

# WEBSTER ELEMENTARY SCHOOL

[www.mjays.us](http://www.mjays.us)

## STUDENT HANDBOOK 2018-2019

*After you have read this booklet, tear the  
back cover off this booklet, sign where indicated  
and have your child return it to his or her  
classroom teacher*

Michelle Mitchell, Principal  
Julie Underhill, Assistant Principal  
650 N Locust  
Marshfield, Missouri 65706



**This handbook belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

WELCOME TO WEBSTER ELEMENTARY SCHOOL

**The Student Handbook is approved annually by the Board of Education.**

Dear Students and Families,

Welcome to Webster Elementary School. We hope this year provides opportunities to strengthen the bonds between school and home. As we strive to provide the best educational experience possible for your child, we appreciate your continued support of your child and all of the students and staff at Webster Elementary.

Close ties and open communication between school and home are essential to our work. Whatever we do as teachers to guide, shape, and motivate children can only supplement the loving commitment, interest, and instruction you provide at home. As we engage in this worthwhile partnership, we thank you for your hard work and ask that you never underestimate the precious role you play in the success of your child.

As members of the Webster Elementary School community, we all share in the responsibility of helping children become productive adults. Parents have an enormous role in shaping their child's life by teaching responsibility and taking interest in the student's work at home and at school. The staff at school is committed to provide the tools and further develop the knowledge and skills to ensure academic success. This student handbook is one of those tools; it is an easy way for parents and students to know and understand the policies and procedures of the school. We appreciate the time you take to read through this handbook and discuss its contents with your family and your child.

It is our intention to make this school year a positive experience for all. To be certain this goal is reached, it will take all of us, working cooperatively and in close communication. We at Webster Elementary School appreciate the honor of helping educate the children of our community. Please feel free to contact us with any questions or concerns that we may work together to address.

Our mission at Webster Elementary is Every Child, Every Need, Every Day...Whatever it Takes. If your child has a need that we need to be aware of in order for him/her to be successful, please let us know!

Sincerely,

The Staff and Administration of Webster Elementary School

**STUDENT AND PARENT INFORMATION BOOK**

**Marshfield R-1 School District**

**Board of Education**

Joey Pate	President
Curt Weaver	Vice President
Dr. Pat Theobald	Member
Jim Totten	Member
Mitch Espy	Member
Kim Atkison	Member
Amy Wilkerson	Member

**DISTRICT ADMINISTRATIVE OFFICES**

David Steward	Superintendent of Schools	859-2120 ext 9000
Mike Henry	Assistant Superintendent	859-2120 ext 9000
Al Richardson	Director of Curriculum	859-2120 ext 9000
Melynda VanNote	Director, Special Services	859-2120 ext 9000
Christina Roberts	Director of Nurses	859-2120 ext 9000

# Marshfield R-1 School District

## Comprehensive School Improvement Plan

The purpose of the Marshfield R-1 School District is to prepare each student for a successful future.

<i><b>Vision</b></i>	<i><b>Goals/Measures</b></i>	<i><b>Commitments/Action Steps</b></i>
<p><b>Student Success</b></p> <p>The district will promote the individualization of learning in order to maximize student success.</p>	<p>Each student in Marshfield R-1 will take ownership of his/her education as measured through the increase in personal plans of study, individual achievement goals, and other measures as appropriate.</p> <p>Through their coursework, students will demonstrate growth in critical thinking, communication, collaboration, creativity, and emotional intelligence in order to be prepared for a successful future.</p> <p>The district will maintain full accreditation with the state's Department of Elementary and Secondary Education.</p>	<ul style="list-style-type: none"> <li>• Offer students authentic learning experiences that include opportunities for critical thinking, collaboration, communication, and creativity.</li> <li>• Provide students with opportunities for goal setting, self-evaluation, and personal growth.</li> <li>• Develop and implement a relevant and viable curriculum that leads to the development of academic and social skills.</li> <li>• Promote a healthy, positive learning environment.</li> </ul>
<p><b>High Quality Staff</b></p> <p>The district will attract, employ, develop, and retain motivated faculty and staff who are committed to preparing each student for a successful future.</p>	<p>The district will recruit and retain high quality certified and non-certified staff.</p> <p>The district will provide high quality Professional Development that allows staff to continually grow in their job performance.</p>	<ul style="list-style-type: none"> <li>• Develop and implement a professional development plan that aligns with the needs of staff members and proven best practices.</li> <li>• Develop and implement a consistent process for the selection of high quality personnel.</li> <li>• Utilize evaluation protocols and products that measure teacher growth on research-based standards for effective teaching.</li> <li>• Increase the quality and quantity of time available for professional development.</li> <li>• Provide a high-quality mentoring/advising program for new teachers and teachers new to the district.</li> </ul>
<p><b>Facilities &amp; Resources</b></p> <p>The district will provide safe, clean, and effective settings that promote learning.</p> <p>The district will provide quality instructional resources that promote learning.</p>	<p>The district will provide clean, safe, and secure learning environments for students.</p> <p>The district will provide quality resources, including up to date technology, which promotes high-quality student learning.</p>	<ul style="list-style-type: none"> <li>• Conduct annual evaluations in order to identify facility, grounds, and safety/security needs.</li> <li>• Develop and implement a 5-year plan for maintaining and upgrading district facilities, grounds, and safety based on annual evaluations.</li> <li>• Provide up to date resources, including technology, that enhance teaching and learning.</li> <li>• Develop and implement a financial plan to support facilities and resources.</li> </ul>
<p><b>Parent &amp; Community Involvement</b></p> <p>The district will partner with families, businesses, and the community to prepare each student for a successful future.</p>	<p>The district will continually seek to improve the communication process with parents and the community.</p> <p>The district will seek partnerships with parents and the community to enhance and support the learning process for all students.</p>	<ul style="list-style-type: none"> <li>• Develop and consistently utilize multiple methods of communication with parents and the community to both inform and gather feedback.</li> <li>• Develop and offer multiple avenues to engage parents in the education and preparation of their students.</li> <li>• Teachers will make regular contact with parents in order to provide academic feedback and engage parents in their child's education.</li> </ul>
<p><b>Leadership &amp; Governance</b></p> <p>The school board will set student-focused policy and provide supportive leadership.</p> <p>The administration will facilitate a collaborative climate focused on individual student success.</p>	<p>The Marshfield Board of Education and administrative team will create a culture that promotes innovation and collaboration.</p> <p>The Marshfield Board of Education and administrative team will be "lead learners" by seeking and modeling best practices for all staff in an effort to foster student success.</p>	<ul style="list-style-type: none"> <li>• District and building leadership will create school structures to facilitate collaboration and encourage staff to be active participants in the decision making process.</li> <li>• District and building-level leadership will participate in professional development opportunities designed to achieve district and building goals.</li> <li>• All school board members will participate in district and state level training programs and become board member certified.</li> </ul>

# Webster Elementary Building Improvement Plan

✚ The purpose of the Marshfield R-1 School District is to prepare each student for a successful future.

