

Table of Contents

Marshfield School Calendar	page 2
Bell Schedule	page 3
Emergency Dismissal	page 4
School Messenger	page 4
Emergency Drills	page 4
Board of Education	page 4
School Classification	page 4
Junior High Creed	page 5
School District Mission, Vision, Student Achievement, Climate & Community	page 5
Promotion-Retention Policy	page 6-7
Summer School	page 7
Attendance Policies	page 8
Curriculum Requirements and Electives	page 9
Grading Scale	page 9
Progress Reports	page 9
Schedule Changes	page 9
Possible Disciplinary Actions	page 10
Due Process	page 10-11
Student Complaints and Grievances	page 11
Disciplinary Code of Conduct	page 12
Drop off & Pick up of Students	page 12-13
Bus Rules & Referrals	page 13
Discipline Codes	page 14-20
Student Dress Code	page 21
Guidance Program	page 21
Student Council	page 22
Renaissance	page 22
Student Recognition	page 22
Bikes, Walkers, Skateboards, & Scooters	page 22
Library	page 22
Cafeteria	page 22
Care of School Property	page 23
Lost and Found	page 23
Visitors	page 23
Medication	page 23
Lockers	page 23-24
Items not to bring to school	page 24
Gym Bags/Back Packs	page 24
Hats/Caps/Other Headgear	page 24
Gum and Candy	page 24
Open Containers	page 24
Sexual Harassment of Students	page 25
Buying, Selling, and Trading items	page 25
Socials	page 25
Interscholastic Activities	page 25
Eligibility for Athletics	page 25
Drug Policy	page 26
Practice for Athletics	page 26
Phone Usage	page 27
Hall Passes	page 27
Public Notice	page 27
NCLB Compliant Procedures	page 27-29
Earthquake Safety	page 30-31
Notice of Non-Discrimination	page 32-33
Parent Right to Know	page 33
NCLB Complaint Procedures	page 34-36

MARSHFIELD JUNIOR HIGH BELL SCHEDULE 2016-2017

6th Grade:

Monday, Tuesday, Wednesday, Thursday		Friday	
1 st period	8:30 - 9:33	1st period	8:30 - 9:27
2nd period	9:37 - 10:38	2nd period	9:31 - 10:27
3rd period	10:42 - 11:43	3rd period	10:31 - 11:27
Lunch	11:45 - 12:09	Lunch	11:29 - 11:53
Recess	12:11 - 12:31	Recess	11:55 - 12:38
4th period	12:35 - 1:36	4th period	12:42 - 1:38
5th period	1:40 - 2:29	5th period	1:42 - 2:30
6th period	2:33 - 3:22	6th period	2:34 - 3:22

7th & 8th Grade:

Monday, Tuesday, Wednesday , Thursday		Friday	
1st period	8:30 - 9:24	1st period	8:30 - 9:18
2nd period	9:28 - 10:20	2nd period	9:22 - 10:09
3rd period	10:24 - 11:16	3rd period	10:13 - 11:00
4th period	11:20 - 12:34	4th period	11:04 - 12:18
Lunch (7th)	11:20 - 11:43	Lunch (7th)	11:04 - 11:27
Lunch (8th)	12:11 - 12:34	Lunch (8th)	11:55 - 12:18
		Advisory	12:22 - 12:47
5th period	12:38 - 1:30	5th period	12:51 - 1:38
6th period	1:34 - 2:26	6th period	1:42 - 2:30
7th period	2:30 - 3:22	7th period	2:34 - 3:22

Short-Day Bell Schedule.....School out at 1:00 pm

Class Periods will be 28 minutes with Lunch from 11:48 - 1:00 (same order of 7th, 6th, 8th)

EMERGENCY DISMISSAL PROCEDURES

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

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

SCHOOL MESSENGER:

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

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

EMERGENCY DRILL PROCEDURES

Regular drills are held throughout the school year to maintain a level of preparedness in case of actual emergencies. These drills consist of: FIRE, TORNADO, INTRUDER and EARTHQUAKE. Drills should be conducted as if an emergency really exists. Occasionally exits will be blocked to force use of alternate exits as a practice exercise.

