

Marshfield High School
STUDENT HANDBOOK
2011-2012



MARSHFIELD HIGH SCHOOL MISSION STATEMENT

*Preparing Lifelong Learners for the 21st Century...
One Student at a Time*

Vision Statement

At Marshfield High School we envision a school in which:

- Staff will collaborate to achieve a common purpose and clear goals to maximize student success;
- Staff will demonstrate a personal commitment to the academic success and self-improvement of each student;
- Students will accept responsibility for developing the skills necessary to reach their full potential;
- Students will acquire the necessary decision-making skills and training to pursue the post-secondary endeavors of their choice;
- Staff and students will ensure a safe, orderly, and healthy environment that fosters respect for self and others;
- Staff and students will commit to developing proficiency in literacy and numeracy;
- The community will recognize, understand, and support the mission of Marshfield High School.

Marshfield R-1 School District's web site is www.marshfieldbluejays.org

| |
|--------------------------|
| Table of Contents |
|--------------------------|

| | Page # | | Page # |
|------------------------------|--------|---------------------------------|--------|
| A+ Program | 7-9 | Money Collection | 40-41 |
| Academic Integrity | 9-10 | NCAA Academic Eligibility | 15 |
| Academic Letter | 46 | NCLB/Title IX Complaints | 48-51 |
| Admission Requirements | 37 | NHS | 46 |
| Articulated Credit | 14 | Party Regulations | 38 |
| Attendance | 20-22 | Progress Reports | 15 |
| Awards/Recognition | 46-47 | Public Notice of Non- | 47-48 |
| Bell Schedule | 39 | discrimination | |
| Board of Education | 2 | Renaissance | 47 |
| Bullying Policy | 26 | Report Cards | 15 |
| Class Rank | 15 | Scheduling Policy | 17 |
| College Credit Transfer | 11 | School Activities | 45-46 |
| Correspondence Information | 18 | School Bus Regulations | 27-28 |
| Cum Laude | 16 | Scholars Class Criteria | 13 |
| Diploma Policy | 13 | Seclusion and Restraint | 37-38 |
| Discipline Code | 25-37 | Sexual Harassment | 31 |
| Directory Information | 40 | Staff | 4-5 |
| Dress and Grooming | 28-29 | Student Complaints and | 39-40 |
| Dual Credit Information | 13-14 | Grievances | |
| Early Graduation | 11 | Student Code of Conduct | 23-25 |
| Earthquake Information | 42-43 | Student Leaders | 6 |
| Electronic Devices | 29-30 | Student Lockers | 39 |
| Emergency Procedures | 40 | Student Parking | 34 |
| Extension Center Information | 14 | Students Transferring from Non- | 19-20 |
| Final Examinations | 16-17 | Accredited Schools | |
| Grade Point Average | 16 | Technology Agreement | 44-45 |
| Graduation Requirements | 11 | Textbook Information | 41 |
| Homebound Instruction | 18 | Transfer Credits | 13 |
| Homework Hot Line | 22 | Vision Statement | 2 |
| Honor Roll | 46 | Visitors to the Building | 40 |
| Honors Diploma Information | 12 | | |
| Late Work Policy | 22-23 | | |
| Leaving School | 38 | | |
| Library Information | 45 | | |
| Lunch Schedule | 41-42 | | |
| Medication Policy | 38 | | |
| Mission Statement | 1 | | |

| |
|----------------------|
| Staff Members |
|----------------------|

High School Office

Randy Luebbert- Principal
 Keith White – Asst. Principal
 (Juniors & Seniors)/Vocational
 Coordinator
 Kevin Armstrong – Asst. Principal
 (Freshmen & Sophomores)/
 Activities Director
 Brenda Owens – Secretary (2102)
 Tammy Marlin – Secretary (2103)
 Sandra Bethurem - Secretary (2104)

High School Counseling Office

Kathy Lane – Students with last names
 A-F / Student Assessments (2107)
 Lindsey Baedke – Students with last
 names G-M / Senior Scholarships
 (2108)
 Amanda Badgett – Students with last
 names N-Z / Freshman Student Life
 (2109)
 Teri Replogle- Secretary (2110)

High School Faculty

Christine Bell (2177)Spanish
 Charlotte Biddle (2162)Library / Media Specialist
 Pat Boshe (2157).....Culinary Arts
 Jered Brown (2125).....Agriculture Education
 Michael Byrd (2115)... ..School Resource Officer
 Josh Cantrell (2202)..... English
 Rick Castens (2221)..... Band
 Zach Chittenden (2223)... ..Vocal Music
 Jacque Curley (2189) Math
 Tracy Diekmeier (2203)..... English
 Kim Fields (2195)..... Science
 LaShea Finley (2178)..... Math
 Dilsa Forge (2197)Spanish
Brandon Friebe (2153).....Social Studies
 Jennifer Glenn (2158) Art
 Jessica Gorham (2210)..... Business, Coach
 David Gray (2155)Social Studies, Coach
Cammy Harrison (2212)..... Business, Student Government
 Greg Holtschneider (2182)..... Drama, Speech, Prom Coordinator
 Cheryl Houk (2190) Science
 Brad Hurley (2161) Alternative Education/Social Studies, Coach
Lori Hutton (2221) Band
Tina Hyde (2156).....Art, STAR Coordinator
 Heather Jones (2174)Special Education
 Jim Jones (2152)Social Studies
 Roy Kaderly (2216).....Physical Education, Coach
 Yvette Lane (2197) Math
 Andrea Lee (2176) Math

| | |
|--------------------------------|--------------------------------------|
| Paul Lewis (2216) | Physical Education, Coach |
| Barry Linville (2112) | Technology Coordinator |
| Ahren Love (2123) | Industrial Technology |
| Sherry Lucerne (2128) | Special Education |
| Elmeree Marlin (2187) | Math |
| John Mason (2200) | English |
| Stan McGarvey (2293) | Social Studies, ISS, Coach |
| Lisa Messick (2215) | Physical Education, Coach |
| Jeremy Meyer (2221) | Band |
| Shari Miller (2150) | Nurse |
| Kathy Moss (2209) | Business, A+ Coordinator |
| Gary Murphy (2217) | ISS, Drivers' Education, Coach |
| Baron Myers (2214) | French |
| Mark Nelson (2190) | Science |
| David Nugent (2130) | Special Education, Coach |
| Danny O'Neal (2112) | Technology Coordinator |
| Jennifer Peebles (2129) | Special Education |
| Bridgitte Peterson (2186) | Math, Coach |
| Kim Plemmons (2160) | Social Studies |
| Katie Rock (2173) | Alternative Education/Reading |
| Chris Roberds (2183) | ARC, Debate |
| Belinda Roberts (2175) | Special Education |
| Stacy Robinson (2191) | Math |
| BJ Sandage (2192) | Science |
| Barbara Schulte (2172) | School to Employment Program/English |
| Rod Shetler (2220) | Journalism, English, Coach |
| Susie Smith (2131) | Special Education |
| John Sode (2194) | Science |
| Stacey Stewart (2295) | Alternative Education |
| Peggy Swatkowski (2121) | Health, Physical Education |
| Bonnie Taylor (2205) | English |
| Kevin Taylor | Building Trades, Coach |
| Chris Teed (2154) | Social Studies, Coach |
| Nicki Thompson (2201) | English |
| Kimberly Totten (2188) | Science |
| Jason Tutterrow (2208) | English |
| Andria Varghese (2159) | Family and Consumer Sciences |
| Aaron Veeneman (2120) | Industrial Arts |
| Mary Whiteman (2193) | Science |
| Kyle Whittaker (2124) | Agriculture Education |
| Jane Zucker (2295) | Alternative Education |

Bold indicates Chairperson of the Department

Student Leadership Positions

Andrea Cleek Student Body President
Allie Thomas..... Student Body Vice-President
Jami McConnell Student Body Secretary

Seniors

Emily Crowley President
Representatives: Leah Cleek, Chelsey Cleir, Kelsey Perkins, Amberlee Rost, Emily Springmeyer, and Megan Yarnell

Juniors

Kelby Lorenz..... President
Representatives: Avery Day, Natalie Espy, and Taylor Hunt

Sophomores

Lauren Aldridge President
Caleb Bethurem Vice-President
Representatives: Bailey Alexander, Jarin Bingham, Holly Briddle, Amanda Cook, Gabby Creech, Brandy Heithold, Allyson Jackson, Miranda Keenan, Logan Findley, Amelia McIntosh, Taylor Price, Sammy Thomas, John VanNote, and Victoria Yonter

Student Government Association Cabinet

Lauren Robinson Assemblies Commissioner
Ashleigh Cantrell Public Relations Commissioner
Lindee Clair..... Elections Commissioner
Lauren Whitlock Media Commissioner
Tanner Christoph Activities Commissioner
Chelsea Campbell Recognition Commissioner
Alicia Vasquez Spirit Commissioner

A+ Schools Program

As part of The Outstanding Schools Act in 1992, the A+ Schools Program was established to create a variety of academic, vocational, and technical education opportunities for all students. Through A+ all students have more opportunities to explore various career options and start preparing for future workplace experiences. The A+ program has the following goal:

To ensure that all students graduate from high school to a college, a post-secondary vocational or technical school, or a high wage job with workplace skills development opportunities.

As an additional benefit of the A+ Program, a student may qualify for two years of tuition from any Missouri public community college, vocational school, and technical school. (A+ compensation is subject to State budgeting allocations.) Eligibility requirements include:

1. entering into a written agreement with the school to participate in the A+ Program,
2. attending an A+ “designated” school for three years prior to high school graduation,
3. graduating with a 2.5 cumulative GPA on a 4.0 scale,
4. having at least a 95% cumulative attendance record,
5. performing fifty hours of unpaid tutoring/mentoring within the Marshfield R-1 School District,
6. maintaining a record of good citizenship and avoiding the unlawful use of drugs, alcohol, or tobacco.

A+ Citizenship Policy

Participation in the A+ Program is considered an honor and privilege for the students of Marshfield High School. Marshfield A+ students are expected to maintain a record of good citizenship during their high school tenure. Students who participate in the program are expected to conform to a higher standard of conduct than is applicable to non-participants.

A student’s “Serious Offense” will automatically result in either probation or removal from the A+ Program, and if removal from the program occurs, the student will incur the irrevocable loss of A+ Schools incentives. Those “Serious Offenses” include (but are not limited to):

- Arson
- Attendance at school or school function while under the influence of drugs or alcohol (as those terms are defined below)
- Use, sale, purchase, possession, or distribution of drugs, drug paraphernalia, or alcohol. An A+ student will not use, sell, purchase, possess, or distribute any drug on school property or elsewhere. For purposes of this rule, the term “drug” includes any illegal drug, alcoholic beverage, illegally possessed

prescription drug, controlled substance, drug paraphernalia, or item which, by markings or by representations made, is represented to be a drug.