<b>Vision</b>	<b>Goals/Measures</b>	<b>Commitments/Action Steps</b>
<p style="text-align: center;"><b>Student Success</b></p> <p>Webster Elementary will promote the individualization of learning in order to maximize student success.</p>	<p>Each student at Webster will take ownership of his/her education as measured through the increase of individual goal setting and other measures as appropriate.</p> <p>Through coursework, students will demonstrate growth in critical thinking, communication, collaboration, creativity, and emotional intelligence in order to be prepared for a successful future.</p>	<ul style="list-style-type: none"> <li>• Provide opportunities for students to do their own goal setting.</li> <li>• Consistent Curriculum               <ul style="list-style-type: none"> <li>◦ Work to adopt a K-5 math resource</li> <li>◦ Work to create common assessments in ELA for language, reading, and writing</li> <li>◦ Research K-5 ELA resources</li> </ul> </li> <li>• Work toward being a K-5</li> <li>• Focus on teaching problem solving</li> <li>• Focus on teaching independence and stamina</li> <li>• Students restate questions in answers</li> <li>• Teacher focus on students reading directions</li> <li>• Learn more about and teach Growth Mindset</li> <li>• Learn and implement the 7 Habits</li> <li>• Learn more about LIM</li> </ul>
<p style="text-align: center;"><b>High Quality Staff</b></p> <p>Webster Elementary will attract, employ, develop, and retain motivated faculty and staff who are committed to preparing each student for a successful future.</p>	<p>Webster Elementary will recruit and retain high quality certified and non-certified staff.</p> <p>Webster will provide high quality Professional Development that allows staff to continually grow in their job performance.</p>	<ul style="list-style-type: none"> <li>• Technology PD               <ul style="list-style-type: none"> <li>◦ Use in house staff to train teachers in use of Chromebooks, Google, etc to enhance instruction.</li> <li>◦ Send in house teachers to technology conferences to develop in house experts to train others.</li> </ul> </li> <li>• PD during math pilot and after adoption</li> <li>• PD on working with students in poverty</li> </ul>
<p style="text-align: center;"><b>Facilities &amp; Resources</b></p> <p>Webster Elementary will provide safe, clean, and effective settings that promote learning</p> <p>Webster Elementary will provide quality instructional resources that promote learning</p>	<p>Webster will provide a safe, clean, and inviting learning environment for students, teachers, and the community.</p> <p>Webster will implement quality instructional resources including technology, which promote student learning.</p>	<ul style="list-style-type: none"> <li>• Conduct safety checklists twice yearly to identify needs.</li> <li>• Display student work in hallways.</li> <li>• Brighten the building by:               <ul style="list-style-type: none"> <li>◦ painting</li> <li>◦ teaching children to clean up after themselves, etc.</li> </ul> </li> <li>• When adding devices, focus on quality over quantity</li> </ul>
<p style="text-align: center;"><b>Parent &amp; Community Involvement</b></p> <p>Webster Elementary will partner with families, businesses, and the community to prepare each student for a successful future.</p>	<p>Webster will continually seek to improve the communication process with parents and the community.</p>	<ul style="list-style-type: none"> <li>• Train teachers on increasing electronic communication, then implement those communication methods.</li> <li>• Continually update Webster's Facebook page, Twitter account and website.</li> <li>• Send newsletters and other updates and information to parents electronically.</li> </ul>

## WEBSTER ELEMENTARY FACULTY

Courtney Kelsay.....	2 <sup>nd</sup> grade
Jana Greenfield.....	2 <sup>nd</sup> grade
Nancy Bartley.....	2 <sup>nd</sup> grade
Brooke Henry.....	2 <sup>nd</sup> grade
Mindy Menzies.....	2 <sup>nd</sup> grade
Taylor Young.....	2 <sup>nd</sup> grade
Pam Shockley.....	2 <sup>nd</sup> grade
Amanda Steele.....	2 <sup>nd</sup> grade
Shonda Vestal.....	2 <sup>nd</sup> grade
Abbie Wright.....	2 <sup>nd</sup> grade
Angie Pollard.....	3 <sup>rd</sup> grade
Lynne Fair.....	3 <sup>rd</sup> grade
Stefanie Fryman.....	3 <sup>rd</sup> grade
Trish Holmes.....	3 <sup>rd</sup> grade
Ali Cardoza.....	3 <sup>rd</sup> grade
Gretchen Crawford.....	3 <sup>rd</sup> grade
Lindsi Jones.....	3 <sup>rd</sup> grade
Rose Robertello.....	3 <sup>rd</sup> grade
Mandy Huff.....	3 <sup>rd</sup> grade
Peggy Wright.....	3 <sup>rd</sup> grade
Tara McBride.....	Reading/Math
Natasha Adams.....	Reading/Math
Nikilyn Crawford.....	Reading
Jessica Grace.....	Reading
Leah Loftin.....	Solutions
Julie Manary.....	Counselor
Connie Daniel.....	PE
Michael Ragsdale.....	.Art
Kim Kicker.....	Music
Machelle Shields.....	Computer Lab Instructor
Chelsea Shoemake.....	Library
Lori Herring.....	Gifted
Katie McDowell.....	LD
Kim Martin.....	LD
Jennifer McCall.....	ID/LD
David Bockelman.....	ED/LD
Maranda Dalton.....	ID
Marsha Pettit.....	Speech/Language
Alicia Massey.....	Paraprofessional
Lisa Palubicki.....	Paraprofessional
Kris Haliburton.....	Paraprofessional
Mychelle McGlynn.....	Paraprofessional
Megan Stepp.....	Paraprofessional
Melissa Dudley.....	Paraprofessional
Paul Rottmund.....	Head Custodian
Charles Epps.....	Custodian
Jerry Arterberry.....	Custodian

## WEBSTER OFFICE/ADMINISTRATIVE STAFF

Michelle Mitchell.....	Principal.....	859-2120 ext 3703
Julie Underhill.....	Assistant Principal.....	859-2120 ext 3703
Geneine Rust.....	Secretary.....	859-2120 ext 3703
Kim Harrod.....	Food Service Secretary.....	859-2120 ext 3704
Alissa Letterman.....	Nurse.....	859-2120 ext 3040
Patty Guzman.....	Process Coordinator.....	859-2120 ext 3036

## 2018-2019 School Calendar

### Marshfield R-1 School District

170 State Hwy DD  
417-859-2120      www.mjays.us  
Marshfield, MO 65706

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Student Days	
Quarter 1 - 39	
Quarter 2 - 44	
Quarter 3 - 43	
Quarter 4 - 42	
<b>Total Student Days - 168</b>	

August 8-9	New Teacher Academy
August 13-15	Back to School Meetings - all staff
August 16	First Day of School
August 31	Professional Day (no students)
September 3	Labor Day (No School)
September 24	Professional Day (no students)
October 12	End of 1st Quarter
October 16, 18	Parent/Teacher Conferences
October 19	No School
October 22	Professional Day (no students)
November 21-23	Thanksgiving Break (no school)
November 26	Professional Day (no students)
December 21	End of 2nd Quarter - Early Release
December 24-January 1	Christmas Break
January 2	Professional Day (no students)
January 18	Professional Day (no students)
January 21	MLK Jr. Day (No School)
February 15	Professional Day (no students)
February 18	President's Day (No School)
March 8	End of 3rd Quarter
March 11-15	Spring Break (No School)
April 19, 22	Easter Break (No School)
May 16	Last Day of School - Early Release
May 17	Professional Day (no students)



