

# Maryville R-II School District

## 2017/18 School Year Calendar

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

\*\* MSHSAA Dead Period  
6/30-7/9  
7/31 Start of MSHSAA Fall Season

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

8/3 District Wide Registration Day  
8/8, 810 New Staff Orientation - Half Day a.m.  
8/14-8/16 Staff Development Days  
8/17 School Year Begins

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

9/4 Labor Day - No School - District Closed  
9/18 Staff Development Day - No Classes

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

10/9 Staff Development - No Classes  
10/13 First Quarter Ends - 39 Days  
10/27 Staff Development Day - No Classes

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

\*11/13 Staff Development Day - No Classes  
11/22-11/24 Thanksgiving Vacation

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

12/11 Staff Development Day - No Classes  
12/21 2nd Quarter Ends - 43 Days  
12/21 First Semester Ends - 82 Days  
12/21 Early Dismissal  
12/22-12/29 Christmas Vacation

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

1/1-1/2 Christmas Vacation  
1/3 Staff Development Day - No Classes  
1/15 ML King Day - District Closed

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

2/5 Staff Development Day - No Classes  
2/19 Pres. Day - District Closed

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

3/5 Staff Development Day - No Classes  
3/9 3rd Quarter Ends - 43 Days  
3/29 Staff Development Day - No Classes  
3/30 Easter Break

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

4/2 Easter Break

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

5/13 Commencement  
5/16 Early Dismissal  
5/16 End of 4th Quarter - 45 Days  
5/16 End of Second Semester - 88 Days  
5/28 Memorial Day - District Closed

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

170 Student Attendance Days  
183 Teacher Days

Possible Make Up Dates

## Maryville Middle School

525 West South Hills Drive  
Maryville, MO 64468  
Mr. Kevin Pitts – Principal  
Ms. Kate Lydon– Asst. Prin.

[www.maryville.k12.mo.us](http://www.maryville.k12.mo.us)  
Phone (660) 562-3244  
FAX (660) 562-4138

### Maryville Middle School Mission Statement

***“Learn to Inquire; Lead to Inspire”***

#### PART 1: GENERAL INFORMATION

##### Absences

Parents are requested to call the school office at (660) 562-3244 by 9:00 a.m. if a student is going to be absent from school. If parents do not call the school or the school cannot make telephone contact with the parents, the student must bring a signed note the next day following the absence. All other absences are considered unexcused. A parent contact will be made when absences become excessive. Students who are absent from school without the knowledge and consent of the parent/guardian and the administration, or students who leave school during the day without the consent of the principal, will be considered truant. Every effort will be made to work with the parents and/or guardians.

**Students must have attended five class periods, excluding TA and closure, in order to participate in any school activity or event that day or evening.** Extenuating circumstances should be discussed with a principal to determine if the student is eligible to participate.

**Make up work** should be completed as rapidly as possible. It is the student's sole responsibility to collect and complete make-up work upon returning to school after any absence. This should be done in cooperation with the teachers. Make up work for credit is not permitted for unexcused absences. *Students are allowed one-day make up time per day missed with a maximum of five days.* Extenuating circumstances may extend the time for making up work. When students know in advance that they will miss school they should contact the school office and request their homework from teachers prior to the absence.

##### Academic Dishonesty

Cheating, stealing, giving answers, plagiarizing, and academic dishonesty in any form, cannot be tolerated

in the school environment. Depending on the circumstances, the teacher and administration will determine the consequence.

##### Arrival and Departure

School will begin promptly at 7:55 each morning and conclude at 3:05 each day. Students who arrive at school prior to 7:30 AM will wait in the commons. All students are expected to leave the school grounds when school is dismissed each day or when the after school activity in which they are involved is completed for that day. All students who stay after school for activities **MUST** stay in the area designated for that activity and under the supervision of the activity sponsor. Students should be picked up immediately after school and/or activities.