MARSHFIELD BOARD OF EDUCATION

Amy Wilkerson, President
Curt Weaver, Vice-President
Kim Atkison
Mitch Espy
Joey Pate
Dr. Patrick Theobald
Jim Totten

SUPERINTENDENT: Alan Thomas
ASSISTANT SUPERINTENDENT: David Steward

MARSHFIELD CLASSIFICATION

The Marshfield School is classified AAA by the State Department of Education. This rating is for the entire school. This rating means that the school has met the minimum standards allowed for AAA schools in areas of qualified school administrators, teachers and librarians, libraries and textbooks, teaching load, special education, special services, guidance services, curriculum, length of class periods, and teaching aides. The highest rating given by the State Department of Education is AAA. Other ratings are AA, A, and unapproved for credit.

MARSHFIELD JUNIOR HIGH SCHOOL CREED

- We believe in the value of each person. Every person in this school is important, no one more than any other.
- We show respect to others. Students respect each other. Students respect staff members. Staff members respect students.
- We show respect for property. We respect school property, the property of other students, the property of staff members, and our own property.
- We respect the laws of our nation and the rules and regulations of our school.
- We are honest. We do not steal or cheat.
- We control our behavior. We do not accept behavior that offends or harms others.
- We attempt to reach the full limits of our abilities. When students or staff members are given responsibilities, we complete them to the best of our abilities.
- We are responsible for our own actions. We think BEFORE we act. We accept responsibility for the results of our actions.
- We care about one another and show that caring through our daily actions.
- We are proud of ourselves for having all of the above values. Our actions show this pride.

Marshfield R-1

“What starts here has the power to change the world.”

Mission:

To produce highly-skilled students capable of being successful and productive citizens in a technologically-changing global society.

Vision:

Marshfield R-1 is dedicated to creating a school district that produces highly-skilled students by focusing on student achievement, climate, and community involvement.

Student Achievement

Marshfield R-1 will excel in student achievement by:

1. Creating and implementing a rigorous, vertically aligned curriculum designed to challenge each student individually
2. Incorporating technologies designed to enhance learning
3. Implementing research-based instructional strategies and best practices to improve student achievement
4. Basing instructional decisions on student and teacher data
5. Sustaining a collaborative learning culture by focusing on professional growth
- 6.

Climate

Marshfield R-1 will create a positive learning climate by:

1. Establishing and maintaining a safe, orderly, and respectful environment
2. Communicating and collaborating clearly as we work together toward implementing our vision
3. Cultivating a caring, positive atmosphere characterized by compassion, enthusiasm, encouragement, and respect

Community Involvement

Marshfield R-1 will establish partnerships with patrons and businesses in the greater community by:

1. Welcoming family and community involvement in all school activities
2. Recognizing the accomplishments of and utilizing the resources of the entire community
3. Taking responsibility of our shared vision in which all community members have an investment

MARSHFIELD JUNIOR HIGH SCHOOL PROMOTION-RETENTION POLICY

Marshfield Junior High Promotion and/or Retention is guided by a point system (as described below). This information is to be used by the administration to keep parents aware of student progress and to guide administration concerning summer school or retention of a student.

Sixth grade students may earn up to 80 points during the school year of which they will have to accumulate at least **48 points to be promoted**. 48 points equals 60% of all the possible points. Points are earned by simply passing a core class. A core class is Math, Communication Arts, Reading, Science, and Social Studies.

Seventh grade students may earn up to 84 points during the school year of which they will have to accumulate at least **50 points to be promoted**. 50 points equals 60% of all the possible points. Points are earned by simply passing the class. At least 32 points of students total must be earned in core classes. **Students earning 12 points or less in the fourth quarter will have their records reviewed by committee for promotion/retention.**

Eighth grade students may earn up to 88 points during the school year of which they will have to accumulate at least **52 points to be promoted**. 52 points equals 60% of all possible points. Points are earned by simply passing the class. At least 32 points of students total must be earned in core classes. **Students earning 12 points or less in the fourth quarter will have their records reviewed by committee for promotion/retention.**

Special Education Students will have their cases reviewed by the Junior High administration before retention/promotion. Any student that begins receiving Special Education help in the middle of a school year will be looked at as a special case.