Day Missed - Make Up Day	
1 - January 21	8 - Forgiveness
2 - February 18	9 - May 23
3 - April 22	10 - Forgiveness
4 - May 17	11 - May 24
5 - May 20	12 - Forgiveness
6 - May 21	13 - May 28
7 - May 22	14+ - Forgiveness

Teacher Days	
Student Days - 168	
Professional Days - 11	
Parent/Teacher Conference - 1	
<b>Total Returning Teacher Days - 180</b>	
New Teacher Academy - 2	
<b>Total New Teacher Days - 182</b>	

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Summer School	
First Day - June 3	
Last Day - June 28	

School Closed  
 Early Release

Professional Day (no school for students)  
 Parent Teacher Conferences

First/Last Day

## **Things you will find in this handbook:**

ACCIDENT INSURANCE  
ASSIGNMENT OF STUDENTS  
ATTENDANCE  
BEHAVIOR  
BELL SCHEDULE  
BREAKFAST/LUNCH  
BUS CONDUCT  
BUS TRANSPORTATION  
CELL PHONE USAGE  
CONDUCT AT SCHOOL  
CORPORAL PUNISHMENT  
COUNSELING  
CURRICULUM  
CUSTODY OF STUDENTS  
DIRECTORY INFORMATION  
DRESS GUIDELINES – STUDENT  
DROPPING STUDENTS OFF AND PICKING THEM UP  
EMERGENCY DISMISSAL PROCEDURES  
EMERGENCY DRILL PROCEDURES  
FIELD TRIPS  
GRIEVANCE AND COMPLAINTS PROCEDURES  
HARASSMENT  
HEALTH SERVICES  
HOMELESS  
LOCKERS  
NO CHILD LEFT BEHIND (NCLB)  
NOTICE OF NONDISCRIMINATION  
NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS  
PARENT RIGHT TO KNOW  
PARENT WEB ACCESS  
PARTIES  
PROMOTION/RETENTION OF STUDENTS  
PUBLIC NOTICE ON FREE AND APPROPRIATE EDUCATION (FAPE)  
REPORT CARDS  
SAFE SCHOOLS LAW  
SCHOOL MESSENGER  
SOLUTIONS ROOM  
SECLUSION AND RESTRAINT  
STUDENT DISCIPLINE CODE  
TECHNOLOGY USE AGREEMENT  
TELEPHONE PROCEDURES  
TITLE ONE GRIEVANCE PROCEDURE  
VISITORS  
VOLUNTEERING  
WHAT SHOULD NOT BE BROUGHT TO SCHOOL



## ACCIDENT INSURANCE

The Marshfield R-1 Schools will NOT provide district-paid student accident insurance. However, parents will be able to purchase insurance for the student. Information on insurance coverage will be available through packets provided to the student at time of registration.

## SCHOOL MESSENGER:

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

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

## ASSIGNMENT OF STUDENTS

The assignment of students to classes will be the sole prerogative of the principal and the instructional staff. This policy is necessary to achieve class balance regarding student numbers and equitable distribution of ability levels, and provide the best possible placement for all students.

## ATTENDANCE

Attendance at school on a regular and continuing basis is one of the most effective ways of ensuring that your child receives the quality education he/she needs. We encourage parents to make sure that students are in school every day unless hindered by the following reasons:

1. Personal illness
2. Days of religious observance
3. Death of close friends or relatives.
4. Family emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen.
5. Professional appointments that cannot be scheduled outside the regular school day, such as dental or doctor appointments.

**Please call the school when your child is absent.** When a student is absent from school, he/she will be allowed one day for each day absent to complete and turn in work for full credit.

There are two types of recorded absences - Verified and Unverified Absences. When your child is absent and you have made contact with your child's teacher regarding their absence, this is considered a **verified absence**. If communication has not been made with your child's teacher prior to, on the day of, or immediately following the absence, this is considered an **unverified absence**.

After your child accumulates 5, 10, and 15 days of verified and unverified absences, we will send you a letter of notification. These notifications will be reviewed by administration and a determination made if further action is required, up to and including a conference with an administrator or an intervention. At 16 days of verified and unverified absence, school administration will determine if there is a need to refer the situation to the Webster County prosecuting attorney, Division of Youth Services and/or the Juvenile Office for enforcement of the Missouri Compulsory Attendance law. (R.S. MO. 167.031) **Please note: Because being absent from school will have a negative effect on academic performance, it is possible that students who have excessive absences could be denied promotion to the next grade level.**

## Procedures for receiving daily assignments missed because of absenteeism:

1. Request, by telephone or note, must be made to the school office **before 12:00 PM**.
1. Homework may be picked up between 1:30 & 3:30 in the school office.

**Tardiness:** Any student arriving late (after 8:10 at Shook, 8:25 at Hubble and Webster) will be considered tardy and must sign in at the office. A student who is tardy will not be admitted to class unless he/she has a pass from the office. Excessive tardiness may result in loss of recess or in-school suspension.

## BEHAVIOR

School personnel are charged by state law and the Board of Education with the responsibility of

maintaining proper discipline within the schools. Discipline administered should be appropriate to the violation, administered without ill will toward the student, and should take into account the maturity level and educational placement of the student.

These guidelines do not list all possible problem areas or mention every possible disciplinary action. Additionally, except where the Safe Schools Act mandates specific disciplinary action, principals have the authority to administer consequences in an age-appropriate manner.

**BELL SCHEDULE** The official starting and ending times for each elementary building are as follows: Hubble starts at 8:25 and releases at 3:25; Webster starts at 8:25 and releases at 3:25; Shook starts at 8:10 and releases at 3:10.

### **BREAKFAST/LUNCH PROGRAM**

The Marshfield R-I School District provides breakfast and lunch programs with nutritious meals planned by our food service staff. Because of varying costs from year to year, parents should check on current prices in the school office. All students are required to eat in the lunchroom, including students who bring lunches from home. Children are expected to observe good table manners and be courteous.

Children who bring their lunch from home may purchase milk. Lunches may be paid for by the day, week, or month. Parents are encouraged to send money on Monday for the entire week. However, money will be accepted any day it is brought from home.

Depending on the size of your family and your income, your child may be eligible for free meals or reduced price meals. Application forms for the free/reduced meal program are available in each school office.

**All breakfasts and lunches need to be pre-paid. Students will not be allowed to charge meals. Students may get extra milk at lunch, but it is not included in the free/reduced meal program and must be paid for separately. Please Note: If a student's balance is more than negative \$10.00, the student will be served a sack lunch.**

### **BUS CONDUCT REGULATIONS**

There are three basic bus rules. In addition to obeying the bus driver at all times each student must:

1. Remain seated, facing forward, at all times, in his/her assigned seat.
2. Keep hands, feet, and other objects to self.
3. Speak in a normal voice, using language that is acceptable at school.

