a student is NOT involved in an activity/sport the suspension would begin with the next activity/sport the student participates in, unless they do not participate in any activities/sports for 2 consecutive semesters. During the seven (7) day suspension *the student will be permitted to participate in practice, but will not be allowed to compete in games.* A second violation for use, possession or distribution of all forms of tobacco and other substances purported to be tobacco would constitute a twenty-eight (28) calendar day suspension. During the twenty-eight (28) day suspension the student will not be permitted to participate in any activity outside the regularly scheduled class time, i.e., practice, games, competitions. A third violation would mean the student would be suspended *for three hundred and sixty-five (365) calendar days.*

Anti-Hazing Policy

Hazing is defined as, including, but not necessarily limited to, any action or situation created, whether on or off schools premises, which might reasonably be expected to result in mental or physical discomfort, embarrassment, harassment, or ridicule. This definition includes the following activities:

- Paddling
- Creation of excessive fatigue
- Physical and psychological shocks
- Quests, treasure hunts, scavenger hunts, road trips, or related activities
- Requiring or encouraging the wearing of apparel in public that is conspicuous and normally not considered in good taste
- Public ridicule of students, including morally degrading or humiliating games and activities
- Late work sessions, excessive time demands, or other requirements that interfere with academic performance
- Demanding or encouraging any other activities that conflict with civil law and/or school policies

Disciplinary consequences will occur to anyone or any team found to be guilty of hazing. According to Missouri state statutes, "consent" to hazing is not a defense.

Specialization

Although some students may choose to specialize in a particular activity, the Marshfield R-1 School staff encourages students to participate in a variety of activities and athletics throughout the school year.

Sportsmanship

Through the activities program, students and fans come in contact with many students, fans, and athletic officials. The Marshfield school and community should always be represented by appropriate and respectful behavior at all times**.** Sportsmanship must always be at the highest level! Students and fans unable to maintain an appropriate level of respect for the opposing team, opposing fans, or athletic officials will be asked to leave the event.

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Admission to Events
The admission charge to all school activities where a charge is made will be $4.00 for adults and $2.00 for students. Multiple game passes may be purchased. Senior citizen passes are available at the Superintendent's office for patrons 60 years of age and older.

A Marshfield High and Jr. High School athlete is issued a pass to attend all home games once they have paid their athletic fee.

Extracurricular Random Drug Testing Program S-196-S
Students electing to participate in Junior High or high school activities/athletics representing Marshfield R-1 Schools are subject to the guidelines of the random drug testing policy. Copies of the Marshfield R-1 Board of Education Random Drug Testing Policy as well as the parent consent form are included in this handbook. Students choosing participation in sports/activities (as well as any other manner in which students physically represent Marshfield Schools) are subject to random drug testing:

Occasionally other clubs are formed during the school year. The Student Government Association and administration of the respective school must approve these clubs. Upon approval participants must be compliant with the random drug testing policy.
Alcohol and drug abuse are serious problems today in America, and schools including Marshfield R-I Schools are not immune. The administration of Marshfield R-I Schools have noted and documented both formally and informally an increase in the use of drugs and alcohol by students, including those students participating in extracurricular and co- curricular activities. The administration and School Board support a zero tolerance policy and believe that all students in the Marshfield R-I Schools have a right to participate in extracurricular and co-curricular activities in a safe and drug free environment.

The goal is not to levy discipline, but rather to aid in the discovery and prevention of possible drug-related problems. A goal of this program is to open the lines of communication between the parents, students, and the school in dealing with drug and alcohol abuse.

In an effort to protect the health and safety of its students from illegal drug use and abuse or injuries resulting from the use of drugs, Marshfield R-I Schools adopts the following policy.

Definitions

Alcohol: Defined as ethyl alcohol or any beverage containing ethyl alcohol.

And/or: These words, when used together, shall be construed conjunctively rather than disjunctively, so as to bring within this policy what might otherwise be viewed as outside of this policy.