Students reporting late to school must sign in at the office before going to class. Students leaving during the scheduled school day must have a parent sign them out in the office before leaving. Unless prior notice (verbal/written) is given only parents/guardians and those listed as emergency contacts are allowed to sign a student out of school.

##### Assignments

It is the responsibility of each student to know and understand their respective grade level's homework/assignment policy. Back-to-school information for parents and students will include these policies.

##### Attendance Policy

It is recognized that absence from school may be necessary under certain conditions. It is the parent/guardian's responsibility contact the school and verify any absence. However, every effort should be made by students, parents, guardians, teachers, and administrators to keep absences and tardiness to a minimum. Frequent absences disrupt the continuity of the instructional process. Teachers cannot teach students who are not present on a daily basis.

If students have eight or more absences and /or are late to school eight times per semester, they may be referred to the juvenile office. Appropriate action will be taken if the absences do not appear to be necessary. **(Board Policy JED-R)**

##### Athletics/Activities

Students are strongly encouraged to participate in activities as part of their complete development in the educational process. All students are given the opportunity to participate and acquire the skills and techniques necessary to perform in a given activity.

Students interested in participating in an activity should contact the sponsor/coach in charge for more information. Students are not eligible to participate in or to attend school-sponsored activities if they are failing a class or while under suspension.

### **Athletic/Activity Participation**

While participating in athletics and/or activities students' are expected to pass all classes. If at any time during the activity a student is failing a class the student will be suspended until their grade is passing. While in suspension, students will attend after school STAT instead of going to their practice/activity. At the end of after school STAT the student can join practice. The student will be notified by their coach, administrator, or athletic director prior to an event if they are unable to participate.

It is the expectation that all students participating in a MMS activity ride the school provided transportation to and from each event. Students may leave an event with their parent/guardian if the parent/guardian is present and signs the student out with the coach or sponsor.

**All participants must have a current physical, proof of insurance, signed code of eligibility and random drug testing consent on file in order to participate. Additional information and requirements are provided in the Maryville R-II Athletics/Activities Handbook.**

### **Awards Assemblies**

Awards assemblies are held by each grade level at the end of each quarter. All-school recognition assemblies are held once a month to recognize student achievement. Contents of the assemblies will be left to the discretion of the Assembly Action Team.

### **Bicycles/Skateboards/Hoverboards**

Students should not ride skateboards or hoverboards to school. Bicycles may only be ridden on the *Safe Route to School Trail*. Any other form of transportation must be approved by administration.

### **Book bags, purses, back packs**

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

### **Cafeteria**

All students will be issued a 4-digit personal identification number (PIN). When a student purchases lunch or breakfast he/she will use the PIN number to deduct money from his/her account. With this system, parents can put any amount into their child's account for future lunch and breakfast purchases. If students have a negative balance, they may be provided an alternative lunch until the balance is paid in full. Parents may block students from purchasing extras by notifying school personnel. Students may not have a parent bring in food from fast food restaurants, nor can students order fast food themselves. If a parent brings in fast food lunch for a student, the student will be asked to eat lunch in an alternative location. **Food is not to be taken from the commons.**

### **Cafeteria Prices**

**Breakfast.....\$ 1.60**  
**Lunch.....\$ 2.50**  
**Adult.....\$ 2.95**

### **Breakfast Schedule**

Breakfast will be served each morning from 7:30 a.m. to 7:50 a.m.

Applications for free and reduced lunches may be requested from the school office throughout the school year.

### **Dress and Personal Appearance**

The school administration has the responsibility to help develop guidelines which contribute to good taste in matters of dress and appearance. MMS expects student dress and grooming to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district.

While it is impossible to list all specific infractions, the following are common examples. Extremes in dress and personal appearance which tend to cause distraction, call undue attention to the wearer, or post health or safety problems will not be allowed to be worn at school. Student dress and grooming will be the responsibility of the individual and parent/guardian within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. All students must wear shoes, boots or other types of footwear.
3. Any type of dress that is disruptive or distracting to the educational process (such as short skirts, low-cut tops, revealing clothing, sagging pants or shorts, clothing that exposes undergarments, etc) will not be

permitted. Clothing must cover the stomach, back, chest and buttocks.