### **CONSEQUENCES FOR MISCONDUCT ON THE BUS**

Our primary concern is bus safety. Misbehavior on the bus can cause an unsafe condition for all riders. The bus driver will warn a student **one time** about misbehavior. If the student continues to misbehave, the driver will write a bus discipline referral notice and give it to the principal. When a student chooses not to obey the bus rules, the following consequences may apply: **Conference, warning letter, loss of privileges, restitution, referral to Solutions Room, and/or bus suspension.**

**Administrative discretion may apply to the application of any of the above stated consequences, depending on the severity and frequency of the infraction.**

### **BUS TRANSPORTATION**

Most students will ride a school bus during the school year. Many will ride a bus every day. The driver is your friend if you let him/her be. The driver will make every effort to be on time and will operate the bus on the route as approved by the board of education. Do not ask the driver to change the route. If you have questions about the route, contact Mike Henry, Assistant Superintendent of Schools. Mr. Henry's office is in the Central Office. If your child needs to deviate from his/her normal bus routine...perhaps to go home with someone else on a different bus...we must have a note from you authorizing your child to make the change. You may also call the office before 2:30 PM and leave a message to that effect. **A student who does not have a note from you or from the office authorizing a change will be transported on his/her regular bus.**

**Students are not allowed to transport balloons, glass containers, or live animals or insects on the bus.**

## CELL PHONE USAGE

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, the possession and use of student cell phones, digital cameras and similar electronic devices during the instructional day shall be restricted as set forth in the student handbooks.

If cell phones or other electronic communication device(s) cause disruption, teachers and administrators may take the phone and request it be picked up by a parent or guardian.

No digital cameras, cell phone cameras, photographic or video equipment of any kind may be used in dressing areas or restrooms during the school day or during extracurricular activities. Violation of this policy during the first semester after adoption of this policy will result in in-school suspension, while second offenses will result in out-of-school suspension being imposed. Parents may apply to the building principal to obtain a hardship exception. In such cases, the student's cell phone must be retained in the principal's office. Students granted a hardship may visit the office to use their cell phone for approved purposes. Telephones are also available in school offices for parents to contact their student for legitimate reasons.

## CONDUCT AT SCHOOL

The following are considered inappropriate behaviors which could warrant a disciplinary referral dealt with through the principal's office:

Assault/Fighting	Bus Violations	Cheating
Computer Violations	Defacing/Destroying property	Threats of Violence
Disrespect	Disruptive behaviors	Dress Code Violations
Drug/Alcohol Violation	Excessive Absences	Food/Gum/drinks in class
Forgery	Harassment	Horseplay
Leaving area w/out permission	Lunchroom behavior	Profanity
Sexual harassment	Pushing/Shoving/Scuffling	Theft
Tobacco use	Truancy	Unnecessary items
Bike/Skates/Skateboard Violation	Weapons violation	Homework/class work not done

Consequences for the above offenses may range from a warning, loss of recess or privilege, restitution, in-school suspension, after-school detention, or out-of-school suspension, depending on the frequency and severity of the offense. Each office referral is handled in a confidential and individual manner.

**The school district is required by law to report to law enforcement and document on a student's permanent record any of the following felony offenses:**

first-degree murder	first-degree burglary	kidnapping
second-degree murder	second-degree burglary	distribution of drugs
voluntary manslaughter	first-degree robbery	possession of a weapon
involuntary manslaughter	first degree assault	felonious restraint
sexual assault a minor	second-degree assault	distribution of drugs to
forcible sodomy	first-degree property damage	

Disciplinary offenses and consequences listed in the Safe Schools Act are divided into "classes" on the following chart.

1. Class I offenses are the **most serious** and may result in expulsion from school. Expulsion is permanent exclusion from school; only the board of education is authorized to expel a student. Class I offenses require notification of law enforcement and documentation on the student's permanent record.
2. Class II offenses are also serious. Class II offenses result in suspension from school and can result in expulsion if a Class II offense is committed a second time. A school principal can suspend a student up to ten (10) days; the superintendent may suspend from 11 to 365 days (or 180 school days).
3. Class III & IV offenses can result in suspension from school.

**BULLYING:** The administrators and teachers of the Marshfield R-1 School district recognize that bullying is defined as the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable 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 acts of bullying. Cyberbullying means bullying as defined as above 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 is sometimes a problem at school. Our intent is to be proactive in dealing with bullying behaviors, enforcing consequences against those who bully, and counseling those who have been victimized regarding strategies and tools for dealing with bullies. We want our school to be safe environments, both physically and emotionally. We encourage students to take an active role in reporting bullying behaviors.

### **CORPORAL PUNISHMENT**

Corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.

All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other District administrator. The use of reasonable force for a District employee to protect persons or property is not abuse within the meaning of Chapter 210, RSMo. (Board Policy JGA)

Additional information about disciplinary actions can be found in the Marshfield R-1 School Board Policies online at the district website <http://www.mjays.us>

### **COUNSELING SERVICES**

The school counseling program supports academic, career, social, and emotional development of all students. The school counselor serves as a liaison to provide professional services to families in need.

### **CURRICULUM**

The elementary school education program seeks to provide an opportunity for each student to attain his or her maximum learning potential. Our instructional program is an ever-changing one to meet student's needs and to implement improved teaching/learning strategies. Curriculum guides are posted to the district web site (<http://www.mjays.us>).

### **CUSTODY OF STUDENTS**

Students will not be released to the custody of anyone except custodial parents, legal guardians, or other persons **designated in writing** by the parent or guardian. Persons requesting to pick a child up at school will be required to produce the security code or some sort of photo ID to verify identity. If the school secretary is in doubt about who is picking your child up, she will attempt to call the legal guardian for oral permission. We will not release a child to brothers or sisters without written or oral permission from the legal guardian.

**If a custody issue exists within your family, it is your responsibility to supply us with the necessary court-generated documents to support your custody claims.**

**\*\*For security purposes each student will be assigned a unique security code that parents/guardians or others will be required to present when picking a student up from school. Any notes or phone calls must include this security code.**

## **DIRECTORY INFORMATION**

All information contained in a student's educational record, **except information designated as directory information by the District**, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Please be advised that the school district will release "Directory Information" concerning your child upon request. (Board Policy JO) Directory information means information contained in the educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The District directory information includes the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and photographs.

## **DRESS GUIDELINES – STUDENT**

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities.

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted. (Board policy JFCA)

We strongly encourage students to wear tennis shoes to school. They are the best shoes for PE and recess.

## **DROPPING STUDENTS OFF AND PICKING STUDENTS UP AFTER SCHOOL**

Do not drop your child off prior to 7:30 a.m. We cannot guarantee supervision will be available. Parents are welcome to pick their students up after school. However, we ask that you remember that school is in session until 3:25 PM at Hubble and Webster and 3:10 PM at Shook. If you need to leave early with your child, come to the office and the secretary will page the classroom. The teacher will send your child to the office and you may leave from there after signing your child out. Hubble, Webster, and Shook have drive-through pick-up systems. Parents need to place their child's pick-up cards in their car window when picking up their children. School staff will deliver children to their cars.