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Illegal Drugs: The synthetic or generic equivalent or derivative drugs which are illegal under federal, state, or local laws, including but not limited to marijuana, alcohol, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs include steroids and steroid derivatives or related substances, which are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug. This term shall include but shall not be limited to all drugs listed in the Narcotic Drug Act, section 195.101, RSMo, and Section 202 of the Controlled Substances Act, 21 U.S.C. 812.

Random Testing: Students covered by this policy will be subject to random selection for testing. In implementing the procedure, each student participating in extracurricular activities will be assigned a number. On each testing day, a predetermined number of said students will be selected using a table of random numbers (done by an outside firm). If a student selected in this manner is absent, a student from the list of alternates will be used.

Co-curricular Activities: Activities that students participate in outside of the classroom as a result of being enrolled in a school-offered class.

Extracurricular Activities: Activities that take place outside the regular course of study in school and are sponsored by the school.

Pending Positive Test: Any test that once initially tested shows a positive result. A lab has not yet verified this test.

Positive Drug Test: A drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. This term may alternatively be referenced as a "positive," a "positive test," or a "positive result."

Procedure

Each student wishing to participate will be required to complete a consent form and return it to the high school / Junior High office within the first ten days of school. Any newly enrolling student and the parent / guardian will have ten days from the date of enrollment to sign and return a consent form. Any student not completing the consent form and returning it within the prescribed time will be ineligible to participate in extracurricular and/or co-curricular activities for the entire school year.

A student in grade seven or eight and any newly enrolling student in grades 9-12 may appeal to join the drug testing pool in order to participate in an activity at a later date during the school year. A ninth grade student may appeal to join the drug testing pool only during the first semester. The appeal must be submitted in writing and will then be reviewed by a committee of school personnel. A student electing to follow the appeal process is not guaranteed participation in activities.

Students will be required to provide urine or saliva samples as follows:

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1. On a random selection basis during the regular school year, ten high school students and five Junior High school students will be chosen approximately every two weeks from a list of all students participating in extracurricular and/ or co-curricular activities; and
2. One voluntary staff member will be chosen at random to be tested.

Any drug test required by the Marshfield R-I School District under the terms of the policy will be administered by a third party administrator using an immunoassay test. A pending positive is then confirmation tested at a federally approved toxicology laboratory using scientifically recognized toxicological methods. The certified laboratory shall be required to have written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

All aspects of the drug-use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students and staff to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize the intrusiveness of the procedure. In particular, the student will be allowed to give the urine specimen in a private restroom behind a closed door. The monitor shall wait outside the door until the specimen has been produced. The student will hand the specimen to the monitor who will thereafter verify the normal warmth and appearance of the specimen. The monitor will then test the specimen. If at any time during the testing the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal who will then determine if a new sample should be obtained.

If, during the drug testing procedure, a student delays urination beyond a reasonable period of time a saliva test may be administered. If the monitor witnesses anything indicating an attempt to tamper with the specimen or otherwise interfere with monitor's ability to detect illegal drugs, or if there is a reasonable suspicion of use of a test altering substance, the District may send the sample to the drug lab for more specific and accurate tests regardless of whether the first test is negative. If the initial test is positive, the initial test result will then be subject to confirmation by a second and different test of the same specimen. In order to keep the results of the initial testing confidential, the District may choose a certain number of samples for a confirmation test. The second test will use gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug of the metabolites thereof.

If the gas chromatography/mass spectrometry test for any student has a positive result, the principal will contact the parents or guardians and solicit any information on medication, which would create a positive test. A medical review officer will confirm the positive result and contact the principal with the results. The principal will then notify the parents/guardian.

Appeal Procedure

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Within two (2) working days of receipt of the positive drug test, the principal will contact the activities director, coach/sponsor, and or other individual responsible for supervising the extracurricular or co-curricular activity. The principal will then within two (2) working days contact the student, the parent or custodial guardian to schedule a conference. The conference shall be held within ten (10) working days of initial contact with the student or the custodial guardian. If the student, parent or custodial guardian refuses to participate or respond to a request for a conference, the student will be deemed to have waived any right to further appeal the positive drug test.

