

Northwest Technical School

Student/Parent Handbook

Adopted by the Board of Education: July 30, 2026

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Mission C-110-S

Northwest Technical School

MISSION STATEMENT

Providing Opportunities to meet the ever-changing needs of today and tomorrow.

PHILOSOPHY STATEMENT

The administration and staff of the Northwest Technical School believe that all students can learn. Therefore, instruction must be designed to develop each student's cognitive, manipulative, and academic skills to job entry level for his/her chosen vocation, prepare each student for continuing education, or retrain those already employed for career maintenance and/or advancement. Technical education must present the various emerging career opportunities available in the respective training program areas while encouraging each student to develop desirable work habits and attitudes necessary for successful employment.

Technical Education must reinforce and provide for student basic skill development through the integration of math, science, and communication (writing and speaking) skills in the technical curricula. At the same time, emphasis must be given to the development of information-gathering skills, critical thinking, and problem-solving techniques through a cooperative learning environment.

High-demand training programs must stress student mastery of identified competencies and learning objectives in which student progress is frequently and systematically monitored. Curricular modifications reflect an evaluation of student progress as well as a continual assessment of program effectiveness. Classroom and laboratory time are structured to maximize active student involvement in learning activities that are realistic and relevant to business and industrial needs for today and tomorrow. With an orderly, safe, purposeful climate, the school is a pleasant site for well-directed, cooperative learning and concern for individual needs and abilities.

Adult preparatory and supplemental course offerings are an important element of the technical school program offerings and are provided through an expanding Adult/Community Education Program. Customized training for business and industry must be continued and close partnership linkages strengthened with business and industry so as to be sensitive to their educational needs.

The Northwest Technical School is committed to excellence in each program of instruction through effective teaching, state-of-the-art equipment and facilities, and a staff comprised of caring, progressive, quality, professionals, who are well respected and active in interchange with business and industry.

OBJECTIVES

In recognition of its position as a training center of manpower for the needs of business and industry and/or student preparation for continuing education, the Northwest Technical School strives to:

1. Provide occupational training programs for secondary and adult students which will develop the necessary knowledge and competencies for job entry employment, advancement in their present jobs, and/or continue their education at the college level.
2. Provide up-to-date facilities, equipment, instructional materials, and competent professional staff.
3. Assist each student in the development of desirable work habits and attitudes, job-seeking and job maintenance skills, and an awareness of the requirements of the workplace.
4. Guide students in developing and maintaining self-esteem and mutual respect for themselves, their co-workers, supervisors, and employers while fostering their ability to work cooperatively.
5. Assist each student in developing an appreciation for the value and dignity of work, pride in quality workmanship, and in the concept of productivity.
6. Stress the development of skills in information gathering, critical-analytical thinking, and problem-solving.
7. Provide for the integration of math, science, and communication (writing and speaking) skills into the technical curricula so as to encourage development beyond the basic levels required for entry into work and/or continued education.
8. Provide career orientation and training in line with prevailing manpower needs and trends on local, state, and national levels.
9. Develop a strong educational partnership/linkage with business and industry so as to ensure relevant curriculum and learning activities while providing for a smooth transition from school to work.
10. Integration of Pre-employment skills into the regular curriculum to include a cover letter and resume writing, completion of employment applications, and interpersonal skills related to interview techniques and teamwork on the job.

GENERAL INFORMATION

Northwest Technical School is a community of approximately 500 young adults. As in any community, people must work towards a common purpose in a spirit of cooperation.

Our common purpose is to acquire knowledge, develop skills, develop positive attitudes toward learning, be responsible citizens, and respect the rights and property of others.

Failure to work toward this common purpose means that the student has let down his/her fellow classmates, teachers, parents, and most of all themselves.

In order for a community to operate well, everyone must exercise certain responsibilities at all times. Students should make themselves aware of their responsibilities. All students are expected to:

1. Apply themselves to their studies and not interfere with the teaching and learning process.
2. Attend classes regularly and promptly, and to be absent from class only for valid reasons.
3. Respect the rights and property of others, so that everyone may work and learn in a safe environment.

School Board Members G-100-S

Mr. JR Kurz, Board President

Mr. Dale Baker, Board Vice President

Mr. Josh McKim, Board Member

Mr. Mitch Coffelt, Board Member

Ms. Traci D. Westfall, Board Member

Ms. DeAnne Davison, Board Member

Ms. Amy Ziegler, Board Member

Ms. Mindy Scadden, Board Treasurer

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.

School Building Information and Contact Information

Northwest Technical School

1515 South Munn Avenue

Maryville, MO 64468

660-562-3511

<https://nts.maryville.k12.mo.us/o/nts>

Program and Staff Listing

Director - Nate Jeter

Agriculture - Jeremy Lacy and Dillion Stiens
Auto Mechanics Technology - Matt Graham
Building Trades Technology - Jay Drake
Business Technology - Nathan Schoonover and Brylee Wright
Teaching Professions - Carrie Coulter
Collision Repair Technology - James Aley
Culinary Arts/Food Preparation/Management - Jana Keeley
Family & Consumer Sciences - Jana Keeley
Health Science Technology - Karie Partridge
Welding/Machine Shop Technology - Nick Sherlock

Support Services

Counselor/Placement/Student Services - Sarah Pedersen
Career Resource Educator - Davina Jones-Gilham

Ancillary

Adult/Community Education Coordinator - Lori Tally

Clerical and Custodial

Office Manager - Kelly Wallace
NTS and Adult/Community Education Secretary - Shelly Stiens
Head Custodian - Gib Hall
Custodian - Lloyd Griffey

Communications

Emergency Information

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

School Calendar and Activities Calendar

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

Schoolology

Schoology is a web based learning management system. It provides an interactive learning/calendar/planner feature for students. This will be the main feature that teachers use to update and communicate grades to students and parents/guardians.