**\*\*For security purposes each student will be assigned a unique security code that parents/guardians or others will be required to present when picking a student up from school. Any notes or phone calls must include this security code.**

**If your child normally rides the bus, please be here to pick him/her up no later than 3:20 (3:10 at Shook). We will not stop the bus to get your child off the bus.**

## **EMERGENCY DISMISSAL PROCEDURES**

There may be times during the school year that we will need to dismiss school early due to bad weather. Announcements of early dismissal will be made via the SCHOOL MESSENGER messaging system, and on the Springfield television and radio stations. ***THESE MEDIA ARE ALWAYS NOTIFIED IMMEDIATELY AFTER A DECISION IS MADE ON SCHOOL CLOSING.*** All irregular dismissals will be given as much advance notice as possible. When you suspect that school may dismiss early due to bad weather, you need only tune to one of these stations and listen for the announcement, or wait for the SCHOOL MESSENGER call. If you do not hear an announcement, school will be in session for the entire day.

***PLEASE... Do not call the school to ask if school is closing early.  
Such calls tie up the phone lines and make it impossible to handle school business.***

Parents are requested to fill out the "Early Dismissal Form" so that children will know what to do when school is dismissed early. The "Early Dismissal Form" will be sent home with students at the beginning of the school year, and will be kept on file by your child's teacher. Please review your early dismissal plan with your child so that he/she will know what to do. It is impossible to allow children to make

arrangements by phone under such circumstances.

### **EMERGENCY DRILL PROCEDURES**

Regular drills are held throughout the school year to maintain a level of preparedness in case of actual emergencies. These drills consist of: FIRE, TORNADO, INTRUDER and EARTHQUAKE.

Drills should be conducted as if an emergency really exists. There should be no play, yet no one should be so anxious as to become unduly excited and lose his/her better judgment. Occasionally exits will be blocked to force use of alternate exits as a practice exercise.

### **FIELD TRIPS**

Most elementary classrooms will take at least one field trip during the school year. It is our practice to require a permission slip, signed by the child's parent or guardian. We will send permission slips home with your child. Please be aware there may be a minimal fee to participate in the trip to cover admission fees etc.

### **HARASSMENT**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations. (Board Policies AC, GB, JF, and JG)

### **HEALTH SERVICES**

Marshfield R-1 Schools has a nurse on duty full time to monitor the health needs of students. School nurses promote good general health by:

1. Keeping health record data, and notifying parents of children's immunization needs.
2. Excluding all ill children from school and assisting in obtaining prompt medical care.
3. Administering first aid to injured students and caring for students who become ill at school until parents/guardians can pick them up.
4. Screening students with special physical needs (vision, hearing, scoliosis).
5. Promoting a safe and sanitary environment for all students.

6. Administering prescribed medications to students. All medications must be taken to the nurse's office.
7. Coordinating fluoride treatments to those students participating in the program.
8. Consulting and assisting teachers with health education, using educational films, models, literature, and guest speakers to stress specific health problems.

Marshfield Elementary School Policy states, due to the possible transmittal of contagious diseases, homemade food items may not be given to our students. Parents wishing to bring food items to celebrate birthdays, etc., may bring anything made commercially.

### **ILLNESS/INJURY**

The Board of Education believes that in order to provide for the safety and well-being of its students, it is necessary to implement and maintain a District-wide student health services program. The health service staff will be responsible to their building principal and may also be responsible to a designated District administrator.

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

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

### **IMMUNIZATION OF STUDENTS**

It shall be the duty of the parents/guardians of every student entering Marshfield R-I Schools to furnish satisfactory evidence of immunization or exemption from immunization against: poliomyelitis, rubella, rubeola, mumps, and diphtheria. (See Board Policy JH.)

### **MEDICATION**

With the exception of students in special education programs, or those with Section 504 Accommodation Plans, the school district is not obligated to supply or administer medication to children. However the Board recognizes that some students may require medication for chronic or short-term illness during the school day for them to remain in school and participate in their education. Therefore, the Board directs the Superintendent to establish procedures for the administration of medication for any student provided the following requirements are met.

**The administration of medications, including over-the-counter medications, are nursing activities which must be performed by a registered professional nurse or a licensed practical nurse. A**

registered professional nurse may delegate and thereby supervise the administration of medication by unlicensed personnel who are trained by the nurse to administer medications.

**1. Prescription Medication**

- A. The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, how the medication is to be given, and the doctor's name. The prescription label will be considered the equivalent of the physician's order for short-term medication. When possible, descriptions of any adverse effects and any applicable emergency instructions will be provided.
- B. The parent/guardian will provide a written request that the school district comply with the physician's request to give medication. The district will not administer the first dose of any medication.
- C. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special need for storage. e.g. refrigeration. The medication will be delivered to the school by the parent/guardian or other responsible adult. Medication supplies should not exceed a 30-day supply.

**2. Over-the-Counter Medication (OTC)**

- A. A written standing order or written protocol for the administration of over-the-counter medications may be secured from a physician for an individual student or for a group of students.
- B. Written permission must be obtained from a parent/guardian to administer over-the-counter medications which have been prescribed. This permission must be renewed at least annually.

- C. Except as allowed in section 4 and 5 of this policy, it is a violation of this policy for a student to possess at school or give to others any non-controlled or over-the-counter medication.

**3. Emergency Medication**

All schools in the district should be equipped with medication to be administered in the event of severe allergic reaction. The emergency medication and physician's orders for such medication shall be kept in a secure location, but easily accessible to qualified designated personnel.

**4. Self-Administration of Medication**

A physician may recommend that an individual student with a chronic health condition, such as asthma or other potentially life-threatening respiratory illness, assume responsibility for his/her own medication as part of learning self-care. The Board may permit such a student to self-administer medication by way of a metered-dose inhaler, provided that the following conditions have been met:

- A. The parents/guardians of the student must provide the Board with written authorization for the self-administration of medication, a written medical history of the student's experience with the respiratory illness, and a plan of action addressing any emergency situations that could reasonably be anticipated as a consequence of administering the medication and having the illness.
- B. The parents/guardians of the student must provide the Board with written certification from the student's physician that the student has asthma or other potentially life-threatening respiratory illness, and that the student is capable of and has been instructed in the proper method of self-administering the medication and has been informed of the dangers of permitting others to use the student's medication.
- C. The Board must inform the parents/guardians of the student, in writing, that the district and its employees shall incur no liability as a result of any injury resulting from the self-administration by the student, absent any negligence by the district, its employees or agents; or as a result of providing all of the above mentioned relevant information to the school nurse, absent any negligence by the district, its employees or agents, or in the absence of a school nurse, to the school administrator.
- D. The parents/guardians of the student must sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the student's self-administration of medication, and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the student's self-administration of medication.

Permission for the student to self-administer medication for asthma or other potentially life-threatening illness is effective for the school year for which it is granted, and is renewed for each subsequent school year upon meeting the conditions set forth above.

**5. Documentation**

A record documenting in ink the student's name, date, time, name of medication, reason for administration, dosage administered effect of medication and signature of the individual who administered the medication must be maintained.