- Extortion
- False alarms
- First-degree assault
- Physical assault of school staff member
- Possession of an instrument intended for use to attack
- Use or possession of firearms or other weapons
- In accordance with the Safe Schools Act, notification to the District that a criminal Petition has been filed against the student pursuant to Section 167.115 of the Missouri Revised Statutes. A student may only be reinstated to the program if the student produces proof that the relevant criminal action has been expunged or dismissed without any consequence to the student. A student will not be reinstated if he/she receives probation, suspended imposition of sentence, a plea bargain, court supervision and/or monitoring in lieu of further prosecution, or a dismissal based upon another type of agreement with juvenile, prosecution, probation, or judicial authorities or officials.
- In accordance with the Safe Schools Act, notification to the District that a student has been the subject of a criminal charge, indictment or information, petition, adjudication, or conviction of a crime (which, if committed by an adult, would be a crime) that is listed in Section 167.171.3 of the Missouri Revised Statutes. A student may only be reinstated to the program if the student produces proof that the relevant criminal action has been expunged or dismissed without any consequence to the student. A student will not be reinstated if he/she receives probation, suspended imposition of sentence, a plea bargain, court supervision and/or monitoring in lieu of further prosecution, or a dismissal based upon another type of agreement with juvenile, prosecution, probation, or judicial authorities or officials.
- Insubordination to staff
- Fighting
- Verbal abuse to staff or students
- Theft
- Vandalism
- Truancy
- Harassment
- Disruptive Conduct

Serious Offenses include those that occur on school property, and/or at any school event whether on or off school property. Serious Offenses will also include those that occur outside of school, such as in the community, if such conduct would otherwise be characterized as one of the Serious Offenses set forth above.

The definition of each Serious Offense, unless otherwise set forth above, will be interpreted in a manner consistent with the District's student discipline policies/code.

The Assistant Principal will review the A+ Student's citizenship record annually and report to the A+ Advisory Board. Citizenship certification will be based on the

cumulative discipline record of the student at school and in the community. For seniors, administrators will make a final citizenship determination during the second semester.

Consequences of Violation

A student who violates the Citizenship requirement will be notified in writing that he/she has been 1) placed on citizenship probation until graduation, **or** 2) removed from the A+ Program. In most cases, the commission of a Serious Offense will result in removal from the A+ Program. Probation shall be the exception rather than the expected consequence. The student then has the option to appeal.

Appeals

If a student chooses to appeal a decision made regarding participation in the A+ Program, the student will have an opportunity to be heard before the A+ Appeals Committee. The hearing before the A+ Appeals Committee will be conducted as determined by the Committee. A date for an appearance before the Committee will be set and the student and parent or guardian notified. The appeals committee will include the Assistant Principal, A+ Coordinator, one teacher, and two A+ Advisory Board Members. The student being referred will be allowed to select an additional teacher to sit on the committee as a non-voting representative.

The committee will hear the case and make a decision as to whether the student will receive:

- Probationary Period
- Removal from the A+ Program

The decision of the A+ Appeals Committee will be provided in writing within five (5) school days. The student will have the right to appeal any decision of the A+ Appeals Committee to the Marshfield Board of Education. All A+ appeals must be made no later than the June board meeting of the year of graduation. The appeal to the Board of Education shall be conducted in a manner determined by the Board of Education at its discretion. There shall be no entitlement to a Contested Case or other formal hearing.

Students and parents should note that this appeal process is not intended to allow participants to avoid removal for actual violation of the program standards or to seek leniency when an appropriate consequence has been imposed for conduct that has actually occurred. **The appeal process is simply designed to prevent probation or removals from being based upon inaccurate or incomplete information.**

| |
|---|
| <h2>Academic Integrity Policy</h2> |
|---|

Academic integrity is the pursuit of learning activities in an open, honest and responsible manner. Students should act with personal integrity, respect the rights of others, and take responsibility for their own learning. Teachers should communicate expectations and take reasonable steps to anticipate and deter acts of dishonesty in all assignments. A statement clarifying expected rules should be included in each syllabus and reviewed at the beginning of each course of study.

Academic integrity includes a commitment not to engage in or tolerate acts of cheating, fabrication, and plagiarism with any submitted work or assignment (papers, projects, presentations, reviews, tests, etc.). Examples of academic dishonesty are included below each heading, but are not limited to these circumstances.

Cheating: The term “cheating” refers to using or attempting to use unauthorized technology, materials, information, or study aids in any academic exercise (whether intentional or not).

- Copying homework or assignments verbally, in written form, or by electronic means, including purchasing a paper or project;
- Copying answers on tests or quizzes verbally, in written form, or by electronic means;
- Bringing in and using unauthorized information during class time, including information stored in a calculator;
- Having anyone, including parents or tutors, complete assignments and submitting the work as one’s own.

Fabrication or other misconduct in completing assignments: The term “fabrication” refers to unauthorized falsification or invention of any information (including research data).

- Attempting to pass off made up material as the result of genuine efforts;
- Making up facts and figures to use in an assignment;
- Making up experiment results.

Plagiarism: The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or sections of a work of another person (whether intentional or not) without proper citation of the material using a proper form (MLA, APA, etc.). This includes any material copied directly or paraphrased from the Internet. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet, also constitutes plagiarism. Examples include:

- Submitting images and/or documents in whole or in part from the Internet without citation of sources;
- Using another’s ideas without proper citations;
- Incorporating portions of another’s writing (text or notated music) within the context of your own work;
- Failing to acknowledge a source of information;
- Using another’s words or phrases without citations;
- Using pictures, images, graphics, charts, diagrams, illustrations without citations;
- Using music of any sort in a presentation setting without citation.

Facilitating academic dishonesty: Assisting or attempting to assist another to cheat, fabricate or plagiarize.

Work Consulted

"Academic Integrity and Policies and Procedures." Office of the Registrar. 20 May 2008. Missouri State University. Feb. 2009

<http://www.missouristate.edu/registrar/acintegrity.html>

Graduation Requirements of Marshfield High School

- (a) Language Arts: 4 units (Including English I, II, and III)
- (b) Social Studies: 3 units (Including World History, American History, and Geography/ Government)
- (c) Mathematics: 3 units (Including Algebra I or equivalent)
- (d) Science: 3 units (Including Biology)
(Students completing Agriculture Science I, Agriculture Science II, and Animal Science or Horticulture with all semester grades of “C minus” or above will be exempt from 1 unit of science credit.)
- (e) Physical Education: 1 unit
- (f) Health: ½ units
- (g) Fine Arts: 1 unit
- (h) Practical Arts: 1 unit (1/2 credit must be Personal Finance)
- (i) Electives: 8 ½ units

Total units required for graduation -- 25 units.

- (j) Each student must pass a test of the Missouri and U.S. Constitution before graduation.
- (k) Attendance—All students are required to be in attendance 95% of the time during their high school career.

Early Graduation

Students choosing to complete their High School career after the 6th semester must obtain permission from High School Principal, Superintendent, and the Board of Education. The request must be in writing and received by the Principal prior to the September meeting of the Board of Education. All attendance hours must be completed before an application can be approved. Acceptable reasons for early graduation include: entering the armed services, pursuing college education, apprenticeship or training program, or other circumstances approved by the Board of Education. **Students considering early graduation should consult their counselor in the spring of their junior year to make proper preparation. Any correspondence credit must be completed by December 1 or the student will be enrolled in second semester classes.**

Early graduating students are not eligible for selection into National Honor Society or participation in Missouri State High School Activities Association competitions. **Students choosing early graduation should consult with the A+ coordinator for eligibility considerations.**

If an early graduate wants to participate in commencement activities, the student must initiate communication with the high school principal prior to April 1 in order to receive pertinent information regarding graduation. The student will be required to attend graduation practice and must make arrangements to pick up his/her cap and gown.

| |
|---------------------------|
| MHS Honors Diploma |
|---------------------------|

Awarding the Honors Diploma is voluntary on the part of Marshfield High School and meeting the requirements is voluntary on the part of the students. While the honors diploma is primarily intended as an incentive for college-bound students, those who are not planning to enter college also may wish to work toward earning the honor.

To be eligible for the Honors Diploma, a student must meet these requirements:

1. Complete a rigorous high school program cooperatively planned by the school, the student and the student's parents. This program must include these units of credit:

Subjects Units

| | |
|---|-----|
| English/Language Arts..... | 4 |
| Mathematics..... | 4 |
| *must be Alg. 1 or above | |
| Science..... | 3 |
| *two must be lab classes | |
| *the class of 2015 and beyond will be required to have 4 science credits. | |
| Social Studies..... | 3 |
| Fine Arts..... | 1 |
| Practical Arts..... | 1 |
| Personal Finance | 1/2 |
| Physical Education..... | 1 |
| Health..... | 1/2 |
| Specified Core Electives..... | 3 |
| General Electives..... | 4 |
| Total | 25 |

2. Earn at least a 3.0 grade point average (GPA), on a 4.0 scale, in the combined subject areas of English/language arts, mathematics, science and social studies. The school may calculate GPAs for its students at the end of the seventh or eighth semester of high school.
3. Maintain an attendance rate of at least 95 percent throughout high school.
4. Complete a strong academic program as specifically outlined below, in the subject areas of English/language arts, mathematics, science, social studies and specified core electives. *No substitutions are authorized.*
5. Dual-credit courses taken in high school for both high school and college credit may be counted toward satisfying the core curriculum requirements.
6. Middle/junior high school courses taken by middle/junior high school students in mathematics and foreign language may be counted as satisfying the high school core curriculum requirement if the content is equivalent to high school courses (e.g., Foreign Language I and Algebra I) and if subsequent courses in the subject are shown on the high school transcript (e.g., Foreign Language II and Algebra II).

For specific information related to which courses qualify for the Honors Diploma, see your counselor.

SCHOLARS CLASS CRITERIA

Scholars courses are a select group of courses from core departments that have advanced and more rigorous curriculums. A 5.0 weighted grading scale will be used for these courses. Students must have a cumulative GPA of 3.0 to enroll in Scholars classes. The criteria for a Scholars class are as follows:

- all CLEs of the traditional course taught at a DOK of 2 or higher
- all pre-requisites from regular course covered, but at a deeper level
- a collaborative environment, but no group grades given
- some form of multi-media presentation
- summative assessments: 50% of course grade
- semester final: 15% of course grade
- discretionary: 10% of course grade (this would include homework, etc.)
- research project: 25% of semester grade

Dual Credit, Credit Transfers, Articulated Credit

Dual Credit for High School and College

The purpose of dual credit shall be to promote enrichment and advanced learning opportunities for the students of Marshfield High School. This will enable junior and senior students of Marshfield High School to receive both high school and college credit for classes taken through agreements approved by the Marshfield School District and individual colleges and universities.