If a conference is held, the principal will solicit any explanation of the positive drug test. If the student asserts that the positive drug test is caused by other than the consumption of an illegal drug, then the student, parent or custodial guardian will be given ten (10) working days from the date of the conference to present evidence to the principal. If the student fails to or refuses to present any evidence within the 10-day period, the student will be deemed to have waived any right to further appeal the positive drug test. The Marshfield R-I School District will rely on the opinion of the laboratory which performed the confirmation test in determining whether the positive test result by other than the consumption of an illegal drug. The principal will make a decision within two (2) working days of presentation of the student's evidence.

This decision may be appealed in writing to the Marshfield R-I School District's Superintendent within two (2) working days. Failure to appeal to the Superintendent waives any further right to appeal the positive drug test. The Superintendent will make a decision within two (2) working days.

The decision of the Superintendent may be appealed to the Marshfield R-I Schools Board of Education within five (5) working days. Failure to appeal to the Board of Education waives any further right to appeal. However, the Board of Education reserves the right to modify such procedures as it determines to be appropriate under the circumstances.

Initiating appeal procedures does not suspend imposition of the restrictions listed below while the appeal process is ongoing.

If a student tests negative in the initial screening, the student and the parent or custodial guardian will be contacted by personnel of the Marshfield R-I School District within five (5) working days of receipt of the testing results.

Retest After Service of Suspension

At the conclusion of the 28-day activity suspension the student will be allowed to rejoin the activity/sport. A student who has tested positive and has served the required suspension period will be required to undergo one or more additional drug-use tests during the following 365 days, as determined at the discretion of the Marshfield R-I School District. He/she will again be drug-tested on the first random testing date following the activity suspension. In the case of retesting a student suspended for marijuana, a lower level of the substance might continue to be evident for up to 90 days because of the extended length of time the substance

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stays in the body. In this situation the student would continue activity participation. If the marijuana level stays the same or increases on the additional tests it will be treated as a second positive test. It will also be considered a second positive if any level is detected after 90 days.

Confidentiality
Test results shall be kept in confidential files separate from a student's permanent educational records and those files will be destroyed upon the student's graduation from school. Test results shall be released to school personnel only on a "need to know" basis. For the purpose of the random drug testing process a number assigned by the principal will identify all students. The students' names will not be disclosed to the drug testing company unless the sample collected requires further testing because of being identified as a pending positive.

Violations
Any student who tests positive in a drug-use test under this procedure shall be subject to the following restrictions:

1. **First Offense**

The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities for twenty-eight (28) calendar days from the date of the positive drug test. During this time the parent/guardian may obtain -- at the parent/guardian's own expense -- a substance abuse evaluation and education/ counseling for the student. Students who are enrolled in a class that involves co- curricular activities will remain in the class during the twenty-eight (28) days and may participate in classroom activities, but may not participate in any activities outside the regularly scheduled class time.

If, because of the suspension, the student is unable to participate in the activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the grade as he/ she would have had they been allowed to participate in the activity.

2. **Second Offense**

The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for 365 days from the date of the positive drug test of the second offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he/she would have had they been allowed to participate in the activity.

3. **Third Offense**

The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances and competitions for the length of the students enrollment at

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Marshfield R-1 School District from the date of the positive drug test of the third offense as stated in this procedure.

If because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he/she would have had they been allowed by participating in the activity.

Refusal to submit to Drug Use test
If a member of the random drug testing pool refuses to submit to a drug use test authorized under this policy, the refusal to be tested will be treated as a positive drug test and such student will be ineligible to participate or attend any extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for the length of the suspension, at which time they would have the opportunity to submit to the authorized test. Additional refusal would eliminate that student from extracurricular and/or co-curricular events for one year. Continual refusal will be treated as positive drug tests under this policy, which will result in loss of eligibility for the remainder of their high school career.

Requesting removal from the pool will automatically cause the student to be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for 365 days.