1. Spaghetti straps, tube tops, halters, bare midriffs or swimwear will not be permitted.

2. Tank top/shirt straps must be a minimum of 1.5 inches in width.

3. Shorts, skirts, and dresses must fully cover the buttocks.

4. Clothing that promotes drugs, alcohol, and violence, is sexually suggestive or displays any picture or writing that may be distracting to the learning environment is prohibited.

5. Hats, caps, bandannas, hoods, sunglasses or any distracting items will not be worn in the building at any time during the school day.

6. Class activities, which present a concern for student safety, may require the student to adjust hair and/or clothing in the interest of maintaining safety standards. (Example: Science lab)

7. Coats/outerwear should be kept in the student's locker during school hours.

8. Administrators reserve the right to ask a student to change at their discretion.

9. Additional dress regulations may be imposed upon students participating in extracurricular activities.

### Electronic Communication

Students are to refrain from communicating electronically via cell phones, websites, or social media during the school day unless approved by a teacher. This includes both visual and audio communication. Any electronic pictures, texts, videos or audio recordings will be considered as hard-copy possession and is subject to disciplinary action.

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication. (Policy GBH)

### Emergency Information

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

### Emergency School Closing

### School closings will be announced using the following media:

KNIM Radio – 97.1 FM / 1580 AM

KXCV – 90.5 FM

KQTV 2

Spoofhound mobile text messaging

District website: [www.maryville.k12.mo.us](http://www.maryville.k12.mo.us)

### Fees

A yearly school fee of \$10 is due and payable at registration.

### Fire/Tornado/Earthquake/Crisis Drills

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

### Food and Drink Policy

Food will not be brought into or consumed in the building during or between classes except as part of a supervised class or activity. Students should not have a parent, family member or friend bring in food from fast food restaurants, nor can students order fast food themselves. If a student is delivered a fast food lunch he/she will be asked to eat lunch in an alternative location.

Students are permitted to have see-through water bottles at the middle school as long they only contain water. Teachers reserve the right to take a water bottle away if it becomes a problem.

### Grading Scale

Grade	%	Grade	%	Grade	%
		A	100-93	A-	92-90
B+	89-87	B	86-83	B-	82-80
C+	79-77	C	76-73	C-	72-70
D+	69-67	D	66-63	D-	62-60
F	59-0				

### Health Information/Services

A nurse is available during school hours. Passes are required in order to see the nurse. If a student should become ill or injured, the nurse will decide if the student should return to class, rest in the health room or whether the parent/guardian should be called. A student must be fever-free without fever-reducing medicine for 24 hours before returning to school. They must also be free of vomiting or diarrhea for 24 hours before returning to school.

A parent/guardian should contact the nurse if a child has or develops any type of health problem. Students

are to report accidents to the nurse or administrator's office.

Medication at school should be kept to a minimum. All medications brought to school **MUST** be in the nurse's office unless prior written consent forms have been signed by the parent/guardian. This includes inhalers for asthma. If your child has been diagnosed with asthma, they must have their inhaler with them at all times at school and at school activities. An Asthma Action Plan will need to be completed if your child has asthma. These forms are available in the school office and on the district website.

### Medication Guidelines

1) Prescription medicine will be given by school personnel when requested by a parent. **It must be brought to school by a parent in the original container with the pharmaceutical label.** Your pharmacist can give you an extra labeled bottle to use for medication at school if you request it. The bottle should include the following information: student's name, date prescribed, name of medication, time to be administered and dosage. It is usually not necessary to give more than one dose per day during a seven-hour school day. Most medications, even if needed 3 times a day, can be given at home. Exceptions should be arranged with the school nurse. Parents must pick up unused medicine. It will be destroyed two days after the last day of school if no one picks it up