Dual credit classes that are offered at Marshfield High School will be at the expense of the student. Dual credit grades will be used in accumulation of total points and in deriving Grade Point Average. Dual credit classes that are offered away from Marshfield High School will not be used in accumulation of total points or grade point average, but may be listed on the student's transcript.

Eligibility:

A Marshfield Senior High student who is classified as a junior or senior will be eligible to participate by:

1. Meeting the entrance or pre-requisite requirements of the college granting credit and the Missouri Coordinating Board of Higher Education.
2. Approval of Marshfield High School principal;
3. Approval of parents or guardian, signified by the signing of the Parent/Student/School agreement;
4. Students receiving dual credit may participate in school activities. Those activities governed by the MSHSAA will use MSHSAA eligibility standards.

College Credit Transfer:

Marshfield Public Schools will not be held responsible for the transfer of college credit. The transfer of college credit rests with the receiving institution. Marshfield High

School cannot guarantee transfer of credit for another institution. Students are responsible for arranging for transfer of credit from the college in question.

Transfer Credit

Each high school student must furnish the Marshfield High School with an official copy of a transcript showing the courses completed, the grades received, and the amount of credit given for each course from the high school attended.

A student who transfers into the district from schools accredited by a State Department of Education, the North Central Association, or its counterpart, will be accepted at the grade level accomplished at the time of transfer. Each transcript will be evaluated by the counselor/principal to determine the status of transferred credits.

Articulated Credit

Marshfield High School offers a variety of vocational classes that are articulated with area vocational schools. This allows the student who receives a C or above to receive college credit at the institution upon enrollment.

| |
|--|
| <p style="text-align: center;">EXTENSION CENTER (MARSHFIELD HIGH SCHOOL ALTERNATIVE SCHOOL)</p> |
|--|

To qualify for the extension center a student must:

1. Have attempted one year of high school enrollment;
2. Meet placement criteria explained below;
3. Have a reasonable chance of graduation.

Procedures for Placement

1. The referring teacher/counselor must make a recommendation to the SUCCESS committee.
2. Teacher/ counselor must fill out an extension center referral form.
3. The student must complete the application form.
4. The SUCCESS team will analyze the student's records and data supplied by the counselor.
5. The student must meet the above criteria.
6. The student, accompanied by parents, must interview before the SUCCESS team.
7. The SUCCESS team will decide upon placement or best course of action.

OR

Individual students may make application. The counselor will fill out referral form and supply all records needed. The SUCCESS committee will then proceed with steps 4-7.

Students who qualify for or receive any special public school services are not eligible for placement.

MISSOURI OPTION DIPLOMA PROGRAM

(See your counselor for a full description of this program.)

NCAA Academic Eligibility

The provisions of By-law 14.3 stipulate that a student-athlete entering an NCAA Division I or II member institution must meet certain requirements to be eligible for financial aid awarded by the institution or to practice and compete on an intercollegiate team during the first year of attendance. This information can be obtained through the counselors. **All students who are potential college athletes must register with the NCAA Clearinghouse. For details see www.ncaaclearinghouse.net for more information.**

Report Cards / Progress Reports

Report Cards

The letters A, B, C, D, F, (using plus and minuses) are used to report to parents and students the student's progress in each class each quarter and each semester. "A" - Excellent. "B" - Superior. "C" - Average. "D" - Below Average. "F" - Failure.

Progress Reports

Report of all grades will be made to the principal every three weeks during the course of a semester. This information is given to all students in the form of a progress report. This report is given to the students so they have a thorough understanding of their grade before semester grade cards are awarded. All grades reported during the course of the semester are cumulative in nature.

Graduation, Diplomas, and Class Rank

Diploma Policy

Students will receive diplomas AFTER graduation and when ALL obligations are met. Diploma inserts will be issued with the final grade reports unless the student has not returned all school materials, equipment or owes for fees.

Requirements for Participation in Graduation Ceremony

Students must be in full compliance of all graduation and attendance requirements in order to participate in the graduation ceremony.

Class Rank

Colleges may award scholarships to the high-ranking seniors. The requirements, which the student must meet in order to obtain or be eligible for one of these scholarships, vary according to the standards set up by the colleges. All scholarship ranks are figured on a basis of all subjects studied during the four years of high school. Senior transfer students will be ranked only if they attend MHS their entire senior year. Senior transfer-in students from non-accredited or home school programs may only be ranked if they earn credit in two consecutive semesters, including the 6th and 7th semester.

Cum Laude

For recognition purposes the class rank will be determined for graduating seniors based on the first seven semesters' cumulative G.P.A. The following levels of recognition will be awarded (G.P.A. will be calculated to the nearest hundredth):

1. Summa Cum Laude 3.90 and above
2. Magna Cum Laude 3.75-3.89
3. Cum Laude 3.40-3.74

Local Scholarships for Graduating Seniors

The qualifications, expectations, selection process, and amounts of the local scholarships can be found in a handbook located in the counselors' office. **Seniors are encouraged to make application for these scholarships.** MHS counselors will supply all the details regarding the application process.

Grades and Testing

Grade Point Average

Grade point average (GPA) will be reported regularly as well as class rank. Adding the total number of points, and then dividing by the number of classes attempted determine GPA. Grades are posted on student's transcripts at the end of each semester. The semester grade reflects the total points accumulated over the course of the semester.

| <u>Grade</u> | <u>Points</u> | <u>Grade</u> | <u>Points</u> |
|--------------|---------------|--------------|---------------|
| A | 4.0 | C | 2.0 |
| A- | 3.66 | C- | 1.66 |
| B+ | 3.33 | D+ | 1.33 |
| B | 3.0 | D | 1.0 |
| B- | 2.66 | D- | 0.66 |
| C+ | 2.33 | F | 0 |

Scholars Grading Scale

A student enrolled in scholars classes will receive a weighted grading scale of:

| <u>Grade</u> | <u>Points</u> | <u>Grade</u> | <u>Points</u> |
|--------------|---------------|--------------|---------------|
| A | 5.0 | C | 3.0 |
| A- | 4.66 | C- | 2.66 |
| B+ | 4.33 | D+ | 2.33 |
| B | 4.0 | D | 2.0 |
| B- | 3.66 | D- | 1.66 |
| C+ | 3.33 | F | 0 |

Final Examinations

Final examinations are comprehensive in nature and will cover a semester of work. The final examination will serve as 10% of the student's grade. The semester grade is computed based on total points. The principal will announce the final examination schedule at least three weeks prior to the end of the semester. **Students should make**

every effort to take final examinations at the designated times. Any exceptions must be submitted in writing to the Principal for approval. Final examinations are to be administered in all high school classes to every student regardless of his/ her grade at the close of each semester. The only exceptions are as follows:

A graduating senior may opt out of second semester final examinations if he/she has earned a grade of "A" or "A-" in that class prior to the final examination and also has 95% attendance in the class for second semester. This means that the student cannot have missed the class more than four times (excused or unexcused) during the second semester.

Students enrolled in a class for dual credit or required state end of course exam **may not** opt out of the semester exam for that class.

Scheduling Change Policy

Students are strongly encouraged to remain in the classes for which they have scheduled. The proposals below are intended to meet the needs of individuals who feel changes are necessary. **(Schedule changes will only be made for educational purposes.)**

1. Dropping and Adding Classes First and Second Semester: Students must request changes at least 5 days prior to the beginning of the semester and present an educational reason for the requested change. A form is available from the counseling office. A student may drop a class within 5 school days after a semester begins without penalty if he/she is making unsatisfactory progress, the teacher approves, and parental consent has been obtained. **A class change made after 5 days will result in the student receiving an F on his/her transcript unless administrative approval has been granted.**
2. Repeating Classes: A course may be repeated if a student earns a "D+" or lower. Both grades would appear on the transcript but credit is only awarded for the higher grade.
3. Appeals Committee: A Committee for Appeals would be created to deal with exceptions. The Appeals Committee will consist of the principal or assistant principal, one counselor and the core department chairs.

Auditing Classes

Auditing classes would be permitted on a non-credit basis if there is room in the class, the teacher approves, and school rules regarding attendance, behavior and tardies are met. The student's intent to audit should be declared prior to the beginning of the semester.

Correspondence and Homebound Instruction

Correspondence

Correspondence course credits (not to exceed three units) can be accepted from accredited schools or state-supported colleges and universities, providing the student has received prior approval from the school principal or designee to enroll in the correspondence course. Only two units of correspondence credits may be in a core area. **No classes that are part of the State of Missouri End of Course testing may be taken via correspondence course. For proper processing of correspondence courses they should be completed by May 1st.** One unit of correspondence course credit will be equal to 60 hours of attendance. The 60 hours may only be accrued if the credit is not being used toward graduation requirements. **Enrollment, payment, and monitoring of correspondence courses are the responsibility of the student and his/her parent/guardian.**

Homebound Instruction

Homebound instruction is one of the services available to students ages 5 to 21 who, because of the nature of the handicapping condition, are unable to attend school safely or adequately. This includes students who are hospitalized or confined to the home due to temporary health or physical impairments (including pregnancy) and emotional or psychological conditions.

State Funded Homebound Instruction Requires that:

1. the parents of the student 5 to 17 years of age must initiate the desire for homebound service. The student who is 18-21 years of age may make application.
2. an application for homebound service from the Director of Special Education must be completed. These applications are from the Marshfield Director of Special Education located at Central Office.

The school district must obtain a statement by the attending physician as to the student's diagnosis, reason for confinement, and approximate length of time such services will be needed. Homebound services may be requested for a maximum of eight weeks. If services are needed for extended time the student must reapply with new physician's documentation. When homebound instruction is requested for reason of pregnancy, time requested should not exceed six weeks prior to and six weeks after delivery unless there are medical complications. When homebound instruction is requested for a severe behavior disordered student, a licensed clinical psychologist or psychiatrist must provide the diagnosis and statement that psychological treatment is being provided. The authorized school official of the local district or special district in which the student resides shall have the responsibility of certifying to the Director of Special Education, State Department of Elementary and Secondary Education the need for Homebound Educational Services and the development of IEP's. No homebound instruction shall be initiated until the Director of Special Education grants approval. Should a student require homebound instruction beyond the approved approximate length of time stated on the original application, a request for an extension must be submitted in writing to the school's Director of Special Education.

Once approval is received, homebound instruction of the student may begin. The homebound student should be enrolled and counted for attendance in the school district

where he/she resides. In order for the student to be counted for full attendance, at least five hours of instruction must be provided per week. The lessons should be distributed throughout the week to the best advantage of the student and teacher. The teacher of the homebound student must hold a teaching certificate equivalent to the one necessary to provide services in the school environment. The State Director of Special Education may grant exceptions upon request.

Students Transferring from Non-Accredited Schools or Home Instruction

A. In order to preserve the rights of all students, credits and grades of transfer students earned from a non-accredited secondary school or home instruction (9-12) may be accepted and applied toward graduation requirements provided:

1. The instructor for the course was properly qualified and certified for the subject by a state certification agency or by another appropriate certification body;
2. The time spent in class instruction for the course was equivalent to the class time standards established by the Missouri Department of Elementary and Secondary Education for the same amount of credit; and
3. The student has been enrolled into Marshfield R-1 District for two complete semesters and has demonstrated academic competence.