**HOMELESS**

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

**LOCKERS (Webster & Shook only)**

Each student in Webster and Shook Elementary will be assigned a locker. In some cases it will be necessary for students to share a locker. A student is not allowed to have a lock on his/her locker. Students store items in lockers at their own risk.

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained



dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband. (Board Policy JFG)

### **Parents Right to Know**

Dear Parent or Guardian:

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

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

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

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

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

### **NOTICE OF NONDISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Marshfield R-1 School District are hereby notified that the School District does not discriminate on the basis of race, color, religion, sex, age, national origin, ancestry, or disability in admission or access to, or treatment or employment in, its programs and activities. The board is an equal opportunity employer.

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Marshfield R-1 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disabilities, 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 Marshfield R-1 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Marshfield R-1 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Marshfield R-1 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the District Office located at 170 State Hwy. DD, Marshfield, MO between the hours of 8:00am and 4:00pm.

Any inquiries concerning our School District's compliance may be directed to:  
Melynda Van Note, Director of Special Services, 170 State Hwy. DD, Marshfield, MO 65706, (417) 859-2120, 8:00am – 4:00pm. This notice will be provided in native languages as appropriate.

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

Equal Opportunity Employment-

Mike Henry, Assistant Superintendent, 417-859-2120 ext. 9001

Title VI and Title IX-

Mike Henry, Assistant Superintendent, 417-859-2120 ext. 9001

Section 504-

Melynda Van Note, Director of Special Services, 417-859-2120 ext. 9002

Title II of the Americans with Disabilities Act (ADA)-

Melynda Van Note, Director of Special Services, 417-859-2120 ext. 9002

Homeless Students-

Mike Henry, Assistant Superintendent, 417-859-2120 ext. 9001

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

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's educational records within 45 days of the day the School receives a request for access. Parents or eligible student should submit to the School principal (or appropriate school official) a written request that identifies the records they wish to inspect. The School official will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible student may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them 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.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks to or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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 20202-4605

### **PARENT PORTAL ACCESS**

You are now able to view some of your child's school information online through the "Parent Portal Access" section of the district web site. The information that will be available to you includes:

- Attendance history – you will be able to see the dates your child was marked tardy, or absent from school, current to the previous school day.
- Your child's most recent report card.
- Your child's grades. This allows you to see how your child performed on any assignment and what work has or has not been turned in and graded. This information will be current to the last day the teacher entered grades in the grade book.
- Meal Account Balance – this allows you to see how much money is in your child's meal account, or how much he/she owes for meals.
- Meal Account History – this will allow you to see what days your child bought a breakfast or lunch or extra milk.

In order to use this service you will need to complete a registration form. (If you registered last year, you do not need to do it again.) You must have an email account to use this service, and you must have read and signed the disclaimer included in the registration form. You must complete a separate registration form for each child.

Feel free to call your child's principal if you have questions about this service.

### **PARTIES**

Marshfield Elementary Schools will have two (2) parties during the coming school year. *Parties are usually planned in advance by PTSG parents. Parents and guardians are welcome to assist.*

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

Birthday parties are NOT hosted at school. In order to honor your child's special day, you may provide a store-bought treat for your student to share at the teacher's discretion. Treats may be dropped off at the office.

### **PROMOTION AND RETENTION OF STUDENTS**

The purpose of promotions and retentions is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

The process for reading assessments and remediation, and retention guidelines for students who fail to meet the District's objectives for reading, are contained in Board Policy IKE.

### **READING LEVELS AND STATE-MANDATED RETENTION**

#### **Third Grade Students**

Third grade students who cannot demonstrate a reading level at or above the third grade level will be administered a reading assessment within forty-five (45) days of the end of their third grade year.

If this assessment reflects that the student is reading below the second grade level, the District will design and implement a reading improvement plan for the student's fourth grade year. The reading improvement plan must include a minimum of thirty (30) hours of additional reading instruction or practice outside the regular school day during the fourth grade year. In addition, the District may require the student to attend

summer school for reading instruction as a condition of promotion to the fourth grade.

#### **Fourth Grade Students with Reading Improvement Plans**

Within forty-five (45) days of the conclusion of the fourth grade year, the District shall administer another reading assessment to those fourth grade students for whom reading improvement plans had been designed. If this assessment reveals that the student is reading below a third grade level, the student shall be required to attend summer school to receive supplemental reading instruction. At the conclusion of summer school, the student shall be given another reading assessment. If the student is still reading below third grade level, the student shall not be promoted to fifth grade.

Students shall not be retained more than once on the basis of their inability to satisfy the third grade or fourth grade reading standards. However, the District may, at its discretion, retain any student with a reading improvement plan who has not completed summer school for supplemental reading instruction.

#### **Fifth and Sixth Grade Students**

The reading assessment process shall be repeated on a yearly basis through the end of students' sixth grade years, accompanied by a corresponding increase in the required reading level.

The reading assessment process will also be applied to students who initially enter the District in grades four, five or six and who have been determined to be reading below grade level.

The permanent record of students who are determined to be reading below the fifth grade level at the end of the sixth grade shall carry a notation stating that the student has been unable to meet the minimal reading standards. That notation will be removed from the student's record once the District determines that he or she has met the standards.

#### **Exceptions**

The following students are exempt from the reading assessments:

1. Students receiving special education services under an Individualized Education Program (IEP) pursuant to 162.670, RSMo.
2. Students who are receiving special education services pursuant to Section 504 whose service plan includes an element addressing reading.
3. Students who have limited English proficiency.
4. Students who have insufficient cognitive ability to meet the reading requirements. However, a reading improvement plan shall be provided for these students in accordance with law.

#### **PUBLIC NOTICE ON FREE AND APPROPRIATE EDUCATION (FAPE)**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children such as migrant and homeless children, and a child who is suspected of having a disability and in need of special education even though he/she is advancing from grade to grade. The Marshfield R-1 School assures that it will provide free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under this jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, 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 Marshfield R-1 School assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Marshfield R-1 School assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/ guardians. Parents/ guardians may request amendment to the educational record if the parent/ guardian believe 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 Marshfield R-1 School 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). The plan may be reviewed while school is in session at the Superintendent's office.

This notice will be provided in native languages as appropriate.

## **REPORT CARDS**

### **GRADES Kindergarten and First:**

Standards-based grading is utilized in grades Kindergarten and first and is a method for teachers to measure how students are doing in meeting the learning goals for their grade as determined by their state's standards. Learning goals, sometimes called learning standards, are the academic skills your child should know or be able to do for his grade level by the end of the school year. Students' progress is indicated by the following scores: **4-exceeded student learning goal, 3-met student learning goal, 2-progressing towards student learning goal, 1-assistant needed in working towards student learning goal.**

**2<sup>nd</sup> Grade:** Grades are indicated by a 1 (Not Yet Proficient), a 2 (Approaching Proficient) and a 3 (Proficient). Further explanations are given on the grade card.

**GRADES 3, 4, 5:** The letters A, B, C, D, F, IE, I and P are used to report to parents and students the student's progress each quarter.

A = excellent

B = superior

C = average

D = below average

F = failing

P = credit given.