2) Students with chronic or specific problems requiring medication for emergency situations should have their own medication properly labeled as listed above. Specific written instructions must be provided as to when and under what circumstances medication is to be given. This information should be provided and signed by the student's doctor annually. JHCD (Board Policy)

All communicable diseases, such as chicken pox, strep throat, scarlet fever, impetigo, hepatitis and infectious mononucleosis **MUST** be reported to the school nurse. Communicable conditions such as scabies and head lice **MUST** also be reported to the school nurse. All students with lice must be cleared by the building nurse before returning to class. JHCB (Board Policy)

To attend a public, private or parochial school in Missouri, school age children must be properly immunized for tetanus, diphtheria, polio, measles,

rubella, and hepatitis B, or have a medical or religious exemption on file at the school. JHCC (Board Policy)

Vision, hearing and spinal screenings will be done according to current Missouri Department of Health guidelines. Periodic spinal screenings may be performed on students at various times throughout the school year. If you do NOT want your child to have a spinal screening, you will need to notify the school nurse.

The district may require students to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

### Insurance

Student accident insurance is available for parents to purchase for their child through MO HealthNet for Kids Program. This is for students who do not have other health insurance. For more information and the application go to <http://dss.mo.gov/mhk/index.htm>. Please contact the school nurse for further questions. Note-all student-athletes **MUST** have insurance in order to participate in activities.

### Lockers for Students

The lockers are the property of MMS and are subject to inspection by authorized school personnel if just cause warrants such action. The school is not responsible for stolen items. Students are responsible for the security of their own lockers and may choose to provide a lock for their locker. **Combinations or keys to the locks must be registered in the office.**

Other locker tips include:

- ◆ Keep your valuables and money with you. Do not keep these items in your locker.
- ◆ Keep your locker and locker area neat and clean.
- ◆ Locker trading is not allowed.
- ◆ Keep your backpack and coat in your locker.
- ◆ Refrain from hanging items that could damage the locker.
- ◆ Do not deface or damage lockers.

In order to provide an environment that is safe and conducive to learning, MMS, in cooperation with local law enforcement agencies, will be proactive in the occasional use of specially trained dogs to check lockers for illegal drugs. Lockers will only be opened and searched if a positive contact has been made by the dog(s). Students and parents will be contacted in the event of a positive contact.

### Lost and Found

Articles found by students and staff will be brought to the office and placed in our lost and found. Students who lose belongings may inquire in the office. There is

also a lost and found in the gym. Articles not claimed by the end of each semester will be donated to charity.

### **Parent/Teacher Conferences**

MMS will have formal parent/teacher conferences at the end of the **first** and midterm of **third** quarter. We believe it is very important for parents to keep in close contact with their child's teacher concerning his/her progress.

Parents are encouraged to contact the school any time they have questions or concerns about the progress of their children. Please remember to schedule a conference in advance so a time that is convenient for everyone can be established. (Before or after school, during teacher planning periods, etc.)

Progress reports will be sent at midterm and at the end of each quarter. Current grades can also be viewed on the SIS Parent Portal.

### **Physical Education**

All students participate in Physical Education. Each student is provided a locker with a combination padlock. Students are instructed to keep their lockers locked. MMS is not responsible for stolen items. Each student is required to have proper attire and materials for class. This includes a t-shirt with sleeves and no tears; sweatpants or gym shorts with at least a 5" inseam; clean athletic shoes and socks; deodorant and personal hygiene items. Lockers and padlocks are the property of MMS and are subject to inspection by authorized school personnel.

### **Student Organizer/Agenda**

Students are provided a student organizer/agenda to use as an organizational and learning tool throughout the school year. The purpose of the organizer is threefold:

1. It serves as a place to record your class-work and homework assignments in your classes each day.
2. It provides for an effective, regular means of communication between home and school.
3. It allows for monitoring of your participation and progress by parents, teachers, and you.

It is your responsibility to have the organizer in each class and to enter information. Have your parents review the organizer so they can be informed about your progress and the content of your classes.