Daily Announcements

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

Lumen Parent Portal

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

Parent/Teacher Conferences

MHS/NTS has formal parent/teacher conferences at the end of the first quarter. We believe it is very important for parents/guardians to keep in close contact with their child's teacher concerning their progress. Schoology is a great resource for parent communication.

Academic Calendar I-100-S

To access our school calendar please click on the link below or go to the district web page and click on the “District Calendar” tab on the home page:

https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/2299/Maryville/3ec099e0-53f1-4321-9044-8f2eacd17207/SY26-27-School-Calendar-%28Approved%29.xlsx?disposition=inline

NTS Admission Policy

Northwest Technical School is committed to providing career education and technical skills training to both secondary and post-secondary students. Northwest Technical School is an integral part of the Maryville R-II School District and is governed by the policies and procedures approved by the local Board of Education.

The following requirements have been established to assist post-secondary students with entry into Northwest Technical School.

Post-Secondary Entry Requirements:

1. High School Diploma or G.E.D.
2. Enrollment application to include social security number
3. Member in good standing in the community as evidenced by a criminal record check

Northwest Technical School reserves the right to refuse admittance or terminate enrollment for students who have not had satisfactory progress during a previous enrollment period or those students with an outstanding balance from a previous enrollment. Admission may also be refused to any student whose criminal record check produces negative findings.

Tuition

\$2,000.00 per year

\$200.00 deposit

Every post-secondary student will need to sign a tuition agreement form.

\$200.00 per month/10 months

\$1,000.00 must be paid by the end of the semester

*** Failure to pay tuition may result in removal from Northwest Technical School

NTS Withdrawal and Refund Policy

Withdrawal Procedures

Any student who wishes to withdraw from Northwest Technical School must complete a formal withdrawal interview with the Placement Coordinator. Tuition refunds are based on your official drop date and are calculated accordingly. It is extremely important, for billing purposes, that you report your withdrawal date as soon as possible.

Refund Policy

Tuition is charged on a period of enrollment basis. The following is an explanation of how the Northwest Technical School refund policy affects financial aid per period of enrollment.

1. Full refund before classes begin – less \$200.00 non-refundable deposit
2. Withdrawing during the 1st week of classes makes the student eligible for a refund of 75% of the tuition for the period of enrollment in which the student is enrolled.
3. Withdrawing during the 2nd week of classes makes the student eligible for a refund of 50% of the tuition for the period of enrollment in which the student is enrolled.
4. Withdrawing during the 3rd week of classes makes the student eligible for a refund of 25% of the tuition for the period of enrollment in which the student is enrolled.
5. Withdrawing during the 4th week or thereafter results in no refund.

This refund policy applies to all post-secondary students who execute a complete withdrawal from coursework during an academic year. The student's withdrawal date is the last day of attendance. Books, supplies, fees, and tools received or used by the student will be charged to the student's account and will not be refunded. These charges will be completed on an individual basis at the time of withdrawal. A refund or deduction will be given for any fees, supplies, books, and tools not used by the students.

Outstanding balances may be turned over for collections and will have any collection fees added to the total balance.

INDEBTEDNESS

Before a student may graduate, transfer from or leave the technical school, all bills incurred must be paid in full. (All repair fees must be paid before the item can be removed from the respective shop unless previously approved by the instructor). This includes all individual obligations such as shop fees, materials, and parts. Transcripts of credits, grade cards, and certificates will be withheld until all obligations are taken care of by the student.

Checkmarc Disclaimer

Your check is welcome with the following information:

- Full Name
- Street Address

- Phone Number Including Area Code
- Driver's License Number Including State

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

STUDENTS CHARGING ITEMS FOR TECHNICAL PROGRAMS

Northwest Technical School students are not authorized to pickup or sign for items that the Maryville R-II School District is responsible for payment.

Attendance and Absence Procedures S-115-S

Northwest Technical School's education program is built upon the premise that regular attendance is vital to a student's academic success. The student who is frequently absent misses classroom instruction, discussion, and social interaction even though make-up work is completed. Seeing that a student maintains regular attendance requires a cooperative effort by the student, parent(s)/guardian, and school personnel.

Students missing class time for activities is one area that we try to hold to a minimum. When it is necessary for students to be absent from class in order to participate in activities, it is the responsibility of the student to inform his/her teachers of insufficient time to complete in advance, all required work that will be missed. All teachers will receive an advance notice list of students from the coach/sponsor two days prior to the activity.

The following rules, regulations, and procedures shall apply to student attendance in the Northwest Technical School.

1. Any student who has been absent may be required to make up the work lost according to District/Instructor policy.
2. Students with unexcused absences (truant) will not be allowed to make up work for credit and will receive a zero (0) for that class period unless approved by the director.
3. All absences will be reported to and verified by the home school. Students will not receive credit for classroom assignments missed while truant unless approved by the director.
4. Adult students can miss no more than 10 days per year. If they miss more than 10, they must meet with the Counselor and Director to discuss options, which could result in removal from the program.