POINT VALUES FOR CORE CLASSES (7TH AND 8TH GRADES BOTH):

LANGUAGE ARTS	4 QUARTERS X 4PTS. PER QUARTER = 16PTS.
MATH	4 QUARTERS X 4PTS. PER QUARTER = 16PTS.
SOCIAL STUDIES	4 QUARTERS X 4PTS. PER QUARTER = 16PTS.
SCIENCE	4 QUARTERS X 4PTS. PER QUARTER = 16PTS.
4 POINTS EACH PER QUARTER X 4 = 64 POINTS POSSIBLE	

WHEEL CLASSES (7TH GRADE ONLY)

VOCAL MUSIC, MULTI-CULTURAL STUDIES, ART, I.T., COMPUTERS
7 1/2 WEEKS EACH. 1 POINT PER QUARTER. TOTAL POSSIBLE = 4 POINTS

PE/HEALTH 7TH GRADE

2 POINTS EACH QUARTER = 8 POINTS.
ALTERNATE EVERY 12 WEEKS.

7TH GRADE STUDENT ELECTIVES:

STUDENTS NEED TO PICK BAND OR STUDENT STUDY SKILLS/COMM ARTS.
2 POINTS FOR EACH QUARTER X 4 QUARTERS = 8 POINTS.

PE/HEALTH 8TH GRADE

2 POINTS EACH QUARTER X 4 = 8 POINTS.
ALTERNATE EVERY 12 WEEKS.

8TH GRADE STUDENT ELECTIVES:

2 POINTS EACH PER QUARTER X 4 = 8 POINTS POSSIBLE FOR EACH
ELECTIVE = 16 POINTS POSSIBLE FOR 2 ELECTIVE CLASSES.

ART I & II
VOCAL MUSIC
DRAMA
BAND

CURRENT EVENTS, DRAFTING
INDUSTRIAL TECHNOLOGY (I.T.)
AGRICULTURE , TRANSPORTATION TECH
COMPUTER KEYBOARDING

SUMMER SCHOOL

Students who are within **FOUR (4) points** of meeting the requirements of promotion will be required to attend Summer School in order to be promoted. Those students who are within **FIVE (5) to EIGHT (8) points** of meeting the promotion requirements from their grade will have their records reviewed by the principal, assistant principal, and counselor to evaluate the circumstances leading to the possible promotion of those students after their successful completion of Summer School. This review may include areas such as age, previous retention, health problems and other factors.

Seventh grade students with committee approval may make up to eight points needed for promotion by the successful completion of classes during summer school. These students shall automatically be referred to the At-Risk program at the Jr. High.

Eighth grade students with committee approval may make up to eight points needed for promotion by the successful completion of classes during summer school. These students shall automatically be referred to the At-Risk program at the High School.

ATTENDANCE POLICY

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

In addition, regular attendance is required by law for all children ages 7 to 17. Missouri Statute 167.031 states every parent or guardian of a child ages seven to seventeen is responsible for that child's attendance in an academic program on a regular basis. Non-attendance by such child may cause legal action against the parent or guardian or child.

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

Attendance shall be taken every period during a school day. Each period will count against total attendance of a student (seven periods equaling one day). After five (5) and ten (10) days of absence, the parent/guardian will receive a letter from the school confirming the days of absence and reminding them of the attendance policy. After fifteen (15) days of absence (where there is little or no documentation to substantiate/verify the absences), the parent/guardian will be notified by letter from the Principal and contact will be made with the Division of Youth Services or the Prosecuting Attorney's office for assistance to remedy the problem of regular attendance. Excessive absenteeism may be taken into consideration with the promotion/retention of students.

When returning to school from an absence a student should have a note of explanation from the parent unless previously verified. The student will be allowed a minimum of two days to make up any assignments missed during absences, but must return the work on the date specified by the individual teachers. A lowered grade may result in work turned in late.