### **Telephone/Cell Phone Usage**

Students will not be allowed to use the office phone for personal calls during the day, except with a pass from the teacher or in case of emergency. In the event students receive a call, they will be called out of class, only in the case of emergency. A phone will be available before and after school for student use.

**Use of cellular phones during the school day is PROHIBITED unless under the direct supervision of school personnel.** Teachers reserve the right to take away/hold phone if a student is not following grade-level protocol. In the case of repeat offenses parents will be contacted to pick the phone up from the office. (see **MMS Discipline Policy: Technology Misconduct**).

### **Textbooks/Library books**

Textbooks and library books are the property of the public and are available for your use. If a book is marred, defaced or shows excessive wear and tear, it will be necessary for the student to pay for their book. If a student loses a book, pays to have it replaced and it is later found, the money will be refunded.

### **Transportation**

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

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

### **Visitors**

All visitors are **required** to report directly to the office to sign in. A visitor's badge will be issued and must be worn while on the school campus. Parents/Guardians are invited to visit the school regularly and to be involved in all school activities. Parents/Guardians are also invited to join us for lunch, but we do ask for advance notification so that lunchroom arrangements can be made. Student visitors are allowed only during lunch shifts with special permission from school administration.

### **Withdrawal**

Students moving to other districts or terminating their enrollment need to notify the office and complete the necessary forms. MMS will transfer student records to the new school upon receipt of school request.

### **Yearbooks**

MMS publishes a yearbook, which is distributed to students during the last week of school. Yearbooks can be purchased at registration and at various times throughout first semester. The yearbook provides an enjoyable way to remember the school year.

### **Accessing School Information**

Maryville R-II School District and Maryville Middle School recognize the importance of providing timely and accurate information related to the school district. There are a variety of avenues for accessing this information.

**School District Website:** [www.maryville.k12.mo.us](http://www.maryville.k12.mo.us)

From this location you can access district wide information as well as link to the Maryville Middle School website.

**Parent Portal:** This is an online access tool for parents. From this secured account you can view information related to your child's class schedule as well as their attendance history, lunch account information and current grades.

**Spoofhound Mobile:** If you sign up for this service, you will receive text message reminders about upcoming school events, school closings and reminders for early dismissals. This resource can be accessed through our district website or by calling our school office to receive further information.

**Newsletters:** Grade level newsletters are sent home weekly via email and can also be found on our website. These newsletters will keep you informed about upcoming activities and assignments.

**Student Records:** Parents and guardians with legal rights to access of student records have the right to inspect, review, and seek amendment to educational records. If you wish to access these records, please talk to an administrator.

**Curriculum:** Teachers provide instruction that is challenging and appropriate to meet the needs of the students at MMS. Parents can request access to inspect instructional materials that are used as a part of the district's curriculum. If you wish to access these materials, please talk to an administrator.

**Assessments:** Each year students will be given several assessments at the building, district, and state level. Results of these assessments can be requested from your child's teachers.

**Physical Examinations:** In rare circumstances the school district may ask for a student or parent/guardian's consent for a physical examination. The Missouri PPRA policy affords students certain rights regarding physical examines. Students will receive notice and shall give consent before any non-emergency, invasive physical examination or screening.

**Survey Materials:** In order to provide us with feedback for the improvement of district or school programming, students may be asked to complete surveys throughout the school year pertaining to materials outlined in district policy JHDA. Parents do have the right to inspect these surveys prior to administration of the survey. Please contact school administration to inspect survey materials as outlined by the state policy PPRA.

**Staff Qualifications:** Maryville R-II prides itself in offering exceptional instruction from highly qualified professionals. Parents can request information on the professional qualifications for your child's teacher and or the qualifications of paraprofessionals that provide services for your student by contacting an administrator.