LEAVING CAMPUS

Leaving the school campus is not allowed without prior approval. In the event a student must leave school during the day, a parent/guardian must request by either phone or in person before the student leaves. Any student leaving campus must sign out in the office or students will be considered truant. Post-secondary students are allowed to leave for lunch.

Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school beginning at the age of 7. 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 at least three full class periods the day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. Any time missed must be verified. In the case of a doctor's appointment on the day of an event, a doctor's note or administration approval must be provided before the student can participate.

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

Students missing more than the eight (8) allowed absences per semester may become ineligible for field trips, extracurricular events, and/or school dances at MHS & NTS. If a student is suspended out of school for ten or more days in a current school year, they are excluded from all MHS dances. **Please visit with MHS administration if your attendance is in question.**

Absences: 9+ days

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

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

Procedures for Reporting an Absence

Parents should report a student's absence within two school days of the absence. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes

an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office.

Verified Absences

Verified absences are when the parent contacts the school and informs the school of the parent's approval of their student's absence. If the parent contacts the school and does not approve of their student's absence, the absence will be marked as unverified.

Students are allowed to have make-up work for 100% credit. The timelines for turning in make-up work will be determined by the teacher.

Unverified Absences

Unverified absences are when the parent does not contact the school to inform them of their student's absence or calls the school but does not approve of the student's absence. The timelines for turning in make-up work and the amount of credit will be determined by the teacher. Additional consequences for unverified absences may include, but are not limited to:

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

All absences, verified and unverified, are counted in the eight (8) allowed absences outlined by the Student Parent Handbook.

Late Arrival/Tardiness

Anytime a student enters the school after 8:00 a.m. or their classroom after the bell rings, the student is considered tardy. Tardies are marked by teachers for individual classes. If a student accumulates five (5) "tardies" or "lates" to school, not per class, the student will serve a detention. Discipline for subsequent tardies are addressed in S-170-S. Attendance markings will be marked "T" for tardies. Tardies and lates to school with no call that exceed five (5) may result in, but are not limited to, multiple detentions and/or In-School suspension (ISS).

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 are encouraged to make-up the work to aid learning. The timelines for turning in make-up work and any impact on grading will be according to the guidelines of the building and at the direction of the teacher.

College Visits

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

Dress Code S-180-S

The appearance of any student conveys to his/her fellow students and teachers favorable or unfavorable impressions. Therefore, it is important that all establish habits of neatness. Students will be expected to dress and groom appropriately for the instructional activity involved.

SAFETY REQUIREMENTS

All students will be expected to wear required safety apparel, including SAFETY GLASSES. Caps will be considered safety apparel and permitted in the shop areas only. Obscene clothing will be prohibited. All laboratory clothing and uniforms must be kept neatly laundered and hygienically clean. The use of good judgment, taste, and decency with regard to the selection and wearing of apparel is always a primary consideration.

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 appropriate footwear must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Hats are allowed to be worn at MHS/NTS. However, it is at the discretion of each teacher to have a student remove their hat or hoodie upon entering their classroom. If a student is defiant they will be sent to the office.

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 extracurricular activities.

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

Extracurricular Dress and Appearance

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

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

No homemade food items for parties, fundraisers, etc. are allowed. Only pre-packaged, store bought food items are allowed.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine, Narcan, and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse or principal in writing.

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

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

Individual Approaches

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires 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

Any health needs that occur at Northwest Technical School should be reported to the office. A school nurse is available daily in the nurse's clinic at Maryville High School.

Health services are provided under the direction of a school nurse. A nurse is available during school hours in the high school clinic, located two doors east of the main office. 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.

Vital information is needed to be on file in the health service office for the well-being of every student. It is necessary to have emergency phone numbers as requested on the annual health record update form.

Illnesses/Injuries

If a student becomes ill or injured, or has contracted a communicable disease, the nurse must be notified to assess the situation and take appropriate action. A parent/guardian should contact the nurse if a student has or develops any type of health problem. A student with a temperature of 100.4 or higher will be sent home. A student must be fever-free without fever-reducing medicine for 24 hours before returning to school. A student must also be free from vomiting, diarrhea and COVID related symptoms for 24 hours before returning to school.

Health Screenings

Vision and hearing screenings will be done according to current Missouri Department of Health guidelines.

Health Office

If you have any questions, please contact the school nurse.

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 be brought directly to the health office by the parent/guardian in the original container 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 others.

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 with questions.

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/remedial action 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 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.

Safety is a top priority for all students and staff. However, injuries sometimes do occur. Injuries sustained by students during the school day anywhere on school premises must be reported immediately to the instructor who will determine the procedure that must be taken. The same policy holds true for school-sponsored activities such as field trips and for students working on jobs coordinated by the coop coordinator. PLEASE NOTE: The school does not carry health and accident insurance on students. It is the student's responsibility to provide health and accident insurance coverage for themselves. Injury and treatment costs incurred are the responsibility of the student.

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 except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests

to inspect or review education records may be directed to the Building Principal, or Building Secretary, or Registrar for High School Students. Requests to amend education records may be directed to the Building Principal, or Building Secretary, or Registrar for High School Students to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year.

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); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; 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; parents of other 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.

School Officials with a Legitimate Educational Interest

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Release of Records to Other Agencies or Institutions

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

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 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.

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.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- 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.

This information may be requested by contacting: the Assistant Superintendent.

Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The Schoolwide Program Plan and the School Parent and Family Engagement Plan may be found [here](#) and following these instructions:

- Click “ePeGS – Public”
- Select Maryville R-II from the dropdown menu
- Click “Funding Application Menu”
- Click “Quality Schools”
- Click “ESEA Consolidated”
- Click “Budget Application”
- Click “Initial”
- Select “ESEA Consolidated Plan” from left side menu
- Click “School Level”
- Select your student’s school

Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District’s liaison for students who are homeless, migrant, English learners, or in foster care is:

Name: Assistant Superintendent
Phone #: 660-562-3255
Email Address: ingraham@maryviller2.com

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. The website features the ability to translate information into Spanish.

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

Name of Coordinator: Assistant Superintendent
Address of Office: 1501 South Munn, Maryville, MO 64468
Phone #: 660-562-3255
Email: ingraham@maryviller2.com

Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's badge. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

Student visitors are allowed only during lunch shifts with special permission from school administration.

Prospective students, and parents, in particular, are always welcome at the technical school. All visitors are asked to report to the director's office upon first entering the building to make their business known. Loitering within the school building or on school premises by persons not enrolled as technical school students is prohibited.

ENTERING AND LEAVING THE TECHNICAL BUILDING

Students are to enter and leave the technical building by the main entrance. The shop doors on the east and west side of the building are to be used only for activities during class time, not at the beginning or end of class periods. Students are not to enter or leave the building through shop areas at any time.

CORRIDORS

Students should be in the corridors only when entering or leaving the building, going to and from the office, or special meetings. On these occasions, students are to walk, refrain from loud talk, and go directly to their destinations.

Students at Northwest Technical School carry with them the responsibility to comply with the policies, rules, and regulations of the Maryville R-II District. A student may be subject to disciplinary action, including detention, isolation, and suspension for:

1. Insubordination
2. Irregular attendance
3. Truancy
4. Profanity, abusive language, and/or obscene gestures
5. Defiance of any staff member
6. Fighting or any physical abuse
7. Defacing or destroying school or personal property
8. Bringing to school or possession of any weapon or explosive device
9. Possession of tobacco, alcohol, drugs, or any E-Cigarette/ Vaping products or items on school grounds.
10. Violation of any set policies, rules, and regulations of the district.

Students are expected to conduct themselves in a manner that is conducive to learning. Northwest Technical School students must uphold standards of behavior that recognize the well-being, safety, and rights of others. With the help of a responsible student body, the Northwest Technical School campus will continue to be a respected and safe institution of learning for our students. Violation of policies will also result in sending school students' administration being notified.

Transportation Services F-260-S

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

Misconduct

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

Student Discipline S-170-S

Students admitted to Northwest Technical School are expected to conduct themselves at all times in a responsible manner in accordance with the interests and regulations of the school. NTS recognizes that students are both citizens and students of the academic community. As citizens, students enjoy the same freedom of speech and assembly, freedom of association, freedom of press, right of petition, and right of due process as prescribed by law.

Upon enrollment at NTS, each student assumes the obligation of conduct compatible with the school's function as an educational institution and to comply with the laws enacted by federal, state, and local governments. If this obligation is neglected or ignored by the student, NTS must take appropriate disciplinary action, to include disciplinary probation, suspension, or dismissal.

GENERAL BEHAVIOR

Students will be respected as adults and students are expected to display proper respect to classmates and instructors. Social activities are a normal part of the school day. One of the school's highest aims is to prepare individuals to think for themselves. If students have a difference of opinion with an instructor they are expected to follow that instructor's wishes at that time and then ask for a personal conference with the teacher. If they are still not satisfied, they may see the director or counselor. Failure on the part of a student to follow the instructions of any staff member may result in suspension.

STUDENT SUSPENSION

The director shall have the power to suspend any student who willfully or persistently violates the school regulations, policies, and procedures or when the conduct of such student is detrimental to order and discipline in the school.

ABUSIVE LANGUAGE

The use of foul language is both uncalled for and unnecessary. Students using such language in the classroom or shop will be reprimanded by their instructor and/or in the case of persistence on behalf of the student, will be referred to the director for disciplinary action.

SCHOOL STAFF

All bus drivers, custodians, cooks, secretaries, and other staff members are to receive the same respect given to instructors. Any evidence of disrespect to any member of the staff is subject to disciplinary action by the director. Substitute teachers and student instructors will command the same respect as regular staff members. Each member of the class will do all he/she can to help in the absence of the regular instructor.

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

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 is strictly prohibited as a method of discipline. 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), 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.

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

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.

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.

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

Expectations for students on OSS are as follows:

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

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.

Offense	First offense	Subsequent Offense
<u>Academic Dishonesty/Cheating</u> : 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. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.	No credit for work, grade reduction or replacement assignment	No credit for the work, grade reduction, course failure or removal from extracurricular activities
<u>Arson</u> : Starting or attempting to start a fire or causing or attempting to cause an explosion.	Detention; in-school suspension; 1-180 days OSS; expulsion; &/or restitution if appropriate, possible referral to Nodaway County Juvenile Officer	1-180 days OSS; expulsion; &/or restitution if appropriate, possible referral to Nodaway County Juvenile Officer
<u>Assault/Fighting</u> Fighting: A conflict: verbal, physical, or both, between two or more people. Assault First or Second Degree: Knowingly causing or attempting to cause serious physical injury or death to	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer

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.		
<u>Bullying/Cyberbullying:</u> 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,	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer

including gestures, or oral communication, cyberbullying, electronic or written communication, and 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. 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.		
<u>Bus/Transportation Misconduct</u>: Any misconduct committed by a student on transportation provided by or through the District.	Principal/student conference, detention, revocation of privileges, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Principal/student conference, detention, revocation of privileges, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer
<u>Dishonesty/Forgery</u>: Any act of lying, whether verbal or written, including forgery.	Nullification of forged document; Principal/student conference, detention, ISS, 1-10 OSS	Nullification of forged document; Principal/student conference, detention, ISS, 1-180 OSS; or expulsion, possible referral to Nodaway County Juvenile Officer

<u>Disrespectful Conduct/Speech:</u> 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.	Principal/student conference, detention, ISS, 1-10 OSS , possible referral to Nodaway County Juvenile Officer	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer
<u>Dress & Personal Appearance</u>	Any dress or grooming that may be interpreted to interfere with the educational process will not be permitted. Infractions may require the student to make modifications, principal conference, etc.	Any dress or grooming that may be interpreted to interfere with the educational process will not be permitted. Infractions may require the student to make modifications, principal conference, possible referral to Nodaway County Juvenile Officer
<u>Drugs, Alcohol, Tobacco:</u> The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use,	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer.	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer.

possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.		
<u>Extortion</u> : Threatening or intimidating any person for the purpose of obtaining money or anything of value.	Principal/student conference, detention, ISS, 1-180 OSS , possible referral to Nodaway County Juvenile Officer	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer
<u>Failure to care for or return district property</u> : Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.	Restitution; Principal/student conference; detention or ISS, possible referral to Nodaway County Juvenile Officer	Restitution; Principal/student conference; detention or ISS, possible referral to Nodaway County Juvenile Officer
<u>Failure to meet conditions of suspension, expulsion or other disciplinary consequences</u> : 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.	Verbal warning, detention, ISS, 1-180 OSS or expulsion. Report to law enforcement for trespassing if expelled, possible referral to Nodaway County Juvenile Officer	ISS, 1-180 OSS or expulsion. Report to law enforcement for trespassing if expelled, possible referral to Nodaway County Juvenile Officer
<u>False Alarms (see also "Threats")</u> : 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.	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer
<u>Gambling</u> : Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion, possible	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion, possible referral to

	referral to Nodaway County Juvenile Officer	Nodaway County Juvenile Officer
<u>Harassment/Sexual Harassment</u> : 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.	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Incendiary Devices: 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.	Confiscation; principal/student conference, detention, or ISS, possible referral to Nodaway County Juvenile Officer	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS, possible referral to Nodaway County Juvenile Officer
<u>Nuisance Items (toys, games, water/squirt guns, etc.)</u> : Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS
Public Display of Affection: Physical intimacy that is inappropriate for an	Principal/student conference, detention, or ISS	Principal/student conference, detention, ISS or 1-180 days OSS

educational setting, such as but not limited to, kissing, groping, fondling, cuddling.		
<u>Sexting/Possession of sexually explicit, vulgar or violent material</u> : 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.	Confiscation; principal/student conference, detention, or ISS, possible referral to Nodaway County Juvenile Officer	Confiscation; principal/student conference, detention, ISS, 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer
<u>Sexual Activity</u> : Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.	Principal/student conference, detention, ISS, 1-180 OSS, possible referral to Nodaway County Juvenile Officer	Principal/student conference, detention, ISS, 1-180 OSS or expulsion possible referral to Nodaway County Juvenile Officer
<u>Technology Misconduct</u> : 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.	Restitution; principal/student conference; loss of user privileges, detention, or ISS, possible referral to Nodaway County Juvenile Officer	Restitution; principal/student conference; loss of user privileges, detention, ISS, 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer

Technology Misconduct (Device Prohibition in F-265-S): This includes cell phone misuse.	See F-265-S .	See F-265-S .
Technology Misconduct (other than violation of personal electronic communication devices discussed in F-265-S)	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS, possible referral to Nodaway County Juvenile Officer	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS, possible referral to Nodaway County Juvenile Officer
Theft: Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	Return of or restitution for property; principal/student conference; detention; ISS or 1-180 days OSS, possible referral to Nodaway County Juvenile Officer	Return of or restitution for property; principal/student conference; detention; ISS or 1-180 days OSS, possible referral to Nodaway County Juvenile Officer
Threats or Verbal Assault: Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.	Principal/student conference; detention; ISS; 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Principal/student conference; detention; ISS; 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Truancy or Tardiness: 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.	Principal/student conference; detention; 1-3 days ISS - Upon a 5th tardy, a detention will be served and consequences will accrue in 5 tardy allotments as outlined below: 5 tardies = 1 detention 10 tardies = 2 detentions	Detention or 3-10 days ISS and removal from extracurricular activities, possible referral to Nodaway County Juvenile Officer

	- Excessive tardies: 15 tardies = half day ISS 20 tardies = full day ISS - Tardies beyond this may warrant a parent/student meeting with administration.	
<u>Unauthorized Entry</u> : Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized (this includes, but not limited to, propping a door open for someone to enter later) or through an unauthorized entrance.	Principal/student conference; detention; ISS or 1-180 days OSS, possible referral to Nodaway County Juvenile Officer	Principal/student conference; detention; ISS or 1-180 days OSS, possible referral to Nodaway County Juvenile Officer
<u>Vandalism</u> : Deliberate destruction of or damage to property belonging to the District, employees, or students.	Restitution; principal/student conference; ISS 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Restitution; principal/student conference; ISS 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Weapons and Firearms: 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).	A) Suspended from school for not less than one calendar year or permanently expelled. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the Superintendent to the Board.	A) Suspended from school for not less than one calendar year or permanently expelled. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the Superintendent to the Board.