Drug Counseling and Assistance
The main goal of this drug testing policy is to educate students regarding the serious problems of drug and alcohol abuse. As such, drug counseling and assistance programs may be sought by the parents of any student who has a positive drug test under this policy. If requested by the parents/guardian, assistance in obtaining help for the student will be provided by the school counselors. Any costs for assistance otherwise or enrollment into any drug counseling sessions will be exclusively the responsibility of the student or parent guardian.

Extra-curricular Activities and Clubs
Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School

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Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the BlackBoard Messenger notification system to notify students and parents/guardians. Announcements will also be made on Springfield television and radio stations. These media are always notified immediately after a decision is made on school closing. If you do not hear/receive an announcement that school will be closed or dismissed early, school will be in session for the entire day. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

Arrival and Dismissal Procedures

The Junior High Building will open no earlier than 7:15 a.m. and students should leave the building at 3:35 p.m., unless they are being tutored or involved in an after-school activity.

- 6th, 7th, and 8th grade students must get off the bus at the Junior High campus and go directly into the school.
- Students must go directly to the gym and those eating breakfast will be released.
- After release of school, (3:35 p.m.), buses will be parked between the J.H. and elementary schools.
- Buses will depart approximately 8 minutes after Junior High release.
- Those students who do not ride a bus must leave campus by 3:40 unless supervised by a teacher. Those riding a bike or walking need to leave before buses get started or wait until all buses are gone.
- Parents are to DROP OFF AND PICK UP students on the east side of the Junior High. (This is a one-way road that runs north to south.)
- When released all students must immediately go to their bus. No exceptions except through office permission. Any student consistently holding up the buses will receive a bus referral.
- Students that need to change routes, bus stops or bus pick-ups for an extended period of time must get permission through the Assistant Superintendent at Marshfield R-1 Central Office.

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- Bikes are not the school's responsibility. A student must lock his/her bike onto the bike rack in front of the building. Skateboards and scooters are not allowed.

Class Schedules/Bell Schedules

1st Hour	8:00 - 8:54	54 min		
2nd Hour	8:58 - 9:52	54 min		
Jay Time	9:56-10:19	23 min		
3rd Hour	10:23-11:17	54 min		
4th Hour / Lunch	11:21 - 11:45	24 minutes for lunch	6th	
	11:49 - 12:13	52 minutes of class	7th	
	12:17 - 12:41		8th	
5th Hour	12:45 - 1:39	54 min		
6th Hour	1:43 - 2:37	54 min		
7th Hour	2:41 - 3:35	54 min		

Deliveries
Food items may be delivered to any District building, but must be checked in through the office.

Lockers
Each student at the junior high will be assigned a locker. 7th and 8th grade girls are provided PE lockers, as well. Lockers should be locked at all times and it is the students' responsibility to make sure of this. Lock combinations are not to be revealed to anyone. Broken or faulty locks or lockers should be reported to the office. The school administration reserves the right to inspect all school property including student lockers provided the administration considers the inspection

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necessary to maintain integrity of the school environment and to protect other students.

1. Go to the lockers only when necessary during class time.
2. Lockers should be kept locked.
3. The lockers have a built-in combination lock.
4. Do not share your combination with other students.
5. You are to use only the locker assigned to you. If you would like to move lockers it is essential you go through the office.
6. Keep your locker clean and neat. They will be inspected periodically.
7. Do not place items in the locker that are too large to fit properly. Instruments need to be taken to the band room in the mornings. Athletic bags need to be taken to the athletic locker room.
8. Do not force the door open or closed.
9. Do not glue or tape anything to the inside or the outside of the locker. These will be removed.
10. Report problems with lock or locker to the office promptly.

Schedule Changes

Most JH classes are required and cannot be changed. Eighth grade elective classes are arranged according to student requests the previous year, class sizes, and availability. Due to this, all electives have a limited number of seats available when school begins. In order for a change to be considered, parents must contact the counselor and/or principal. **Moving from a core class during the school year is very difficult and rarely allowed.**

District Policy Information

English Language Learners I-150-S

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.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website.