### **Checkmarc Disclaimer**

Your check is welcome with the following information:

- Full Name
- Street Address
- Phone Number Including Area Code
- Driver's License Number Including State

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

## **PART 2: MMS DISCIPLINE POLICY**

### **Statement of Student Misconduct**

The following discipline policy is designed to notify students as to the type and range of behaviors that are unacceptable; nevertheless, every rule has not been included. Consequently, students should expect to be disciplined for misconduct that is obviously inappropriate, whether it is listed in this handbook or not. **(District Policy JG-R)**

### **School Behavior**

Each grade level will establish guidelines for students to follow; however, all students at MMS are expected to comply with these exceptions:

1. Students need to follow the directions of any adult the first time they are given. This includes teachers, paraprofessionals, substitutes, administrators, bus drivers, custodians, secretaries, and food service staff.

2. Electronic communication devices are not to be used during the school day (cell phones, iPods, tablets, and other electronic devices), unless under the direct supervision of school personnel.

5. Electronic gadgets & other devices not relevant to the learning process are to be left at home.

### **Rules, Regulations and Consequences**

Maryville Middle School has high expectations for all students and adults. Good education requires that we have high expectations in all that we do. Good discipline is one characteristic of a good education.

The following information describes the standards of discipline for MMS to ensure a safe, orderly, and purposeful school. The consequences are suggested guidelines for use by building principals. Each principal has the authority to use discretion and common sense as he/she enforces the consequences for a particular violation of the rules. Law enforcement may be notified for any of the following acts and documentation may be placed in the student's discipline file

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district policy on absences.

## **Parent/Guardian Notification to Access Public Insurance**

Dear Parents/Guardians:

For a number of years, Missouri has participated in a federal program called Medicaid School-Based Services. The program helps school districts by providing partial reimbursement for some medically related services listed on a student's individualized educational program (IEP). Under the Individuals with Disabilities Education Act (IDEA), school districts are permitted to seek payment from public insurance programs such as Medicaid (called MO HealthNet in Missouri) for some IEP services provided at school.

In 2013, the requirements under the IDEA changed to be less burdensome for parents/guardians and schools. Before a school district may access your public insurance for the first time and every year thereafter, school districts must provide parents/guardians with written notification. So what does that mean?

### **What will you be asked to do?**

You will be asked to give your consent in writing one time to release information from your child's education records, including information about the services your child receives through the IEP. This information is being released for the purpose of billing MO HealthNet and seeking partial payment for some medically related IEP services under the IDEA.

### **What type of information will be in the consent form?**

The consent form must tell you the personally identifiable information that may be disclosed, such as your child's name, date of birth, Social Security number (if provided), Medicaid number or other identification, disability type, IEP and evaluations, types of services, times and dates of service, and progress notes. The consent form must also tell you the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will get the information.

### **What does it mean if you give your consent?**

By consenting, you state you understand and agree that your MO HealthNet insurance will be billed to partially pay the cost of IEP services and that the necessary information about your child and the IEP services may be shared with the MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (e.g., physician scripts, referrals) in order to access your MO HealthNet benefits.

### **Can you be required to enroll with the MO HealthNet Division (MHD) for public insurance?**

You cannot be required to sign up for or enroll in public insurance for your child to receive a free appropriate public education, including IEP services.

### **Will your consent affect your family's MO HealthNet benefits?**

No. Reimbursed services provided by your school district do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in MO HealthNet programs.

### **What if you change your mind?**

You have the right to withdraw consent to disclose your child's personally identifiable information to the MO HealthNet Division for billing purposes at any time.

### **Will your consent or refusal to give consent affect your child's IEP services?**

No. Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for purposes of the school accessing your MO HealthNet benefits.

### **What if you have a question?**

Please call your school district's Special Education Department with questions or concerns.