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 any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense; any object designed to look like or imitate a weapon as defined in this policy unless specifically authorized by the principal for an educational purpose; ammunition or components of a prohibited weapon. C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.	B&C) Principal/student conference; detention; ISS; 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer	B&C) Principal/student conference; detention; ISS; 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer
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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 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: NTS Director and can be reached at 660-562-3022.

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.

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.

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

Report Form

The report form is available online or in the attendance office and each Administrator's Office.

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:

Name: Assistant Superintendent
Phone #: 660-562-3255
Email Address: ingraham@maryviller2.com

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:

Name: Superintendent of Schools
Phone #: 660-562-3255
Email Address: pohren@maryviller2.com

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.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information	
1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA	Complaints filed with the Department
4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	6. How can a complaint be filed with the Department?

	7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

For these purposes, 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.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. 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 the locally developed and adopted procedures.

5. 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.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that include:

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

7. How will a complaint filed with the Department be investigated?

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:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **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.
- **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, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

In addition to the procedures listed in number 7 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).

9. How will appeals to the Department be investigated?

The Department will initiate 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.

10. 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.

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:

Name: Assistant Superintendent
Phone #: 660-562-3255
Email Address: ingraham@maryviller2.com

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:

Name: Superintendent of Schools
Phone #: 660-562-3255
Email Address: pohren@maryviller2.com

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 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 or Title: Assistant Superintendent
Address: 1501 South Munn, Maryville, MO 64468
Email Address: ingraham@maryviller2.com
Phone #: 660-562-3255

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.

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

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 inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness. The District may utilize a metal detecting wand to locate metallic objects for the safety and security of everyone, including if there is reasonable suspicion of vaping paraphernalia or weapons. The District may use dogs to indicate the presence of alcohol, drugs or other prohibited substances on campus, including the parking lot.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its 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 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.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline.

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, any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense; any object designed to look like or imitate a weapon as defined in this policy unless specifically authorized by the principal for an educational purpose; ammunition or components of a prohibited weapon.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than 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

NTS Certificates I-190-S

Northwest Technical School will recognize student achievement by issuing a certificate of completion to each student who has successfully completed an approved course of study at NTS. Specialized certificates may be issued in programs that offer select certifications.

High Demand Occupations

Below is information on areas of critical workforce needs and shortages in the labor markets in this state.

For a direct link to the Department of Elementary and Secondary Education's page on Critical Need/Shortage Occupations is available [here](#).

For a direct link to the fiscal year 2025 High Demand Occupations list, please click [here](#).

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.

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 Brian Lynn, 1501 South Munn, Maryville, MO 64468, lynn@maryville.r2.com. 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).

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 – 4:00 pm) in the office of Craig Borey, 1501 South Munn, Maryville, MO 64468, borey@maryville.r2.com. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Edgenuity

Edgenuity is a program MHS uses at times for credit recovery. Students need to work at a diligent pace to finish classes in an appropriate amount of time. If a class is finished in an unusually quick amount of time or there is any suspicion of academic dishonesty,

credit may not be issued for the course. This decision is at the discretion of the MHS administration.

Flex/Flex Pro/Options Program

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

Alternative Methods of Instruction

With the Department of Elementary and Secondary Education's guidance and approval, Maryville R-II will be implementing a plan for Alternative Methods of Instruction (AMI) beginning school year 2020-2021. AMI will be available for all students with the goal of both reinforcing previously taught skills and introducing new concepts. Students and parents will be notified on days when AMI is in effect. On these days, staff will be available for communication with students via email and the district learning management system.

Technology F-265-S

Cell Phone Guidelines

Policy on Student Display or Use of Electronic Personal Communications Devices

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

Prohibited Display or Use

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day. These devices must be turned off and stored in their bag in their school locker.

Disciplinary Procedures

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct. Disciplinary action may include:

	Consequence	Steps
1st Offense	Not Eligible To Opt Out In Current Semester	1. Students can pick up device(s) at the end of day in the Attendance Office 2. Not eligible for Opt Outs in current semester 3.

		Email/Phone call home regarding incident and relay future consequences.
2nd Offense	After School Detention	1. Parent/Guardian must come in to pick up 2. Device is now stored in the Attendance Office during the school day for the duration of the year.
3rd Offense	1 day OSS	1. Parent/Guardian must come in to pick up device(s) and sign student out
4th Offense	5 days OSS	1. Parent/Guardian must come in to pick up device(s) and sign student out
5th Offense	10 days OSS	1. Parent/Guardian must come in to pick up device(s) and sign student out. 2. Consideration of placement at TLC for remainder of school year.

ANY REQUEST BY A TEACHER TO TURN OVER AN “ELECTRONIC PERSONAL COMMUNICATION DEVICE” THAT IS NOT COMPLIED WITH IMMEDIATELY BY THE STUDENT, WILL RESULT IN AN OFFICE REFERRAL WITH A CONSEQUENCE OF ISS OR OSS.

Exceptions

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- For educational purposes, when explicitly authorized by a school official pursuant to this policy.

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).

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 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

Grades are determined by the individual instructor and recorded as A, B, C, D, and F. Grades are forwarded to the sending school counselors where they are transcribed to

the student's permanent record. No grades of incomplete are assigned unless prior arrangements have been made.