B. Students from non-accredited institutions or home schooling whose credits are not transferable under provisions 1 and 2 above may have their credits validated by the School Transfer Committee which will consist of a high school principal, a counselor and a teacher. The committee will decide if the credit is substantially equivalent to credit earned at Marshfield by considering the following criteria:

1. An evaluation of the educational experience received by the student (including, but not limited to, academic preparation of the teacher, amount of time spent in instruction, instructional materials and resources, instructional goals and objectives and testing);
2. Successful performance in a higher class in the same subject area;
3. Passing a final examination for the course;
4. Performance on a standardized test for the subject at no more than two grade levels below the grade equivalent; and
5. Passing performance on an oral examination over the course content.

The intent of these criteria is to award transfer credit to the student if at all possible based on equivalency of educational experience. Cooperation of the student, parents and guardians, and the school originally granting credit will be necessary. Transfer credits from non-accredited or home study schooling granted under “B” will be accepted as passing with no grade attached.

C. A maximum of eight credits per year may be earned for transfer under “A” and “B” above. Courses not traditionally offered in accredited schools will be evaluated to determine if they are equivalent in content with accredited schools’ course offerings. Bible classes may be counted as elective credit. A maximum of two credits for Bible classes may be transferred. To be considered for class rank, the student who transfers

credit under “A” or “B” above must have attended MHS two consecutive semesters by the end of second semester of his/her senior year. To graduate, the student must have been enrolled in Marshfield High School at least two consecutive semesters in which at least eight credits have been earned prior to graduation. Students not meeting the above attendance guidelines for graduation may have the requirements waived based on the emergency nature of the transfer.

D. Students denied transfer credit may appeal to the superintendent of schools. If the superintendent’s decision does not satisfy the person making the appeal, further appeal can be made to the Board of Education. All appeals must be submitted in writing.

Attendance

The philosophy and goal at MHS is for each student to attend every day. The persistence to graduation standard requires all students to be in attendance a minimum of 95% of the school year. Based on the 172-day school year, a student must be in attendance at least 155 days. This allows them 72 class periods for illness, personal appointments, etc., that cannot be scheduled outside the regular school day.

Regular attendance is necessary for a student to reach his/her maximum potential. A student who attends school on a regular basis makes better grades, has higher levels of achievement, and is better prepared to pursue a career after graduation.

Any student who fails to meet the persistency standards will be required to make up the attendance with learning activities set by the school. (A list of learning activities can be obtained in the High School office.)

After a student exceeds 72 class periods of absence all absences will be unexcused except for documented medical emergencies or prior authorization by the administration.

Any senior returning for a 9th semester (5th year) will only have to make up hours accrued during the 9th and subsequent semesters.

Absences

An absence is defined as more than 15 minutes missed from any 48-minute class.

Parents are asked to call the school by 10:00 a.m. to report the student’s absence.

When returning to school from an absence a student must report to the principal's office to obtain an admit slip if the parent has not called in the absence.

Each student must complete his/her own admit slip and bring a note from parent, guardian, or medical authority indicating the reason for the absence.

No student with an unexcused absence will be allowed to make-up work for credit.

Any student who falls below ninety-five percent attendance will not be allowed to make up work for credit. A student may appeal this with the principal.

An absence will be classified as:

- **Verified/Excused:** An absence that is unavoidable due to illness or other conditions transcending the educational need. This type of absence will allow the student to make up work if the 72 class periods have not been missed. This may be appealed to the principal. **(Car trouble is not an excusable absence due to the school district providing bus transportation.)**

- **Prearranged:** An absence that is arranged prior to the absence with the principal or assistant principal. This absence may or may not be excused at the administration's discretion. Prearranged absences will be unexcused when in the administration's judgment the reason for the absence does not transcend educational needs.
- **Unexcused:** An absence occurring without following proper notification procedures or without parental knowledge (before the fact), or in direct defiance of school regulation, or under suspension.

In the case of an absence the parent or guardian must contact the High School office (859-2120 ext. 3104) by 10:00 a.m. the day of the absence, to inform the principal of the reason for the absence. **Any absence not reported to the school by phone, note, or in person upon the student's return will be considered truancy and zero credit will be given for missed work.** Absences for school-sponsored activities are exempt from this policy.

Make-up work is expected from a student upon return to class from an excused prearranged absence. The time allowed for make-up work to be completed will be reasonable and should be made up according to the late work policy for that class. Students are encouraged to begin their make-up work as soon as possible and before they return to school.

A parent may request homework through the Homework Hotline, e-mail, or the teacher's web page if multiple days of absence are predicted or may use the individual teacher voice mail to leave a message to request assignment information.

A student who wishes to practice or participate in extracurricular activities must be in attendance the entire day unless excused by administration in advance. Exceptions will only be made for "unavoidable" situations such as funerals, doctor's appointments, etc. For Saturday participation, the student must have an excused absence on Friday or have prior approval by the administration. (See the Activities Handbook for additional information)

Part-Time Attendance

Marshfield High School recognizes the need and right of some students to attend high school on a part-time basis. It is the intent of this policy to meet the individual needs of each student, and at the same time, establish rules and regulations that will preserve the discipline, health, and academic standards of the school.

General Eligibility Requirements--

In order to be eligible for part-time attendance, a student must be between the ages of 16 and 20, have successfully completed 20 units of high school credit, have overall 95% attendance by the application deadline, have parental approval, be able to abide by the enrollment procedures, and have met or be in the process of completing the requirements for graduation set forth by the State Department of Education, and Marshfield High School Board of Education.

Part-time students must be enrolled in class periods one through seven or two through eight with no class periods as a student helper. Only first or eighth hour may be omitted as a mandatory class assignment. Students who meet the eligibility requirements will be considered for part-time attendance when such a request is for the following reasons:

1. The student needs to work part-time due to family finances;

- (requires the signature of employer and hours of employment)
2. Students leaving campus to report directly to a college class;
 3. *Fifth year students; or
 4. *Student who is a parent and needed at home for childcare.
- *Students may apply for more hours of part-time in these areas only.

Application Procedures

In order for the school to provide supplies and adequately plan for class enrollment and participation, a student wishing to be a part-time student must make application before school begins in the fall. The student must declare his/her desire to be part-time all year or one semester only. **It is the student's responsibility to contact the counselor and obtain an application for part-time attendance.** The principal will then review and act upon that application. In the spring scheduling process students will not be allowed to schedule for part-time enrollment until the 95% attendance requirement has been met.

Rules for Part-Time Attendance

1. Part-time enrollment only allows for the student to exclude first or eighth hour.
2. The student may not be a student helper and be considered for part-time status.
3. A part-time student must provide his/her own transportation and must arrive before second hour or leave campus immediately after seventh hour. Use of the library and other school facilities outside of the student's regular enrollment hours, as well as participation in extra-curricular activities, will be permitted with the permission of the supervisor responsible for the facility or activity.
4. A part-time student will follow all rules and regulations of Marshfield High School pertaining to social and academic conduct.
5. A part-time student must successfully complete a passing grade in at least 3 credits to be eligible for participation in extracurricular activities.
6. The student must be enrolled in six credit classes during the semester he/she participates.
7. A part-time student must be enrolled in six classes for credit to be eligible for an academic letter.

Homework Hotline and Web Access

Homework Hotline

Parents are encouraged to contact teachers when questions arise regarding students' class work. During the school day voice mail may be left for teachers or homework may be received from the teacher homework hotline. Teachers and/or the homework hotline may be reached before or after school by dialing their room extensions (see High School Directory for extension numbers).

Parent Web Access

Parents of students may access their student's grades, attendance, and lunch information through the parent web access. To get access to this information a parent/legal guardian must fill out an access form and provide an e-mail address. That form is available in the High School office.

Late Work Policy

Students assigned OSS will be able to make up their work for credit. OSS students will receive 60% for homework and 100% for all evaluations. The only exception to this is if a student chooses to take OSS instead of ISS, then the right to make up their homework is lost. OSS will also be counted against the 95% attendance rate.

All teachers will accept late work up to the summative evaluation.

After the summative evaluation it is a departmental decision to allow students to turn in late work.

Students who turn in late work will be penalized in the following way;

70% credit on all work turned in after the due date and before the summative evaluation.

50% credit on all work turned in after the summative evaluation, if the individual department chooses to take homework after the summative evaluation.

Scholars classes will not accept late homework after the summative evaluation.

Student Code of Conduct

It is an expectation of Marshfield High School students to demonstrate appropriate behavior, follow the listed rules and at all times treat staff, fellow students, and themselves with respect. If a student does not meet these expectations, disciplinary sanctions (consistent with local, state, and federal law) up to and including expulsion and referral to prosecution will be imposed. Depending upon the behavior problem of the student, one or more of the following actions will be taken by school officials:

A. Conference - A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior.

B. Parent involvement - Parent(s) are notified. A conference may be conducted between the student, his/her parent(s), appropriate school personnel, and any other individuals concerned.

C. General disciplinary measures - The student may: a) be suspended from one or more classes but remain at school during these class periods; b) serve detention before or after school; c) have privileges suspended; d) attend Friday School; or e) be assigned community service.

D. Detention: A student may be assigned a 45-minute detention before or after school or a lunch detention which results in students not being allowed to eat in the cafeteria but the student will have the option to purchase a sack lunch in the detention room.

E. In-School Suspension: The student will be at school, but separated from his/her peers. Failure to follow I.S.S. rules or to complete assignments given will result in out-of-school suspension and/or additional days of in-school suspension. The student must have his/her homework sheets filled out completely and be on time or additional days of ISS or OSS will be assigned.

F. Friday School: The student will be assigned to the Friday School room at the High School where, under the supervision of a teacher, he/she will work on assigned class work from 3:30 p.m. to 5:20 p.m.

G. Short Term Out-of-School Suspension: The student is excluded from attending school and school-related functions for a period of not more than ten (10) days. **The student will be allowed to make up any work assigned during this time for 60% credit for homework and 100% credit for summative assessments.** A student who chooses OSS instead of ISS forfeits his/her ability to make-up homework. A student

under suspension may NOT represent the school during the calendar dates of his/her suspension (this includes weekends). Out of school suspension does count against students 95% attendance requirement.

H. Long Term Out-of-School Suspension: The superintendent may suspend a student for a period of up to 90 days when the seriousness of an offense dictates. **The student will not get credit for work assigned during this time.** It is recommended the student does the work to keep up with the class. A student under suspension may NOT represent the school during the calendar dates of his/her suspension (this includes weekends).