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

Name of Coordinator: Garrett Lowder, Asst. Superintendent of Academics
Address of Office: 170 State Hwy DD, Marshfield, MO 65706

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Phone #: (417) 859- 2120
Email: garrett.lowder@mjays.us

Physical Examinations and Screenings S-146-S
The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

Surveying, Analyzing, and Evaluating Students S-150-S
The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact the building principal.

All District policies can be located at: https://www.mjays.us/Page/1

School Nutritional Program F-290-S
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 are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language,

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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 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: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of 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 USDA by:

Mail:	U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
Fax:	(202) 690-7442; or
Email:	program.intake@usda.gov

This institution is an equal opportunity provider.

Student Transfers S-120-S
The District will enroll students in the school associated with the attendance area in which the student resides. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.

2. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

Tobacco-Free Policy C-150-S
To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District

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transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

Firearms and Weapons F-235-S
Possession of weapons, including concealed weapons, on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

Additional Public Notice Information:

Parental Information and Resource Center (PIRC):
The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, Districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school Districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school Districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

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Missouri has two PIRCs – one in St. Louis and one in Springfield. For service and contact information, go to their website at http://www.nationalpirc.org/directory/MO-32.html.

Homeless
The Board of Education is committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as is provided to other District students. In carrying out this commitment, the District will identify and assess the needs of the District's homeless students; provide for the placement of its homeless students in the school of best interest; provide access to the District's programs; and appoint a homeless coordinator. The Superintendent will review all District policies to determine whether they act as barriers to the enrollment of homeless students. Special attention will be given to policies regarding transportation, immunization, residency, birth certificates, school records and guardianship. Contact Marshfield R-1 Superintendent's office, 170 State Hwy DD, Marshfield, MO 65706, telephone 417-859-2120.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedure

What is a complaint under ESSA?
A complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

Who may file a complaint?
Any individual or organization may file a complaint.

How can a complaint be filed?
Complaints can be filed with the LEA or with the Department.

How will a complaint filed with the LEA be investigated?
Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

What happens if a complaint is not resolved at the local level (LEA)?
A complaint not resolved at the local level may be appealed to the Department.

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

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

How will a complaint filed with the Department be investigated?

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

The following activities will occur in the investigation:

1.**Record**. A written record of the investigation will be kept.

2.**Notification of LEA**. The LEA will be notified of the complaint within five days of the complaint being filed.

3.**Resolution at LEA**. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

4.**Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

5.**Verification**. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).

6.**Appeal**. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in the point above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Surrogate Parent Program

Pursuant to the requirements of state law 162.997, RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not

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limited to, a grandparent, a step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school District is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District. If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the District's surrogate contact person, Melynda Van Note, Director of Special Services.

Earthquake Safety for Missouri Schools

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church

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bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

Prepare a Home Earthquake Plan

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

Eliminate Hazards

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

Prepare a Disaster Supplies Kit for Home and Car

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if

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authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website http://www.redcross.org/services/prepare/0,1082,0_241_,00.html, Missouri State Emergency Management Agency website (http://sema.dps.mo.gov/EQ.htm) and the Federal Emergency Management Agency website (http://www.fema.gov/hazard/earthquake). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455

Additional Public Notices may be located on the District's website at: https://www.mjays.us/domain/1087.

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Signature and Form Requirements

- *Photo/Video/Audio Release Form*
- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*
- *Citizenship Standards for Eligibility*

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Throughout the school year, there may be times that the District staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audio/videotape students, or interview students for school-related stories in a manner that would individually identify a specific student. These images or interviews may appear in District publications, District-approved social media sites, in the news, or other organizations' publications.

I, Parent/Guardian of (please print) _____, provide to my child's school and to the District permission to use my child's photographs, image, and/or recordings for the purposes mentioned above. I understand and agree that the District may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. Further, I consent that such photographs, images, recordings are the property of the school for District use clear of any claim on my part. I therefore agree to allow my child to be photographed, audio/videotaped, or interviewed by the news media or other organization for school related stories or articles.

Parent/Guardian Signature:

_____

Parent/Guardian Name (please print):

_____

Date:

_____

*Students 18 years of age or older may sign this release form for themselves.