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

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

Incomplete Grades

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

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

District Sponsored Extra-curricular Activities and Clubs I-210-S

CAREER & TECHNICAL STUDENT ORGANIZATIONS

Educators Rising

For a student, one skilled teacher opens up a world of possibilities. There's never been a greater need for smart, creative young people like you to choose teaching as a career. By joining Educators Rising, you can set yourself on the path to becoming that innovative, skilled, life-changing teacher. Educators Rising provides opportunities to volunteer in schools and to travel to state and national leadership conferences and competitions.

FBLA - (Future Business Leaders of America)

FBLA is open to any high school or technical school student participating in a business program. One of the main objectives of the organization is to develop strong, aggressive leadership so that students may participate more effectively in the business and

community life of which they are apart. FBLA provides an opportunity for travel to state and national leadership conferences, as well as to district workshops and training sessions, visits to other FBLA chapters, and to business and industrial enterprises.

FCCLA (Family Career & Community Leaders of America)

The purpose of FCCLA is to promote interest in Family & Consumer sciences. Monthly business meetings are held in the home economics room. The girls/boys participate in a regional meeting and National FCCLA Week. Applicants must have successfully completed one semester of home economics on a high school or technical level to participate in the organization.

National FFA (Future Farmers of America)

The purpose of the FFA is the development of agricultural leadership, cooperation, and citizenship. The organization strengthens the confidence of FFA students and helps provide meaningful experiences for students. Applicants must be enrolled in an agriculture education class.

NTHS (National Technical Honor Society)

The National Technical Honor Society currently serves approximately 80,000 active members in 2014 and nearly three-quarters of a million since its inception in 1984. Over \$200,000 in scholarships is awarded annually to its members. NTHS honors the achievements of top CTE students, provides scholarships to encourage the pursuit of higher education, and cultivates excellence in today's highly competitive, skilled workforce. For over 30 years, NTHS has been the acknowledged leader in the recognition of outstanding student achievement in career and technical education.

SkillsUSA

SkillsUSA is an organization for young men and women enrolled as full-time preparatory students in technical courses in trade, industrial, technical, and health education. The aim of the organization is to develop leadership and citizenship as well as occupational skills. Students compete in local, state, and national level events.

Participation in Northwest Technical School Career & Technical Student Organizations (CTSOs) follows the Maryville R-II Student Discipline Code of Conduct. Any offense which constitutes a violation of S-170-S will be documented in the student's disciplinary record and can lead to suspension and termination from organizations. Sending school students in violation of the policy will have administration notified at their home school.

Based on Missouri Statute (§ 167.790, RSMo), homeschool students, full-time equivalent virtual students, and family paced education school students can participate, contingent upon the successful completion of a tryout if applicable, in any event or activity offered by the District, as defined by law, in which the student resides. This includes athletics and fine arts activities, or other activities related to these.

The District may require participation in components of instruction required for participation in certain activities. The District's disciplinary policies and Student Code of Conduct will apply to all students in these activities and all students must meet the same academic, physical, and financial requirements. Due to the timing of this legislation

passing and printing of this material, there may be additional MSHSAA requirements in place the District must comply with as well.

School Cancellations and/or Early Dismissal

School closing during bad weather does not occur often, but when it does, announcements are made over local radio before 7:00 a.m. If school is dismissed before the normal ending time, announcements will be made over the same radio station. If school is closed early because of the weather, there will be no student activities held. Students are to proceed home or whenever directed by their parents as soon as dismissed. Please do not telephone the school, the district office, or the radio station. (Regional Media 97.1 or 95.9). If you do not hear a news bulletin, schools will be open as usual.

In case of a closure day, (AMI) or an extended closure of a week or more (AMI x) with the Department of Elementary and Secondary Education's guidance and approval, Maryville R-II will be implementing a plan for Alternative Methods of Instruction (AMI) beginning the school year 2020-2021. AMI will be available for all students with the goal of both reinforcing previously taught skills and introducing new concepts. Students and parents will be notified on days when AMI is in effect. On these days, staff will be available for communication with students via email and the district learning management system.

Class Schedules/Bell Schedules

Morning Block 8:00am -10:45am

Afternoon Block 12:00pm-3:00pm

Sending School Bus Schedule

School	Arrival	Dismissal
Craig	7:50	10:10
Fairfax	7:50	10:15
Mound City	7:50	10:10
Rock Port	7:50	10:15
Tarkio	7:50	10:15
West Nodaway	7:50	10:20
Northeast Nodaway	7:50	10:25
Worth County	7:50	10:25
South Nodaway	7:50	10:40
Jefferson	12:00	2:30
Nodaway Holt	12:00	2:30
North Nodaway	12:00	2:40

Deliveries

Deliveries to the school for a student or staff member will be held in the office. A message will be delivered and the recipient can pick the item up. We do not accept any deliveries on Valentine's Day. Food deliveries will be turned away unless brought by a parent/guardian. Students who have an unauthorized food delivery may receive detention.

Lockers

Lockers and locks are available for student use in the shop areas where necessary for the safekeeping of work clothes and other personal items. It is the student's responsibility to maintain the locker and to see that the lock is securely locked.

Telephone/Cell Phone Use

Students will not have access to school telephones unless in the case of emergency or special permission. In any case, phones other than those located in the main office are off-limits to all students. Students will not be called to the office to answer incoming calls other than emergencies. A message will be taken by the office secretary and forwarded to the student. The use of cell phones during class disrupts the learning environment. Students will be asked to refrain from using cell phones during class.

Textbooks

All necessary textbooks will be provided by the technical school unless otherwise noted by the respective program instructor. Some courses will assign textbooks to students for the school year. Textbooks that are marked, torn, dirty, lost, mutilated, or destroyed must be replaced by the student at his/her expense.