## **SAFE SCHOOLS LAW**

All areas of 160.261.8, 167.161.1, 167.171.3, 571.010, 574.085, and 575.090 statutes in accordance with House Bills 1301 and 1298 will be followed.

## **SECLUSION AND RESTRAINT**

### **Purpose**

It is the purpose of this policy to:

Meet the requirements of RSMo 160.263.

- Promote safety and prevent harm to all students, school personnel and visitors in the school district.
- Treat all students with dignity and respect in the use of discipline and behavior-management techniques.
- Provide school personnel with clear guidelines about the use of seclusion, isolation and restraint on school district property or at any school district function or event.
- Promote retention of teachers and other school personnel by addressing student behavior in an appropriate and safe manner.
- Promote parent understanding about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations.
- Promote the use of non-aversive behavioral interventions.

See (Policy JGGA)

## **SOLUTIONS ROOM**

The Solutions Room is a program designed to provide early intervention for students in grades K-5 who make poor choices at school regarding their behavior, and who need to be temporarily removed from the classroom. The main goal of the Solutions Room program is to reduce the number of repetitive disciplinary problems through corrective rather than punitive measures. Students who will benefit from this program include those who demonstrate repetitive behavior problems, inadequate life skills, low self-esteem, and especially those who demonstrate violent or anti-social behavior. The building principal, with the agreement of the classroom teacher, will place a student in the Solutions Room when the student's behavior merits this action. **This placement is not permanent.** When the student demonstrates the ability to manage his/her behavior, he or she will be granted a probationary return to the regular classroom. Another goal of the Solutions Room program is to provide training in study skills for those students who struggle academically, and those students

who demonstrate poor organizational skills. Study Skills placement is recommended by the classroom teacher, and is scheduled with the Solutions teacher at a time that best meets the needs of the student.

### **STUDENT DISCIPLINE CODE**

The Elementary School Student Discipline Code is a guideline for general behaviors. More Severe conducts will be dealt with in accordance with the Missouri Safe Schools Act.

The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by building principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education. See also Policies JG, JGA.

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. See policy JGE and its corresponding regulation.

The District will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

## **TECHNOLOGY: Marshfield R-I School District Acceptable Use Policy**

*(Updated 6-20-2016)*

### **I.) Users**

**A. Student Users** - No student will be given "privileged" access to the district's technology resources until the district receives a User Agreement signed by the student and the student's parent(s), guardian(s), or person(s) standing in the place of a parent. Students who do not have a User Agreement on file with the district may be granted permission to use the district technology by the superintendent or designee.

**B. Employee Users** - No employee will be given "privileged" access to the district's technology resources before the district has a signed User Agreement on file. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policy, regulation or procedure, hinder the use of the district's technology for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology is considered unreasonable. Any use that interferes with the effective and professional performance of the employee's job is considered unreasonable. Because computers are shared resources, it is not appropriate for an employee to access, view, display, store, print, or disseminate information via district resources, including e-mail or Internet access that students or other users could not access, view, display, store, print or disseminate, without authorization by the district.

**C. Board Member Users** - Members of the school Board may be granted user privileges, including a mail address, upon completion of a User Agreement. Board members will set an example of responsible use and will abide by District policies, regulations and procedures. Board members will comply with the Missouri Sunshine Law.

**D. External Users** - Consultants, counsel, independent contractors, and other persons having professional business with this school district may also be granted user privileges at the discretion of the Superintendent or Technology Coordinator, subject to completion of a User Agreement and for the sole, limited purpose of

conducting business with the school. External users must abide by all laws, district policies, regulations and procedures.

## **II.) Privacy**

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time. The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications (email, instant messaging, etc.), all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

## **III.) Violations of Technology Usage Policies and Procedures**

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. The administration may use disciplinary measures to enforce district policy, regulations and procedures. Employees may be disciplined or terminated for violating the district's policies, regulations and procedures. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

## **IV.) Damages**

A. All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, may be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

B. The school district does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error-free or uninterrupted; nor shall it be liable for any direct, or indirect, incidental, or consequential damages (including lost data, information, damage to media, etc.) sustained or incurred in connection with the use, operation, or inability to use the system.

## **V.) General Rules and Responsibilities**

A. Using another person's user ID and/or password for any reason is prohibited.

B. Sharing one's user ID and/or password with any other person is prohibited.

C. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.

D. Mass consumption of technology resources that inhibits use by others is prohibited.

E. Unless authorized by the district, non-educational Internet usage is prohibited.

F. Making School District computing resources available to individuals not affiliated with the Marshfield R-I School District without approval of the administration and/or technology director is prohibited. This includes but is not limited to; wireless access points, direct connections of foreign equipment to the district's network and the sharing of district software.

G. Using proxy servers or trying to bypass the District's Internet filtering in anyway is prohibited.

H. Changes to the computer's operating system in any way is prohibited. This includes but is not limited to changing an IP address, changing display settings and changing any other computer settings.

I. Connecting any non-district external device to the network such as a laptop, usb drive or router is prohibited.

J. Use of district technology for soliciting, advertising, fund raising, commercial purposes or for financial gain is prohibited, unless authorized by the district.

K. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.

L. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.

M. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.

N. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school

or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.

O. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.

P. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.

Q. Users may only use properly licensed software, audio or video media purchased by the district or approved for use by the district. Any other software must be approved by the district and installed by the district's technical staff. All users will adhere to the limitations of the district's technology licenses.

Copying for home use is prohibited unless permitted by the district's license and approved by the district.

R. Users are prohibited from uninstalling any software off of the district's computers unless authorized by the administration or technology staff.

S. At no time will district technology or software be removed from the district premises, unless authorized by the district.

T. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.

U. All damages incurred due to the misuse of the district's technology may be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

#### **VI.) Technology Security and Unauthorized Access**

All users shall immediately report any security problems or misuse of the district's technology resources to a Teacher, Administrator, or the Technology Coordinator. No person will be given access to district technology if he/she is considered a security risk by the Superintendent, Technology Coordinator, or designee.

A. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.

B. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.

C. The unauthorized copying of system files is prohibited.

D. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.

E. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.

F. The introduction of disruptive/destructive programs into a school computer, the network, or any external networks is prohibited. Including, but not limited to; computer "viruses," "hacking" tools, scripts, & logic bombs.

G. Accessing Proxy servers for any reason without permission from the Technology Coordinator is prohibited.

H. Any attempt to connect to other systems, in evasion of the district security systems, is prohibited.

I. Any attempt to connect to district resources using equipment not approved by the technology coordinator is prohibited.

#### **VII.) Online Safety - Disclosure, Use, and Dissemination of Personal Information**

A. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.

B. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.

C. Student users shall not agree to meet with someone they have met online without parental approval.

D. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable, in any way.

E. Users shall receive or transmit communications using only district-approved and district managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district. Examples of approved services would include school gmail accounts for the staff and students.

F. All district employees will abide by state and federal law, Board policies, and district rules when communicating information about personally identifiable students.

G. Employees shall not transmit confidential student information using district technology, unless



designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.