I. Expulsion: A Board of Education action excluding a student from school permanently.

J. Reasonable Suspicion: A suspicion based on specific personal observations concerning the appearance, physical assessment, speech, behavior, or other indicia of a student, inferences drawn from those observations in the light of experience. Information provided by a third-person source, if based on personal knowledge, should constitute reasonable suspicion that could constitute a search of the person, vehicle, or locker.

Suspension and Expulsions

Suspension is the exclusion of a pupil's attendance at school and school-related activities.

Suspension is generally viewed as a limited exclusion spanning a specific period of time usually not exceeding more than a few days. At the end of a suspension a conference with administration will be held.

The Board of Education may suspend any student for conduct which is detrimental to good order and discipline in the school or which tends to impair the morale or good conduct of other students. The Board of Education authorizes principals or assistant principals of schools to suspend a student for a period not to exceed ten (10) school days. The Board of Education authorizes the superintendent to suspend a student for a period not to exceed ninety (90) school days.

In case of a suspension by the superintendent for a period exceeding ten days, the student, or his parents or legal guardian, may appeal the decision to the Board of Education. Any suspension by a principal shall be reported immediately and in writing, to the superintendent, who may revoke the suspension--either in part or in full--at any time. In the event of an appeal to the Board of Education, the superintendent shall promptly transmit a full report, in writing, to the Board of Education. This report shall contain a full report of the facts relating to the suspension, the action taken, and the reasons for the action. The Board of Education, upon request, shall grant a hearing to the appealing party.

When a student has been suspended, the parent or legal guardian shall be notified by mail or phone on the same day of the suspension. When a student has been suspended, the administrator who suspended him will readmit him. The parents or legal guardian may be required to accompany the student to that administrator's office for the purpose of a conference before the day of re-admittance.

Prior to any suspension action:

1. The pupil shall be given oral or written notice of the charges against him.
2. If the pupil denies the charges, he shall be given an oral or written explanation of the facts that form the basis of the proposed suspension.

3. The pupil shall be given an opportunity to present his version of the incident.
4. In the event of a suspension for more than 10 days, where the pupil gives notice that he/she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the judgment of the superintendent of schools, the pupil's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, in which case the pupil may be immediately removed from school. The notice and hearing shall follow as soon as practicable.

Expulsion is the exclusion of a pupil from attendance at school. It is ordinarily viewed as a long term or extended separation.

The Board of Education of the Marshfield School District may by majority vote expel from school any pupil for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the pupils. Expulsion is viewed as a serious action and is utilized as a last resort and in most compelling of circumstances. Only the Board can readmit a student who has been expelled.

The following rules and regulations shall apply to disciplinary situations in which expulsion is utilized. Expulsion, as used herein, shall refer to the exclusion of pupils from school.

1. Expulsion from school shall be utilized only as a last resort method of discipline.
2. Only the board has the authority to expel students from school.
3. In administering expulsion, the following procedural due process guarantees shall be followed:
 - (a) The pupil and his/her parent must be furnished written notice of the charges against him/her within 10 days.
 - (b) If the pupil denies the charges, she/he shall be given a written explanation of the facts that form the basis of the proposed expulsion within 72 hours.
 - (c) The pupil and parents shall be given notice in writing 10 days prior to the board meeting and an opportunity to present to the Board their version of the incident.
 - (d) The expulsion shall be stayed until the Board renders its decision, unless in the judgment of the superintendent of schools the pupil's presence poses a continuing danger to person or property, or is a threat to disrupting the academic process, in which case the student may be immediately removed from school.
 - (e) Procedures of all formal hearings will be conducted according to those outlined in the district policies or state law.
4. Expelled students may be readmitted only by the Board and according to the prescribed manner set forth by it.
5. Students under suspension or expulsion may NOT represent the school.

Disciplinary Code

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operations of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses that, if committed by a student, will result in the imposition of a specific penalty.

Any violations of law are reported to local enforcement agencies. Misdemeanors will be reported following completion of due process. Felonies are reported immediately.

Students who have a suspension assigned are to remain off of school property during the suspension. To be present on school property will be considered a violation of trespassing and will be reported to law enforcement agencies.

Academic Integrity Violations

Students who violate the academic integrity policy in any way are subject to the following disciplinary actions:

First Offense: 1-3 Days of Lunch detention / Grading will be handled according to the teacher syllabus.

Repeat Offenses: 1-3 Days of In-School Suspension / The student will receive a zero on the assignment.

Assault, Premeditated

Aggravated assault: A premeditated attack in which one person attempts to kill or intentionally injure another person while the other party and/ or parties show no willingness to respond or fight back.

Any Offense: 10 days Out-of-School Suspension/Administrative Discretion/with referral to Superintendent and notification to law enforcement.

Assault, Third Degree

Attempting to cause injury to another; intentionally placing another in reasonable apprehension of physical injury while the other party and/or parties show no willingness to respond or fight back.

First Offense: 3-10 Days Out-of-School Suspension/Administrative Discretion/with referral to Superintendent and notification to law enforcement.

Repeat Offense: 10 Days Out-of-School Suspension/Administrative Discretion/with referral to Superintendent and notification to law enforcement.

Bullying Policy

Marshfield Schools seek to maintain an environment that is safe and pleasant for all members of the school community. School safety is of the highest priority in schools. An essential element of safe schools is ensuring all students feel accepted and comfortable in their school.

Four anti-bullying school rules:

1. I will not bully others.
2. I will help students who are bullied.
3. I will include students who are left out.
4. If I know that somebody is being bullied, I will tell a teacher or staff member at school.

Bullying, harassment, or intimidation of any individual, by any person or group of people, or by the use of electronic technology will not be tolerated in Marshfield High School or at school sponsored functions.

Bullying, harassment, or intimidation means purposeful conduct, including verbal, physical, written, or intentional electronic communication that creates a hostile educational environment by interfering with a student's educational benefits, opportunities, performance, or with a student's physical or psychological well being.

- First Offense:* Warning / Parent Conference / Detention / Administrative Discretion
- Second Offense:* Parent Conference / 2 Days In-School Suspension/ Administrative Discretion
- Third Offense:* 3-5 Days In-School Suspension / Out-of-School Suspension/ Administrative Discretion
- Fourth Offense:* 5-10 Days of Out-of-School Suspension/ Administrative Discretion

Bus Misconduct

Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school.

Bus misconduct will be treated the same as school building misconduct, with an additional option of suspending the student from riding the school bus.

(Note: Using school district transportation is a privilege. Safety will be the prevailing justification for all expectations regarding student behavior while riding the bus. Suspension from riding the bus does not exempt a student from attending school.)

School Bus Regulations

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
2. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
3. A student should notify the driver ahead of time when he/she plans not to ride the bus.
4. Pupils should never stand in the roadway when waiting for the bus.
5. Students must wait until the bus stops before moving toward it to enter.
6. Students must always observe instructions from the driver when leaving the bus.
7. Unnecessary conversation with the driver is prohibited. His/her attention to driving must not be distracted.
8. A pupil must not at any time extend arms or head out of bus windows.
9. Scuffling, teasing, throwing or flipping objects, smoking and use of tobacco, using foul or rough language are forbidden on the bus.
10. The aisle of the bus should be kept clear at all times.
11. Students should remain seated and facing the front of the bus.
12. No animals are permitted on a bus.
13. No weapons shall be permitted on the bus.
14. The rear door is for emergency use only. Students should never open it.
15. Riders should take pride in their bus and help keep it clean.

16. Any damage to a bus by a student must be paid by the student causing the damage.
17. Students must not try to get off of bus or move about in the bus while it is in motion.
18. Upon leaving the bus, students who cross the highway should cross in front of bus -- not behind it. The driver should never open the door to permit students to leave bus until he/she is sure that no cars are in sight.
19. The driver will not discharge a student at places other than regular bus stop near the home or at school, unless proper authorization has been given by the transportation director or principal. Parents will notify the transportation director or principal unless this condition is of emergency circumstances.
20. The driver will not discharge students from bus until the regular time when arriving at school ahead of schedule.
21. The driver and students are requested to report any violation of the regulations to the transportation director at once.
22. The driver will observe all rules of the highway.
23. Failure of a student to follow regulations may result in suspension from the bus.
24. All students must ride his/her designated bus to and from school unless a bus pass has been obtained from that student's Principal's office prior to riding. A bus pass can only be obtained with a written note or phone call from the parent/ guardian. A student may not be dropped off at their place of employment.
25. The driver will operate over the route as approved by the Marshfield School Board. He/she must not be asked to change the route. Requests for route changes should be directed to the transportation director.

First Referral: Warning/Administrative Discretion/1-2 Days of Bus Suspension

Second Referral: Administrative Discretion/3-days Bus Suspension

Third Referral: Administrative Discretion/5-day Bus Suspension

Fourth Referral: Administrative Discretion/10-day Bus Suspension

Fifth Referral: Administrative Discretion/30-day Bus Suspension/ with referral to Superintendent

Sixth Referral: Administrative Discretion/60-day Bus Suspension/ Possible Permanent Removal

Vandalism done to a bus will result in a bus suspension and restitution. All restitution must be paid in full before the student will be allowed back on the bus.

Computer Violations (see technology agreement)

First Offense: 2-4 week computer suspension from all computer usage/Administrative Discretion

Second Offense: 4-8 week computer suspension/Semester Computer suspension/Administrative Discretion

Repeat Offense: 1-year computer Suspension

Dress and Grooming for Marshfield High School Students

The responsibility for the appearance of students at MHS rests with the parents/guardians and the students themselves. Student attire should comply with the standards outlined in this policy. School officials are aware that fashions/styles are ever changing. However, it is important that students use moderation in their choice of dress in order for a tone of decency to exist in the school setting. A student's appearance should not be such that it disrupts the educational process. Students are asked to observe the following standards of dress:

- A student should be clean and well groomed at all times. For proper dress, student's clothes should be simple, neat, clean, not too tight, safe, practical, in good taste, and easy to manage.
- Student's shoulders and back should be covered. Therefore, strapless tops, spaghetti straps, one-shoulder tops, T-shirts with the sleeves removed above the sleeve seam, tank tops and those with large arm openings, etc., should not be worn to school.
- Undue exposure, such as bare midriffs, revealing necklines, and exposure of undergarments will not be considered in good taste and, therefore, not be allowed. Clothing items that do not **constantly** cover the midriff and undergarments are prohibited. Garments may not be worn that have holes in the areas where underwear can be seen or undue exposure is inappropriate.
- Sheer, see-through tops may only be worn over garments that comply with the dress code.
- The general rule for shorts/skirt length is for the girl to place her arms at her sides and approximate the fingertip length. This is only a guideline and may not always yield an acceptable shorts/skirt length on all girls.
- Headgear will not be worn inside the buildings.
- Articles of clothing promoting use of tobacco, alcohol, profanity or drugs will be prohibited, as will lewd, sexual, double-meaning, or inappropriate phrases or characters.
- Jewelry and accessory that can be used as or is perceived to be a weapon is prohibited. Jewelry and accessories considered inappropriate are jewelry with spikes, including chokers, rings, or bracelets, and chains that could cause injury or damage.