### Discipline Policies and Procedures

Offense	First offense	Subsequent Offense
Academic Dishonesty/Cheating	No credit for work, grade reduction or replacement assignment	No credit for the work, grade reduction, course failure or removal from extracurricular activities
Arson	Detention; in-school suspension; 1-180 days OSS; expulsion; &/or restitution if appropriate	1-180 days OSS; expulsion; &/or restitution if appropriate
Assault/Fighting	Principal/student conference, detention, ISS, 1-180 OSS or expulsion	Principal/student conference, detention, ISS, 1-180 OSS or expulsion
Bullying/Cyberbullying/Hazing (JFCF)	Principal/student conference, detention, ISS, 1-180 OSS or expulsion	Principal/student conference, detention, ISS, 1-180 OSS or expulsion
Bus/Transportation Misconduct (JFCC)	Principal/student conference, detention, revocation of privileges, ISS, 1-180 OSS or expulsion	Principal/student conference, detention, revocation of privileges, ISS, 1-180 OSS or expulsion
Dishonesty/Forgery	Nullification of forged document; Principal/student conference, detention, ISS, 1-10 OSS	Nullification of forged document; Principal/student conference, detention, ISS, 1-180 OSS; or expulsion
Disrespect Conduct/Speech (AC)	Principal/student conference, detention, ISS, 1-10 OSS	Principal/student conference, detention, ISS, 1-180 OSS or expulsion
Dress & Personal Appearance (JFCA)	Any dress or grooming that may be interpreted to interfere with the educational process will not be permitted. Infractions may require the student to make modifications.	Any dress or grooming that may be interpreted to interfere with the educational process will not be permitted. Infractions may require the student to make modifications.
Drugs/Alcohol/Tobacco (JFCH and JHCD)	Principal/student conference, detention, ISS, 1-180 OSS or expulsion	Principal/student conference, detention, ISS, 1-180 OSS or expulsion
Extortion	Principal/student conference, detention, ISS, 1-180 OSS	Principal/student conference, detention, ISS, 1-180 OSS or expulsion
Failure to care for or return district property (JFCB)	Restitution; Principal/student conference; detention or ISS	Restitution; Principal/student conference; detention or ISS
Failure to meet conditions of suspension, expulsion or other disciplinary consequences	Verbal warning, detention, ISS, 1-180 OSS or expulsion. Report to law enforcement for trespassing if expelled.	ISS, 1-180 OSS or expulsion. Report to law enforcement for trespassing if expelled.
False Alarms (see also "Threats")	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion
Harassment/Sexual Harassment (AC)	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion
Incendiary Devices	Confiscation; principal/student conference, detention, or ISS	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS
Nuisance Items (toys, games, etc)	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS
Public Display of Affection	Principal/student conference, detention, or ISS	Principal/student conference, detention, ISS or 1-180 days OSS
Sexting/Possession of sexually explicit, vulgar or violent material	Confiscation; principal/student conference, detention, or ISS	Confiscation; principal/student conference, detention, ISS, 1-180 days OSS or expulsion
Sexual Activity	Principal/student conference, detention, ISS, 1-180 OSS	Principal/student conference, detention, ISS, 1-180 OSS or expulsion
Technology Misconduct (EHB, KKB)	Restitution; principal/student conference; loss of user privileges, detention, or ISS	Restitution; principal/student conference; loss of user privileges, detention, ISS, 1-180 days OSS or expulsion
Technology Misconduct (Cell Phones) (EHB, KKB)	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS
Theft	Return of or restitution for property; principal/student conference; detention; ISS or 1-180 days OSS	Return of or restitution for property; principal/student conference; detention; ISS or 1-180 days OSS
Threats or Verbal Assault	Principal/student conference; detention; ISS; 1-180 days OSS or expulsion	Principal/student conference; detention; ISS; 1-180 days OSS or expulsion
Truancy or Tardiness (JED)	Principal/student conference; detention; 1-3 days ISS	Detention or 3-10 days ISS and removal from extracurricular activities
Unauthorized Entry	Principal/student conference; detention; ISS or 1-180 days OSS	Principal/student conference; detention; ISS or 1-180 days OSS

Vandalism (ECA)	Restitution; principal/student conference; ISS 1-180 days OSS or expulsion	Restitution; principal/student conference; ISS 1-180 days OSS or expulsion
Weapons (JFCJ)	Principal/student conference; detention; ISS; 1-180 days OSS or expulsion	Principal/student conference; detention; ISS; 1-180 days OSS or expulsion

**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 Maryville R-II 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, blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Maryville R-II 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 Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Maryville R-II School District will meet the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Programs are designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students.