If a student is to leave school early, he/she must be picked up by the parent/guardian or a person specified by the parent/guardian (**student security ID number needed**). This person must sign the student out at the Junior High office. A student that arrives late to school will be counted tardy unless he/she arrives after 8:50 am.

ATTENDANCE REQUIREMENT FOR EXTRACURRICULAR ACTIVITIES

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

MARSHFIELD JUNIOR HIGH CURRICULUM REQUIREMENTS AND ELECTIVES

SEVENTH GRADE

REQUIRED COURSES

1. Language Arts
2. Math or Beginning Algebra
3. Science
4. Social Studies
5. Physical Education and Health
6. Wheel Classes (approximately 7.5 weeks each)
 - a. Vocal Music
 - b. Art
 - c. Typing
 - d. Industrial Technology
 - e. Google Applications

ELECTIVES

1. Study Skills
2. Band
3. ARC

EIGHTH GRADE

REQUIRED COURSES

1. Language Arts
2. Math or Beginning Algebra or Algebra
3. Science
4. Social Studies
5. Physical Education and Health

SEMESTER ELECTIVES (3 of 7 below)

(Choir and Band are both semesters)

- | | |
|-------------------|--------------------------|
| 1. Art I | 6. FACS |
| 2. Art II | 7. Foreign Language |
| 3. ARC | 8. Industrial Technology |
| 4. Band | 9. PLTW |
| 5. Current Events | 10. Speech/Debate |
| 6. Drama | 11. Vocal Music |

* **SIXTH GRADE** – Core subjects, Art, Band, Physical Education, Vocal Music

**Marshfield Junior High School offers special services to those students who qualify.

MARSHFIELD JUNIOR HIGH GRADING SCALE

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

PROGRESS REPORTS/GRADING CYCLE

Progress reports are sent home (via email or mail) every three weeks. At the junior high level everything is based on quarter/term grades (every 9 weeks). This includes promotion/retention, athletic eligibility and awards.

SCHEDULE CHANGES

Most junior high classes are required and cannot be changed. The elective classes are arranged according to student request, class sizes and availability. Having this option and a lack of seating for many elective courses, change for electives is very difficult. In order for a change to be considered, the student must bring the counselor a note from a parent or guardian requesting the change and stating the reasons for the change. No changes will be made without the consent of the counselor and principal. **Moving from a core class during the school year will be very difficult and almost always not allowed.**

POSSIBLE DISCIPLINARY ACTIONS

- **Classroom teachers** will hold a conference and go through his/her individual classroom discipline. If the offense is extreme or actions continue then a referral will be sent to the office.
- **Office Referrals**
 - Conference/Warning
 - Suspension from Class
 - Suspend Privileges
 - Community Service
 - Detentions: Tuesday/Thursday (one-hour after school at the junior high)
 - Special Situations (i.e. Lunch detention or Lunch clean-up duty)
 - In-School-Suspension (ISS) ****NO LIMITS ON DAYS ASSIGNED****
 - Out-of-School Suspension (OSS)
 - Short-term (up to 10 days)
 - Long-term (up to 180 days)
 - Expulsion

Conferences will be held in person with the student(s) and one or more school officials. During the conference, the student must agree to correct his/her behavior.

Parent Involvement will occur for all cases through written or verbal notification. A conference may be conducted involving student(s), parents, appropriate school officials and any other individuals concerned.

General Disciplinary Measures for students may include: (1) suspension from one or more classes while remaining at school during these class periods, or (2) serving extra time either before or after school, or (3) having privileges suspended, or (4) serving community service.

After School Detention for students will be assigned for certain offenses. The Junior High has a one-hour detention directly after school every Tuesday and Thursday that is supervised by a faculty member. Students attending these detentions are required to be quiet and do class work.

In-School-Suspension students will be at school, but separated from his/her peers. The student will work on assigned classroom activities. Failure to follow "ISS" rules will result in additional "ISS" days and/or Out-of-School Suspension. **Students receive 100% of all completed work, unless the assigned work was already late (teacher discretion).**

Short-Term Suspension (up to 10 days) students are informed he/she is subject to suspension and offered appropriate due process. Short-term suspensions are given by building administration by the authority of the Marshfield Board of Education. Any such suspension must be immediately put into written form and reported to the superintendent, who may revoke the suspension in part or in full. 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. During "OSS", students may not take part in school functions and are not allowed on school property.