H. No curricular or non-curricular publication distributed using district technology will include the address, phone number or email address of any student without permission.

I. The Marshfield R-I School District reserves the right to limit access to any materials designated by the administrators and/or Technology Coordinator.

#### **VIII.) Electronic Mail**

A user is responsible for all e-mail originating from the user's ID or password.

A. Forgery or attempted forgery of e-mail messages is prohibited.

B. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.

C. All users must adhere to the same standards for communicating online that are expected in the classroom, and consistent with district policies, regulations and procedures.

#### **IX.) Exceptions**

Exceptions to district rules may be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies, regulations or procedures. Exceptions may also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy. i.e. Each spring the servers are cleared of data so that they will have storage for the coming year.

#### **X.) Waiver**

Any user who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations and procedures may request a waiver from the Technology Coordinator and the building principal, superintendent, or designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved.

#### **XI.) Exception of Terms and Conditions**

All terms and conditions as stated in this document are applicable to the Marshfield R-I School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Missouri, and the United States of America.

#### **XII.) Violations and Discipline**

Discipline will be applied according to the severity of the offense. Administration shall judge the violation and authorize discipline accordingly. Disciplinary actions taken shall include, but are not limited to the following.

A. Each violation of the AUP will have a written report of the incident submitted to the building administration explaining the violation.

B. The offender shall have a conference with the building administrator.

C. The parent(s)/guardian(s) of the student will be notified of the offense and the discipline to be carried out.

D. Detention of a set number of days shall be assigned according to the severity of the offense.

E. Internet and/or network connectivity shall be removed for a set number of days.

F. Computer access shall be suspended or revoked.

G. Local and/or state authorities will be contacted and shall be given a report of the incident.

H. Employee disciplinary action shall be taken up to and including dismissal.

### **TELEPHONE PROCEDURES**

Emergency messages will be delivered to students or teachers. Teachers and/or students will not be called to the phone during class time except in case of extreme emergency. Teachers may be called during their planning time. A student is not permitted to make calls except in cases of emergency. Parents are requested to call with telephone messages before 2:00 PM.

### **TITLE I/NCLB COMPLAINT PROCEDURE**

Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES 1 Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives. 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? 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? 9. How will appeals to the

Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA) 2 . 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 includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and 2. The facts on which the statement is based and the specific requirement allegedly violated. 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: 1. Record. A written record of the investigation will be kept. 2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed. 3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level. 4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. 5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s). 6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education. 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 an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA. 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.

### **VISITORS AT SCHOOL**

Principals and teachers shall welcome and encourage visits by parents/guardians, Board members, volunteers and patrons of the schools. All visitors shall report to the principal's office upon entering the building so that the office will be aware of their presence and the visitor can get a pass. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption. Unnecessary interruptions hinder the educational program in Marshfield Elementary Schools.

Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

Students dismissed earlier in one school than others are not permitted to be on the grounds of any other school in the District. All persons who do not obtain permission from the principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the principal, where the sex offender will be present.

### **Observations by Parents, Advocates, or Others**

Under applicable state and federal law, a parent does not have a right to observe his/her child in the educational setting. However, if a parent, advocate or other person wishes to conduct an observation of any child, activity, teacher, or classroom, he or she must submit a written request to the building principal, within five school days of the date he or she wishes to observe, with the following information:

1. The name and position of the individual(s) who will be observing;
2. The date and time he or she wishes to observe;
3. The amount of time he or she wishes to observe;
4. The specific purpose for which he or she wishes to observe.

The building principal must then grant written permission for the observation to occur. The District reserves the right to deny any observation that it believes will disrupt the educational environment or may lead to a direct or indirect release of personally identifiable information about a student or students. The building principal or other administrator will provide a written or verbal explanation of its decision prior to the requested observation date. (Board Policy KK)

**All visitors must check in and out at the office.**

### **VOLUNTEERING AT SCHOOL**

We welcome parents who want to volunteer at school. PTSG helps to coordinate volunteer efforts, but you are welcome to arrange and schedule volunteer services with your child's teacher or the office. Prospective volunteers must complete an application (available in each school office and at the district offices) and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services.

### **WHAT SHOULD NOT BE BROUGHT TO SCHOOL**

If an item is not **needed** at school, it should not be brought to school.

**Items that may not be brought to school include, but are not limited to: matches, lighters, tobacco in any form, knives, water guns and other squirting devices, artificial noise makers, fireworks (including snapping pops and similar devices), pea shooters, trading cards and all other items that can cause disruptions.**

Toys may be brought to school for show-and-tell if the teacher approves, but may not be taken outside. No electronic devices are allowed at school unless approved by the teacher.

### **BUYING, SELLING, TRADING PROHIBITED AT SCHOOL AND ON THE BUS**

Individual students are not allowed to sell, buy, or trade items (including but not limited to trading cards such as baseball, basketball, football, Digimon, Yu-Gi-Oh, Duel Master, Harry Potter, Pokemon) at school. School groups and community-wide non-profit youth groups may sell and deliver items at school only with prior approval from the principal.

### **EARTHQUAKE SAFETY FOR MISSOURI SCHOOLS**

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

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

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

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

**A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12** was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

**When Will Another Great Earthquake the Size of Those in 1811-12 Happen?** Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and

seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

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

#### **Prepare a Home Earthquake Plan**

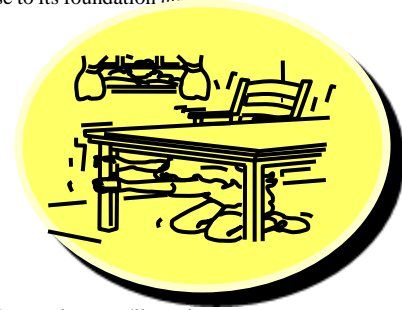
- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the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

#### **Eliminate Hazards**

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

#### **Prepare a Disaster Supplies Kit for Home and Car**

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.



#### **Know What to Do When the Shaking BEGINS**

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

#### **Know What to Do AFTER the Shaking Stops**

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

The information contained in the flier was extracted from the American Red Cross website [http://www.redcross.org/services/prepare/0,1082,0\\_241\\_00.html](http://www.redcross.org/services/prepare/0,1082,0_241_00.html), Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EO.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455

**2018-2019 Student Handbook Acknowledgment**  
**The Webster Elementary Student Handbook can be**  
**found at [www.mjays.us](http://www.mjays.us)**

If you would like a paper copy, please call the office at 859-2120, ext. 3703  
and we will be happy to send one home with your child.

Please sign below showing that you have read and understood the 2018-2019 Marshfield Student Handbook.

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Student Signature	Parent/Guardian Signature	Date

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**Technology Acceptable Use Policy 2018-19**  
**Student, Faculty and Staff**

The Technology Acceptable Use Policy is in the Webster Student Handbook.

I \_\_\_\_\_ (print), have read and fully understand the District's Acceptable Use Policy and the consequences that will result if violated.

\_\_\_\_\_ (Signature) \_\_\_\_\_

(date)

\_\_\_\_\_ (Parent Signature) \_\_\_\_\_

(date)

**\*Please return this form to your child's classroom teacher.**