A student will be asked to change inappropriate clothing and be subject to the following discipline actions.

First Offense: Warning and inappropriate item will be changed.

Second Offense: Detention / Friday School / Administrative Discretion and inappropriate item will be changed.

Repeat Offenses: 1 to 3 Days In-School Suspension and inappropriate item will be changed/Administrative Discretion

Electronic Devices

At no time are cell phones allowed to be used during the school day. Cell phones should be turned off at the beginning of school and left off until school is dismissed. The only exception to this is students who have earned privilege time. Students who have earned privilege time may use their cell phones as long as they are not

contacting students who are in class. Other electronic devices such as CD players, iPods, etc., may be used in the hallways and lunchroom but not in classes unless student has the teacher consent. Camera phones may not be used on school property unless permission is granted from all parties photographed; taking pictures in areas where privacy is expected, such as locker rooms, restrooms, etc., is a criminal offense and will be turned over to law enforcement and dealt with as a disciplinary issue by the school. Laser pointers should never be brought to school and will be confiscated immediately. Students are also reminded that any such property brought to school is the responsibility of the student and MHS is not responsible for theft of such property.

Refusal to give a staff member a phone due to a violation will result in an additional charge of insubordination.

First Offense: Confiscated and returned at the end of the day/ Administrative Discretion

Second Offense: Confiscated and only returned to a parent or guardian Detention/Friday School/Administrative Discretion

Repeat Offense: Confiscated and only returned to a parent or guardian and three days of lunch detention/ Administrative Discretion

Explosive Devices, the use or distribution of, (Including Fireworks)

First Offense: Out-of-School Suspension/Administrative Discretion / with referral to Superintendent and notification to law enforcement.

Repeat Offense: Administrative Discretion/with referral to Superintendent for possible expulsion and notification to law enforcement

Extortion

Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

First Offense: 5-Days In-school Suspension and Restitution and notification to law enforcement.

Second Offense: 10-Days In-school Suspension and Restitution and notification to law enforcement.

Repeat Offense: Administrative Discretion/with referral to Superintendent for possible expulsion and notification to law enforcement.

Failure to Serve Detentions or In-School Suspension

Friday School:

Missing Friday School for any reason not prearranged and approved will result in two days of In-School Suspension.

Detention:

Missing any detention for any reason not prearranged and approved will result in one day of In-School Suspension.

In-School Suspension:

Failure to serve or follow the rules of In-School-Suspension may result in 1-3 days of Out-of-School Suspension and reserving of original days of In-School-Suspension

False Alarm/ Filling out a False Emergency Report

First Offense: 10-Days Out-of-School Suspension/Administrative Discretion
Repeat Offense: Administrative Discretion/with referral to Superintendent for possible expulsion

Fire, Intentional Setting of an Unapproved Fire on School Property:

First Offense: Restitution/Administrative Discretion/Out-of-School Suspension
Repeat Offense: 10 Days Out-of-School Suspension/with referral to Superintendent

Fighting

Mutual combat in which both parties have contributed to the conflict, either verbally or by physical action.

First Offense: 3 Days Out-of-School Suspension/Administrative Discretion
Second Offense: 5-10 Days Out-of-School Suspension/Administrative Discretion
Repeat Offense: Administrative Discretion/with referral to Superintendent

Gangs/ Gang Signs

Displaying gang signs, symbols, dress, or activity will not be tolerated.

First Offense: 1-10 Days In-School Suspension/Out-of-School Suspension/Administrative Discretion.
Second Offense: 10 Days Out-of School Suspensions/Administrative Discretion

Harassment of Students

Harassment because of race, color, national origin, sex, age, or disability will not be tolerated.

Sexual harassment of students by employees or other students is strictly prohibited in the Marshfield Schools. Sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- *submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
- *submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance in a course of study or other school-related activity; or
- *such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.

- Examples: *Hands where they don't belong;
- *Sexually explicit labeling of a student;
- *Whether a student voluntarily submits to sexual advances or requests is irrelevant for the purposes of this policy.

First Offense: Conference/Administrative Discretion/referral to Superintendent and notification to law enforcement

Repeat Offense: 10 Days Out-of-School Suspension/Administrative Discretion/
referral to Superintendent and notification to law enforcement

Headgear

Hats or other types of headgear are not to be worn in the building and should be left in the locker during the school day. (This includes jacket and sweatshirt hoods.)

First Offense: Confiscated and returned at the end of the day

Second Offense: Confiscated and returned at the end of the year.

Inappropriate Physical Conduct

Any physical contact that has the potential to cause injury or is disruptive to the normal safety and order of the school. This contact is not deemed to be an assault, a fight, or sexual harassment. This contact may include (but is not limited to) scuffling, pushing, horseplay, etc.

First Offense: Warning/detention/Administrative Discretion

Second Offense: 2 days In-School Suspension/Administrative Discretion

Repeat Offenses: 3 days In-School Suspension/Out-of-School Suspension/
Administrative Discretion

Insubordination to a Staff Member

Not following the directions of a staff member. This would include arguing with staff members during tardy sweeps.

First Offense: 1-10 Days In-School/Out-of-School Suspension/ Administrative
Discretion/with referral to Superintendent

Repeat Offense: 10 Days Out-of-School Suspension/Administrative
Discretion/with referral to Superintendent

Lying or Deception to School Personnel (this may be added on to other offenses)

First Offense: Warning/3 Days In-School Suspension/Administrative
Discretion

Second Offense: 5 Days In-School Suspension/Administrative Discretion

Third Offense: 5 Days Out-of-School Suspension/Administrative Discretion

Repeat Offenses: 10 Days Out-of-School Suspension/Administrative Discretion

Object Deemed Unsafe

Any object or weapon that does not directly fall under the Safe Schools Act.

First Offense Confiscation and returned to parent/ 1-3 Days In-School
Suspension/ Out-of-School Suspension/ Administrative
Discretion

Second Offense: 3-10 Days Out-of-School Suspension

Possession, use, or attendance under the influence of controlled substances, synthetic drug, alcoholic beverages or substances represented to be such.

First Offense: 10 Days Out-of-School Suspension/with referral to
Superintendent and notification to law enforcement and a 28
calendar day activity suspension.

**A students who receives a chemical dependency assessment (by a Certified Substance Abuse Counselor) may have his/her 10 days of OSS reduced to 5 days.*

Repeat Offense: 10 Days Out-of-School Suspension/with referral to Superintendent for possible expulsion and notification to law enforcement and a 28-calendar day Activity Suspension.

Possession (or use) of tobacco, lighters, or matches

First Offense: 3 Days In-School Suspension and a 7-calendar day Activity Suspension/Administrative discretion.

Second Offense: 5-Days In-School Suspension and a 7-calendar day Activity Suspension/Administrative discretion.

Repeat Offense: 5 Days Out-of-School Suspension and a 7-calendar day Activity Suspension/Administrative Discretion.

**A student violating the tobacco policy will be provided information on tobacco cessation.*

Possession of Drug Paraphernalia

First Offense: 10 Days Out-of School Suspension/referral to Superintendent and notification to law enforcement and a 28 -calendar day Activity Suspension/Administrative discretion.

**Students who receive a chemical dependency assessment (by a Certified Substance Abuse Counselor) may have their 10 day OSS reduced to 5 days.*

Second Offense: 10 Days Out-of School Suspension/referral to Superintendent and notification to law enforcement and 28-calendar day Activity Suspension/Administrative discretion.

Public Display of Affection

Public display of affection is defined as any type of physical contact other than holding hands or a casual hug.

First Offense: Warning/Administrative Discretion

Second Offense: Detention/Friday School/Administrative Discretion

Repeat Offense: 1-3 Days In-School Suspension/Administrative Discretion

Referral Accumulation

Any time an administrator believes a student has accumulated an excessive number of referrals the student shall receive out-of-school suspension for each additional discipline referral.

Sale, Distribution, or attempt of a sale or distribution of a controlled substances, synthetic drug, or substances represented to be such.

First Offense: 10 Days Out-of-School Suspension/with referral to Superintendent and notification to law enforcement and a 28-calendar day activity suspension.

Repeat Offenses: 10 Days Out-of-School Suspension/with referral to Superintendent for possible expulsion and notification to law enforcement and a 28-calendar day Activity Suspension.

Administrative Discretion will be used when dealing with non-controlled and/or over-the-counter drugs.

Sale or Distribution or the attempted sale or distribution of Alcohol

First Offense: 10 Days Out-of-School Suspension/with referral to Superintendent and notification to law enforcement and a 28-calendar day Activity Suspension.

Repeat Offense: 10 Days Out-of-School Suspension/with referral to Superintendent for possible expulsion and notification to law enforcement and a 28-calendar day Activity Suspension.

Student Identification

All students are required to obtain a student identification card. A picture ID which is the property of the school district will be provided for each student at no cost. A student is required to have his/her student identification card with him/her visibly displayed around the neck or on the upper torso **at all times** during school hours (except during PE or lab classes) and selected school functions, including school dances (non-student attendees to school dances must have some form of valid photo identification for admittance). The ID card must not be altered in any way. The ID card will be equipped with a bar code that can be scanned in order to buy school lunches. A fee of \$5.00 will be charged to replace lost ID cards. The following disciplinary action will be imposed if a student fails to display his/her student ID. A student who does not have his/her ID card to scan at lunch will not be eligible for a regular lunch but will be given the opportunity to purchase a sack lunch.

First Offense: Warning

Second Offense: 3 Days of Lunch Detention

Third Offense: 3 Days Before / After School Detention/Friday School

Repeat Offenses: In-School Suspension

Student Parking / Driving

Parking on campus is a privilege. A student who violates the rules will lose this privilege and may have his/her vehicle towed at his/her expense. A student who drives to school must purchase a \$15.00 parking pass in the office and have it on display at all times. A student must park in his/her assigned location. Failure to park in the assigned space or failure to properly display the parking tag will be considered a parking violation. All students are to leave the parking lot and enter the building as soon as possible upon arriving at school each day. No one will be permitted to loiter in the parking lots at any time of the school day. All students must drive carefully while on school property. Students who ride school transportation to school are not to go to the parking lot. **The parking areas are off limits during the school day unless the student has permission from the office to go to the parking lot.** Students may not park anywhere except the designated student parking lot. The school administration reserves the right to inspect all vehicles, provided the administration considers an inspection necessary to maintain the integrity of the school environment and to protect other students.

First Offense: Parking Suspension/In-School Suspension
Second Offense: Parking Suspension/In-School Suspension
Repeat Offense: Loss of Parking Privileges for the year

(Failure to adhere to parking suspensions may result in the vehicle being towed at the owner's expense and /or other disciplinary action.)