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Email Consent/Permission Form

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for a communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) _____, provide to my child's school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

_____

Email Address(es):

_____

Parent/Guardian Signature

_____

Parent/Guardian Name (please print):

_____

Date:

_____

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Student Technology Usage Agreement

Students
I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy, my access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal action.

Student Signature:

_____

Student Name (please print):

_____

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form
As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy, access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

_____

Parent/Guardian Name (please print):

_____

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

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Student/Parent Handbook Acknowledgment

I acknowledge that I have received and reviewed the 2022-2023 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

_____

Parent/Guardian Name (please print):

_____

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

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(This form is required for students involved in MSHSAA Sports and Activities)

CITIZENSHIP STANDARDS FOR ELIGIBILITY

NAME: _____ GRADE: _____

Student activities in the Marshfield R-1 School District provide a program for students to pursue social interests in addition to the more formal class activities. Student activities help develop leadership abilities, promote school spirit and loyalty, establish habits of good citizenship, and provide opportunities to learn to work as part of a group. Although student activities are important for all-around development for students, they must be of secondary importance; *regular classroom work must come first*.

The Marshfield Junior High School Activities Handbook contains the following information.

Creditable citizenship shall be one of the criteria for participation in school activities. Credible citizenship includes such things as regular and punctual attendance and a quality of conduct, which promotes the best interest of the school.

Repeated referrals of a student to the office for misbehaving may be sufficient reason to declare a student ineligible. A single breach of good conduct, either in or out of school may also be sufficient cause for declaring a student ineligible to participate in a school activity.

The Marshfield R-1 School District Activity Program has traditionally been represented by excellent students who are outstanding citizens. Only a few students make errors in judgement which makes necessary a review of the citizenship policy for the Marshfield R-1 School District and are applicable to any who represents their school.

Participation in student activities is a privilege and not a right, therefore, the School Board believes that students must adhere to standards, which will bring credit to the individual student, the activity and the community. The School Board insists that student behavior be in compliance with Board policy, with the Student Handbook Regulations and with public law. Behavior not in compliance may result in suspension or expulsion from all extracurricular activities. While it is not possible to cite every example of behavior that violates policies, regulations or public laws, there are certain behaviors that are more frequently a problem for school systems than others and will be addressed herein. Specifically, twenty-eight (28) calendar day suspension from the activities program will be assessed for a violation of the alcohol/drug policy. A second violation will result in a three hundred and sixty-five (365) calendar day suspension from activities. A minimum seven (7) calendar day suspension from the activities program will be assessed for violation of the tobacco policy. A second violation will result in a twenty-eight (28) calendar day suspension from activities. Students may practice after the first violation but not participate in contests or games. The School Board also believes

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that consistent administration of the policies is important from school to school and from activity to activity, and that appropriate due process procedures must be followed before any student is suspended from participation.

In addition to these standards students must abide by the rules and regulations of the Missouri State High School Activities Association (MSHSAA). The following rules are included in the rules to the MSHSAA handbook and are listed here to help students and parents understand state requirements and to help avoid a misunderstanding which could lead to violations of eligibility standards.

1. A student who misses class on the date of a contest shall not be considered eligible to represent their school on that date without previous permission of Administration.
2. Any student who withdraws from school because of disciplinary measures shall not be eligible for any interscholastic activity for one full year from the date of withdrawal.
3. A student in grades 7 and 8 shall be currently enrolled in and regularly attending the normal courses for that grade. A student must pass at least six classes the previous quarter to be eligible.
4. A beginning seventh grade student shall have been promoted from the 6th grade to 7th grade for first semester eligibility.
5. Non-school competition: Before competing in any Non-school competition, check with your coach or Athletic Director.
6. The school shall require of each student before the student is allowed to practice or participate, a physician's certificate stating that he or she is physically able to participate in athletic contest.

Please sign and return to your coach or activity sponsor. No student will be allowed to participate in any interscholastic activity before the public until this form is signed and on file in the office.

_____ _____

(STUDENT'S SIGNATURE) (PARENT'S SIGNATURE)

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