The Maryville R-II 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 Maryville R-II 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

The Maryville R-II 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 Maryville R-II Administration Office, Monday thru Friday from 8:00 a.m. to 4:00 on days when school is in session.

This notice will be provided in native languages as appropriate.

**Notice of Non-Discrimination**

It is the policy of the Maryville R-II School District not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Inquiries related to District's employment practices may be directed to the District Compliance Coordinator, Maryville R-II School District, 1429 South Munn, Maryville, MO 64468; telephone number 660-562-3255. Inquiries related to District programs may be directed to the Maryville R-II School District, Federal Programs Administrator, 1429 South Munn, Maryville, MO 64468; telephone number 660-562-3255. Inquiries or concerns regarding civil rights compliance by the District should be directed to the Maryville R-II School District's Compliance Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone: 816-268-0550; FAX: 816-823-1404; TDD: 877-521-2172.

**APPENDIX**

Maryville Middle School follows Board Policy JO-AF1 concerning Family Educational Rights and Privacy Act (FERPA).

Maryville Middle School follows Board Policy JHDA concerning Protection of Pupil Rights Amendment (PPRA)

The district and building accountability report cards can be found on the Maryville R II web site: [www.maryville.k12.mo.us](http://www.maryville.k12.mo.us)  
The district's assessment policy (Policy IL) can be found on the

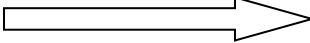
Maryville R II web site: [www.maryville.k12.mo.us](http://www.maryville.k12.mo.us)

Maryville Middle School and the Maryville R-II School District, in accordance with state and federal law, and the state of Missouri plan for education of the homeless. Please see Board Policy IGBCA for more details.

Maryville Middle School and the Maryville R-II School District make all curriculum materials available for public inspection as a public record prior to the use of such materials in actual instruction.

# CLASS SCHEDULE

7:55 - 8:07 TA  
 8:10 - 8:50 Second Hour  
 8:53 - 9:33 Third Hour  
 9:36-10:01 Hound Time  
 10:04 - 10:44 Fifth Hour

\*Fifth/Sixth/Seventh Hour/Lunch 

1:39 - 2:19 Ninth Hour  
 2:22 - 3:02 Tenth Hour  
 3:02 - 3:05 Closure

## \*FIFTH GRADE

10:47 - 12:10 Sixth Hour  
 11:00-11:25 Lunch  
 12:13-12:53 Seventh Hour  
 12:56 - 1:36 Eighth Hour

## \*SIXTH GRADE

10:47 - 12:10 Sixth Hour  
 11:27 - 11:52 Lunch  
 12:13 - 12:53 Seventh Hour  
 12:56 - 1:36 Eighth Hour

## \*SEVENTH GRADE

10:47 - 11:27 Sixth Hour  
 11:30 - 12:53 Seventh Hour  
 11:54 - 12:19 Lunch  
 12:56 - 1:36 Eighth Hour

## \*EIGHTH GRADE

10:47 - 11:27 Sixth Hour  
 11:30 - 12:10 Seventh Hour  
 12:13 - 1:36 Eighth Hour  
 12:21 - 12:46 Lunch

## EXPLORATORIES

7:55-8:07 TA  
 8:10 - 8:50 Seventh Grade  
 8:53 - 9:33 Seventh Grade  
 9:36 - 10:01 Hound Time  
 10:04-10:44 Eighth Grade  
 10:47- 11:27 Eighth Grade  
 11:30-12:10 Lunch  
 12:13-12:53 Fifth Grade  
 12:56- 1:36 Fifth Grade  
 1:39-2:19 Sixth Grade  
 2:22-3:02 Sixth Grade  
 3:02-3:05 Closure