Tardies

A tardy is defined as a student not being within the classroom when the tardy bell begins. All teachers will close their doors when the bell rings for class to begin. Any student not in the room will be considered tardy and taken to the ISS room where he/she will be issued a tardy pass back to class. The only exception to this is if he/she has a written note from a staff member. Teachers may add additional criteria to this policy. A student must check in through the office if arriving more than five minutes after the first hour tardy bell. He/ she must enter his/her first hour class with a note from the office. A student will be called to the office on the **sixth accumulative** tardy. Tardies will be accumulated by semester.

Fifth Tardy: Warning
Sixth Tardy: 1 Week of Lunch Detention
Seventh Tardy: 1 Week of Lunch Detention
Eighth Tardy: 1 Friday School/3 Detentions
Ninth-Eleventh Tardy: 1-Day In-School Suspension each time
Twelfth Tardy (or more): 3 Days In-School Suspension with each referral

Theft

Stealing or attempting to steal private or school property or willful possession of stolen property.

First Offense: Restitution/3-10 Days In-School Suspension/Out-of-School Suspension/Administrative Discretion/referral to Superintendent and notification to law enforcement
Repeat Offense: Administrative Discretion/with referral to Superintendent for possible expulsion and notification to law enforcement

Truancy

Absent without Authorization--This also includes being in restricted areas such as hallways during class without passes, the parking lot, etc.

First Offense: 2-Days In-School Suspension/Administrative Discretion/Referral to Juvenile Detention
Second Offense: 3-Days In-School Suspension, Parent Conference, and Corrective Action Plan
Third Offense: 5-Days In-School Suspension/Administrative Discretion
Repeat Offense: Administrative Discretion/1-10 Days Out-of -School Suspension

Use of Obscene Language that may or may not be disparaging or demeaning

Use of words or pictures which describe or illustrate sexual conduct and which, considered as a whole, appeal to prurient interest in sex, portraying sex in a manner offensive to community standards; and which does not have a serious literary, artistic, political or scientific value and/or profanity.

- First Offense:* 1-2 Days In-School Suspension/Out-of-School Suspension/Administrative Discretion
- Second Offense:* 3-Days In-School Suspension/Out-of-School Suspension/ Parent Conference/Administrative Discretion
- Repeat Offense:* 5-Days In-School/Out-of-School Suspension/ Administrative Discretion

Use of Disruptive Speech or Conduct

Conduct or speech, be it verbal, written, or symbolic, which materially and substantially disrupts classroom work, school activities, or school functions. This would also include indecent exposure.

- First Offense:* Behavioral Contract/In-School-Suspension/ Out-of-School Suspension/ Administrative Discretion/Conference w/Teacher
- Second Offense:* 3-Days In-School Suspension/ Out-of-School Suspension/ Parent Conference/ Administrative Discretion
- Third Offense:* Administrative Discretion/In-School Suspension/Out-of-School Suspension/Possible removal from class with no credit.
- Repeat Offense:* Administrative Discretion/Out-of-School Suspension/ Removal from class with no credit/with referral to superintendent

Verbal / Non-Verbal Abuse to School Personnel

Any type of disrespectful language, conduct, or threats to a staff member.

- First Offense:* 1-10 Days In-school/Out-of-school Suspension/ Administrative Discretion/with referral to Superintendent
- Repeat Offense:* 10 Days Out-of-School Suspension/Administrative Discretion/with referral to Superintendent

Verbal / Non-Verbal Abuse to Student

Any use of words or gestures (verbal or written) that is considered disrespectful, degrading, harassing, or threatening. This includes the Internet, text messaging, and all forms of cyber bullying.

- First Offense:* 1-10 Days In-School/Out-of-School Suspension/ Administrative Discretion
- Second Offense:* 3-10 Days In-School/Out-of-School Suspension/ Administrative Discretion
- Third Offense:* 10-Days In-School/Out-of-School Suspension/ Administrative Discretion
- Repeat Offense:* 10 Days Out-of-School Suspension/Administrative Discretion/ with referral to Superintendent

Weapon

Possession or use of a weapon or purported weapon **anywhere** on school property will result in 10 days Out-of-School Suspension. A weapon includes (but is not limited to), **any** guns, knives, or any such item used for the purpose of injuring another.

Any Offense: 10 Days Out-of-School Suspension with referral to Superintendent/Board of Education for a one-year suspension with a case-by-case reduction, and notification to law enforcement.

Willful Damage to School, Staff, or Student Property

Any student who willfully causes substantial damage or attempts to cause damage to any property, real or personal, belonging to the school, staff or students. (In regard to damage done to the school buses, all restitution must be paid in full before the student will be allowed back on a bus)

First Offense: Restitution and 1-10-Days In-School Suspension/Out-of- School Suspension/Administrative Discretion/with referral to Superintendent and notification to law enforcement

Repeat Offense: 10 Days In-School Suspension/Out-of-School Suspension/with referral to Superintendent and notification to law enforcement

DEFINITIONS:

- (1) **Fighting:** Any action or bodily contact intended to harm, injure, or intimidate a school employee or student. This includes, but is not limited to, pushing, hitting, grabbing, or threatening acts.
If, after a verbal warning to cease fighting, school personnel must physically intercede, any contact, intentional or unintentional, by the student or students shall constitute physical abuse to staff.
- (2) **Verbal Abuse:** Any language, written or oral, that is defamatory, profane, obscene, or foul or that is used primarily to harass a school employee or student.
- (3) **Use Of Weapon:** Any object used in a way that is intended to injure or intimidate a school employee or student.
*Use of a weapon and physical abuse may warrant involvement of law enforcement officials.
- (4) **Insubordination:** Is defined as refusal to comply with a reasonable request or direction of school personnel or others in authority.

Classroom Discipline

In addition to the offenses and punishments listed previously, each teacher has a classroom discipline plan, which sets forth expectations and consequences. The student will receive a copy at the beginning of each course and should adhere to the teacher's classroom expectations. If a student is referred to a principal for discipline, the previous guidelines may be used in determining suitable punishment. Teachers should always make personal contact with a parent before the problem with the student results in a referral to the office.

At any time during the handling of classroom referrals, a student may be referred to the counseling office for evaluation and possible "special needs" placement.

Special Needs Students will be handled according to their individual education programs (IEP's).

Seclusion and Restraint

It is the purpose of this policy to:

1. Meet the requirements of RSMo 160.263.

2. Promote safety and prevent harm to all students, school personnel and visitors in the school district.
3. Treat all students with dignity and respect in the use of discipline and behavior management techniques.
4. 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.
5. Promote retention of teachers and other school personnel by addressing student behavior in an appropriate and safe manner.
6. Promote parent understanding about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations.
7. Promote the use of non-aversive behavioral interventions.

Requirements for Admission of Students

1. Any person less than 21 years of age who meets regular requirements of residence may attend the Marshfield School without tuition.
2. Health Records-Current health records must be presented in accordance with State law.
3. Pregnant and/or Married Students-Marital, maternal or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other student enrolled in the school district.

Food / Beverages

No food or drinks are allowed in the classrooms without the teacher's consent. Food or beverages are not allowed in the auditorium, computer labs, or language labs. Students are not to keep open beverages in their lockers.

Leaving School/ Visits to the Nurse's Office

A student leaving the building or going to the parking lot must check out through the office and receive permission from a parent; failure to do so will result in truancy. A student who becomes ill during the day needs to report to the nurse's office first. The school nurse will then contact the parents/ guardian.

A student who needs to see the school nurse needs to obtain a pass from his/her teacher before reporting to the nurse's office.

Every student must sign out from the principal's office when he/she leaves school for any reason and sign back in when he/she returns. Failure to do this will be considered truancy. **No student may ever leave school without prior clearance from the principal's office.**

Care of School Property

Students will be held responsible for the proper care of all books, supplies, and equipment furnished them by the Board of Education. Students who deface, damage, or lose school property, shall be required to pay for the damage or loss.

Party Regulations

All school rules, regulations, and consequences apply at all school-sponsored events. This includes events not held on the Marshfield High School campus. Refer to the activities/athletic handbook for specific guest regulations.

Student Lockers

The school administration reserves the right to inspect all school property including students' lockers, provided the administration considers an inspection necessary to maintain integrity of the school environment and to protect other students. Each student is assigned a locker at the beginning of each school year. **The student is required to stay in his/her assigned locker. Any change of assignment must be made through the principal's office.** A student will be held accountable for any damage done within his/her assigned locker. A student should not disable the locks because it compromises the security of the student's possessions in the locker.

Medication Policy

Responsibility for taking medication should be assumed by the high school student. The student should carry no more than one daily dosage. A Medication Permit Form should be on file in the nurse's office for a student carrying medication.

The school will not supply non-prescription medications. If the parent would like his/her student to receive a non-prescription medication, contact the nurse at 859-2120 ext. 2150.

At the end of the school year any medications not picked up from the nurse's office will be destroyed.

| |
|-----------------------|
| Bell Schedules |
|-----------------------|

Class Bell Schedule for Monday/ Tuesday/ Thursday/ Friday

| | | | |
|--------|----------------|---------|----------------|
| Period | Time Period | Fifth | 11:16 to 12:34 |
| First | 8:10 to 8:57 | Sixth | 12:39 to 1:26 |
| Second | 9:02 to 9:49 | Seventh | 1:31 to 2:18 |
| Third | 9:54 to 10:41 | Eighth | 2:23 to 3:10 |
| Fourth | 10:46 to 11:11 | | |

Class Bell Schedule for Late Start Wednesday

| | | | |
|-----------------------|----------------|---------|----------------|
| First | 8:30 to 9:18 | Fifth | 11:09 to 12:31 |
| Second | 9:23 to 10:11 | Sixth | 12:36 to 1:24 |
| Third | 10:16 to 11:04 | Seventh | 1:29 to 2:17 |
| NO Fourth Hour | | Eighth | 2:22 to 3:10 |

Lunch Schedules

Monday/ Tuesday/ Thursday/ Friday

| | | |
|-------------|-------------|-------------|
| Group A | Group B | Group C |
| 11:11-11:38 | 11:41-12:06 | 12:09-12:34 |

Late Start Wednesday

| | | |
|-------------|-------------|-------------|
| Group A | Group B | Group C |
| 11:09-11:34 | 11:37-12:02 | 12:05-12:31 |

The cafeteria food service program is operated for students' benefit. An effort is made to make the cafeteria as pleasant as possible so that students and teachers may enjoy their lunches. All students will go to the cafeteria when their 5th hour teachers are eating. **No food may be delivered to the school except by a family member for his/her child. Deliveries must be checked in through the office. Students are directed as follows:**

1. Do not run to lunch.
2. Other classes will be in session while you are going to and from lunch so be as quiet as possible.
3. All food and drink must be eaten while in the cafeteria.
4. All talking in the lunchroom should be done in a normal tone of voice.
5. Be sure all waste is disposed of properly in trashcans before leaving the cafeteria.
6. Please put trays in the proper place before leaving the cafeteria.
7. **Stay in the cafeteria during lunch unless you have a note from a teacher, the library, or the nurse.**

Student Complaints and Grievances

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

*The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.