Bookbag/Purses/Backpacks

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

Lost and Found

Presumed lost items found on these premises should be promptly turned into the office where they will be held until identified and claimed by the person who lost the items. Items that remain unclaimed will be disposed of by the school.

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

Student Parking

In order to eliminate misunderstandings related to students driving vehicles to the Northwest Technical School the following regulations are presented to students for their understanding.

AUTOMOBILES

Sending schools to furnish bus transportation for all students. Students from schools other than Maryville shall drive vehicles only with special written permission from their school administrators. For these students, parking facilities are available on the west side of the Maryville R-II High School, lower lot, not on the parking areas east or west of the technical school building. Any student who wishes to bring a vehicle to the Technical School for the purpose of having repair work done must first obtain written approval from the appropriate instructor. After approval has been granted by the respective instructor, written permission must be obtained from the sending school administrator. Students are responsible for operating vehicles in a safe and careful manner while on school grounds, and being alert for pedestrians, buses, and other vehicles. Any student who operates his/her vehicle in a careless and reckless manner will be subject to disciplinary action which can result in the suspension of driving privileges. Students are not permitted to drive or be in vehicles during school hours. No student will be allowed to leave school for the purpose of securing parts or materials. School vehicles will be operated by technical school students in Auto Tech classes only when working on them and returning them to the Superintendent's office under the guidance of the Auto Tech instructor.

District Policy Information

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://egs.edcounsel.law/maryville-r-ii-school-district-policies>

Trauma-Informed Schools Initiative

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

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

Safety F-225-S

FIRE AND TORNADO DRILLS

Fire and tornado drills are scheduled periodically during the school year. Evacuation plans are posted in each classroom.

EMERGENCY PROCEDURES

Due to the somewhat unpredictable nature of severe weather, fires, and other forms of emergencies that disrupt the normal scheduling of school, the following procedures will be utilized in order to conserve time and ensure the safety of students and staff.

SEVERE WEATHER ASSIGNED AREAS

TORNADO

The diagram posted in each room shows the assigned "safety" areas for each class in the hallway/classroom of the technical building. Students and staff in the building are to move to their assigned areas upon the sounding of the alarm. Should the warning be too

short to move to the hallway, students and staff should assemble according to the diagram.

Students in class activities outside the building must follow the emergency instructions of their teacher and make use of the best emergency shields available.

All students and staff exit from their classrooms and shop areas into the hallways of the building to assigned areas. See diagram titled "Severe Weather Assigned Areas." Turn off and/or shut down power and other equipment in shops.

Upon arriving at the assigned area, students will seat themselves on the floor as near to the walls as possible. If the building is struck, bend head down between knees and cover head with arms.

Teachers are to stay with their classes to check for missing students and maintain order among students. Missing students should be reported to the office immediately.

Leave all classroom doors open inside the building. The outside doors of the building must also be left open.

If the building is struck, students are to remain in their places until told otherwise. Staff should help evacuate students and give assistance to rescue help. They must also give an accounting of their class to the office.

All Clear - Signal broadcast over PA system

STUDENTS AND STAFF RETURN TO CLASSROOMS AND SHOPS. TEACHERS CHECK ROLL AND REPORT MISSING STUDENTS TO THE OFFICE IMMEDIATELY. RESUME CLASSROOM AND/OR SHOP ACTIVITIES.

EMERGENCY FIRE PROCEDURES

ALARM - Continuous sounding of alarm horn

In the event of a fire (shop/kitchen fire), the instructors will act as the first-line defense. Certified fire extinguishing equipment is currently placed in each shop/kitchen area. The instructors are trained in the proper use of such fire protection equipment.

Shop/Kitchen Areas: Should the fire alarm sound, students shall exit the shop areas through the shop doors to the outside of the building.

Classroom Areas: Students in the classroom areas of NTS will exit the building through the hallways and proceed to the nearest exit doors located on the west side of the building. Students on the north end of the building should use the north exit door while the students on the south end of the building exit through the south doors.

All students shall exit the building in a safe and orderly fashion and proceed south to the practice football field. Students shall remain on the field until an NTS official or instructor verifies their presence and the "all clear" is given to return to the building.

A school official will direct students to any alternative location.

MISSOURI SCHOOL VIOLENCE HOTLINE

1-866-748-7047

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

What should be reported?

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

- Assault - Physical
- Sexual Offense
- Weapons
- Human Trafficking
- Planned School Attack
- School Shooting
- Planned Suicide
- Terrorism Threat-Extremism

Who can report it?

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

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

What happens after I make a report?

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

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

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

988 Suicide & Crisis Lifeline

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

Call: 988

School Resource Officer

Our School Resource Officers are a certified, uniformed, municipal police officers assigned to Maryville School District. The SRO's is under the direction of the Principal and the Chief of Public Safety, have received many hours of specialized training and are provided an office within the administrative area. The SRO's are considered members of the staff, a friend, confidant, advisor and role model for our students.

Fire/Tornado/Earthquake/Crisis Drills

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

Firearms and Weapons F-235-S

Possession of weapons, including concealed weapons, is strictly prohibited 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.

Use of Recording Devices or Drones C-165-S

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or

safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

Signature and Form Requirements

- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

*Student Technology Usage Agreement**Students (for Middle School Students and older)*

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 (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook 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 (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) 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 or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook 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.

I acknowledge that I have received and reviewed the 2026-2027 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.