*If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.

*If the student and/or parents/guardians are not satisfied with the action of the superintendent, a written request may be submitted to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

Directory of Information

Please be advised that the school will release "Directory Information" concerning students upon request. This will include the following: the student's name, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs, and other similar information. **If a parent/ guardian does not wish this type of information about their child released, a note should be sent to that effect to the principal by September 15.**

Visitors in the Building

Individuals who have no reason to be on campus will be asked to leave. **Students may not bring friends to classes as visitors.** Visitors are not allowed to visit during lunch. A teacher invited class speaker/ guest to the building should sign in at the principal's office and will be given a visitor's pass to wear.

Emergency Accident Procedure

1. Notify the classroom or the nearest teacher and if this is not possible, notify the principal's office.
2. In case of a serious accident, the principal's office will notify the parents.
3. All accidents must be reported to the principal's office no matter how minor they may appear.

Money Collection

- All articles constructed by students in a class are the property of the school until the student has paid for the article.
- All money handled by any class or organization shall be channeled through the Activity Accounting System that is kept by the school secretary in the superintendent's office. The students should request a receipt for all funds so handled. Withdrawals from any account will be made only on presentation of a requisition slip signed by the superintendent. Requisition blanks may be secured in the principal's office. Deposits and requisitions are the responsibility of the club/activity sponsor.
-

Textbook Information

The school district provides textbooks for students to use in their class work free of charge. The proper care of the textbook is the student's responsibility. If a book is damaged beyond normal wear during the school year, but is still usable, then the principal and teacher may charge the student for the damage. If a textbook is lost or damaged to the extent that it is not usable, then the student must pay for the textbook. The principal or teacher will determine whether or not the book is usable.

The following procedure will be used as a guideline in determining how much a student will pay for the replacement of the textbook. All charges for textbooks will be based upon replacement cost of the textbook.

Number of years the textbook is in use a % of replacement cost will be charged:

| | |
|---|------|
| 1 | 100% |
| 2 | 90% |
| 3 | 80% |
| 4 | 70% |
| 5 | 60% |

The student should pay for the textbook during the school year when the damage or loss occurs. If a lost textbook is found and is in good condition, in the judgment of the principal and teacher, then the money paid for the book will be refunded.



Earthquake Safety For Missouri's 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 unreinforced 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.

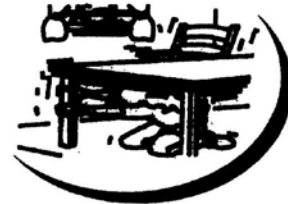
What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

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), Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455

| |
|---|
| <p style="text-align: center;">Marshfield R-I Schools Technology Use Agreement Form 051799</p> |
|---|

Each user in the Marshfield R-I School District is subject to the terms of this agreement. Because of the complex association between so many government agencies and networks, the end user of any of these networks must adhere to strict guidelines. These guidelines are summarized on this form. A complete copy of guidelines is provided in School Board Policy and Regulation 6320. A copy of this policy is available at any principal's office or the office of the Superintendent of Schools. Each high school and junior high school user of the Marshfield R-I network will receive a username and a password. There are no charges to students of Marshfield R-I Schools for system usage. A student may not allow others to use their network account. A student may not tell others his/her password. Attempting to login to the system using another member's account or as a network supervisor will result in the termination of the account. The network administrator should be notified immediately if a student feel that another student knows or is using his/her username and password.

Each user will be granted 4 Megabytes of space. Making a request to the network administrator may extend this amount.

Students are to run or access only those programs specifically assigned or permitted by the teacher in charge of the classroom at that time.

E-mail is not available to students in any form, unless through teacher designed and monitored classroom activities. Unauthorized accessing or attempting to access e-mail services by students is not permitted. Network administrators reserve the right to inspect e-mail as required by law, policies of the school district, or to investigate complaints regarding e-mail that contains abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.

Students are responsible for any charges, surcharges or fees incurred while accessing the network.

Students may not use computer equipment to copy or otherwise reproduce software or material covered by the copyright or other laws. This is not limited to making copies of software.

Students are not to submit, publish, view, or display on the network any defamatory, abusive, obscene, profane, sexually oriented or illegal material, nor shall the student encourage the use of controlled substances.

Commercial use of the network is strictly prohibited.

Under no circumstances are students allowed to load, download or install software. Students are not to access or attempt to access system commands or gain access to system or DOS level commands. Students may not save or create system or executable files. Students may not download programs, plug-ins, or other active elements from any network or Internet source.

Students are not to harm, tamper with, view or attempt to access data, software or equipment that is a part of the network infrastructure. Attempts to bypass network security or content filtering are violations of this agreement.

Violation of any of the above guidelines will result in disciplinary action by the appropriate building principal and suspension or termination of the students network account. The student may appeal the suspension or termination of the account within seven (7) days of the action.

In order to ensure adherence to the Terms and Conditions, the network administrators reserve the right to monitor all activity on the system and to inspect all files. Privacy is not guaranteed. Further, permission is given to the network administrators to access, inspect, and copy all files, disks and diskettes of students that have been utilized in any way on the network at any time without notice.

Users of the Marshfield School Network agree to indemnify Marshfield R-I School District for any losses, costs, or damages, including reasonable attorneys' fees incurred by the district as a result of any breach of this agreement.

Services

Activity Calendar

The activity calendar will be found in the superintendent's and principal's offices. All activities concerning the school should be placed on these calendars as soon as possible in order to prevent conflicts.

MHS Library Media Center

The LMC provides students with a pleasant environment to read, research, and study. "Serving with a Helping Hand" is the LMC Motto. Staff members are ready to help locate material for personal research, recreational reading or class projects. The LMC opens at 7:30 a.m. on Mon., Tues, Thurs, & Fri and 8:00 a.m. on Wed. and is always open until 3:30 p.m.

School Activities

(Please see the Marshfield R-1 Schools Athletic/Activities Handbook for eligibility requirements for participation in co-curricular and extra-curricular activities regarding attendance, academic requirements, and random drug testing.)

Student Organizations

Each student is urged to join some organization as it is felt that this is an important part of school life, giving training in business procedure, leadership and activities.

Student Tutorial and Academic Resource (STAR)

STAR is a non-credit class required for all MHS students. It meets for 25 minutes four days per week. STAR offers students the opportunity to work on homework. Freshman also receives tutoring in core areas, as well as acclimation to high school through the Freshman Student Life (FSL) program. Upperclassmen may earn privilege time by meeting grade requirements.

Awards / Recognition

The awards and honors that are available to students are located in a handbook in the counseling office. The qualifications, expectations, and selection process are specific to the individual award.

Academic Letter

To qualify to attend the annual Academic Letter Celebration and receive an academic letter, the student must meet the following requirements:

1. A ranked student must have an A- (3.66) grade point average for the 1st semester and 3rd quarter.
2. Receive no grade less than a B for 1st semester and 3rd quarter.
3. Be enrolled in 6 classes for credit the 1st semester and 3rd quarter.

A student who meets the above listed guidelines for the 1st semester but fails to meet the above listed guidelines for the 3rd quarter, while not qualifying to receive the academic letter at the annual academic celebration, may still receive the academic letter if he/she meets the qualifications with his/her 2nd semester grades. (These students will be notified by mail and receive their letter from the faculty advisor following the posting of 2nd semester grades.)

To receive an academic letter from Marshfield High School, the student must have received semester grades from Marshfield High School. A student transferring to Marshfield High School (with first semester grades awarded from another school that meet the MHS Academic Letter qualifications) may petition the Academic Letter Committee to be awarded an academic letter for that school year if the student continues to be eligible based on second semester grades awarded at MHS. The student must request consideration for an academic letter before the end of the first quarter of school the following year.

Honor Roll

The Honor Roll is calculated each semester of the school year. The Honor Roll has two divisions that include the first High Honor Roll for students with a grade point average of 3.66 or above. The Honor Roll is for students with a grade point average of 3.0 or above.

National Honor Society:

Membership in the Marshfield High School chapter of the National Honor Society is an honor bestowed upon selected students. Selection for membership is by a faculty council and is based upon outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

The selection procedure shall commence after grades have been posted for the 1st semester.

- Step 1. Junior and senior students must meet the scholastic requirement of a 3.15 GPA.
- Step 2. A student who qualifies scholastically will be notified of his/her scholastic eligibility by mail, and invited to apply for membership by picking up the appropriate forms from the NHS sponsor, and returning the forms by the appropriate deadline completed and signed.
- Step 3. A list of applicants shall be compiled and teachers will rate applicants in character, leadership, and service using a rating scale. Teachers will evaluate only those students they have in class or sponsor in an organization.
- Step 4. The faculty council shall meet to review the applications and ratings from the faculty, and select the NHS members.
- Step 5. All new NHS members will be notified by mail, and shall be invited to attend the formal induction ceremony.

Renaissance

Renaissance is a national movement in education committed to bringing about a rebirth in academic achievement.

The national philosophy of Renaissance is to Recognize, Respect, and Reward students for positive performance. When this is accomplished, Results will be positive. Crucial to the success of Renaissance is the involvement of local businesses and corporate sponsors who provide incentives in the form of money or prizes.

A Renaissance student excels in the areas of academic performance, daily attendance, citizenship, and exemplary behavior. Students must complete the first semester of their freshman year to be eligible for Renaissance.

Renaissance students meet the following criteria:

1. Approved by vote of the faculty
2. 95% attendance for the previous semester
3. No F's on the semester grade card
4. No disciplinary referrals

| |
|----------------------|
| PUBLIC NOTICE |
|----------------------|

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The 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, mental

retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The 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 Marshfield R-1 Schools' Central Office during normal business hours Monday through Friday.

This notice will be provided in native languages as appropriate.

Missouri School Violence Hotline

Anonymous information regarding students or staff safety concerns may be reported to the Missouri School Violence Hotline at 1-866-748-7047.

NCLB COMPLAINT PROCEDURES

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

Who May File a Complaint

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

Definition of a Complaint

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

Alternatives for Filing Complaints

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

Informal and Formal Complaints Received by the Local Education Agency

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. Disseminating procedures to the LEA school board,
2. Central filing of procedures within the district,
3. Addressing informal complaints in a prompt and courteous manner,
4. Notifying the SEA within 15 days of receipt of written complaints,
5. Timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. Disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
7. Appealing to the Missouri Department of Elementary & Secondary Education within 15 days Rev. 9/6/07

Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

Formal Complaints Initially Received by the SEA Office

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts, on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, 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. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

Appeals

Appeal to the SEA

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal. Rev. 9/6/07

Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school

board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

Formal LEA Complaints Against SEA

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

Complaints Against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 5th Floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or Relay Missouri 800-735-2966.