Long-Term Suspension (up to 90 days): The Board of Education authorizes the superintendent to suspend students for a period not to exceed "90" school days. In case of a suspension by the Superintendent for a period exceeding "10" days, the student, or his/her parents or legal guardian, may appeal the decision to the Marshfield Board of Education. This may be done through the Superintendent of Schools. **Students will not get any credit for work assigned during short or long-term suspension.**

DUE PROCESS

- The pupil shall be given oral or written notice of the charges against him/her.
- 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.
- The pupil shall be given an opportunity to present his/her version of the incident.
- 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 Marshfield Board of Education, the suspension shall be stayed until the board of education 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 property. The notice and hearing shall follow as soon as practicable.

Expulsion: The Board of Education has the authority through majority vote to expel any student from school. Reasons for being expelled are if the student has shown 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. The student is informed that he/she is subject to expulsion and then afforded the appropriate due process procedure. If the Superintendent of Schools determines that the expulsion is appropriate, he/she will make that recommendation to the Board of Education.

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.

- Expulsion from school shall be utilized only as a last resort method of discipline.
- Only the Marshfield Board of Education has the authority to expel students from school.
- In administering expulsion, the following procedural due process guarantees shall be followed:
 - A. The pupil and his/her parent(s) or guardian(s) must be furnished written notice of the charges against him/her within 10 days.
 - B. If the pupil denies the charges, he/she shall be given a written explanation of the facts, which form the basis of the proposed expulsion within 72 hours.
 - C. The pupil and parent(s)/guardian(s) shall be given written notice 10 days prior to the board meeting and opportunity to present to the board their version.
 - 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.
- Expelled students may be readmitted only by the Marshfield Board of Education and according to the prescribed manner set forth by it.

Seclusion and Restraint

The Purpose of This Policy is 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 use of discipline, behavior management, behavior interventions and responses to emergency situations.
7. Promote the use of non-aversive behavioral interventions.

STUDENT COMPLAINTS AND GRIEVANCES

Any act deemed unfair, unjust or in violation of pertinent policies of the School Board or individual school rules may be appealed upon request using the following guidelines:

- Principals schedule a conference with student and whoever else is involved to try and solve the problem. Parents may be involved or scheduled for a later conference.

- If the problem is not resolved to student or parent satisfaction, a request may be submitted for a conference with the superintendent. 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 they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board of Education. The decision of the Board of Education is final.

DISCIPLINARY CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense that 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.

BEFORE SCHOOL, AFTER SCHOOL AND SCHOOL BUS

1. **The Junior High Building will open no earlier than 7:30 a.m. and students should leave the building at 3:22 p.m. unless they are being tutored or involved in an after school activity.**
 - 6th, 7th and 8th grade students must get off the bus at the junior high campus and go directly into the school.
 - Students must go directly to the gym and those eating breakfast will be released
 - After release of school, (3:22 p.m.), buses will be parked between the J.H. and elementary schools.
 - Buses will depart approximately 8 minutes after Junior High release.
 - Those students who do not ride a bus must leave campus by 3:30 unless supervised by a teacher. Those riding a bike or walking need to leave before buses get started or wait until all buses are gone.
 - Parents are to **DROP OFF AND PICK UP** students on the east side of the junior high. (This is a one-way road that runs north to south)
 - When released all students must immediately go to their bus. No exceptions except through office permission. Any student consistently holding up the buses will receive a bus referral.
 - Students that want to ride another bus or get off at a non-designated stop must have a written note from a parent/guardian (**w/ the student security ID number**) and approved through the junior high office.
 - Students that need to change routes, bus stops or bus pick-ups for an extended period of time must get permission through the Central Office and Mr. Al Thomas.
 - **BIKES ARE NOT THE SCHOOL'S RESPONSIBILITY, A STUDENT MUST LOCK HIS/HER BIKE ONTO THE BIKE RACK IN FRONT OF THE BUILDING. SKATEBOARDS AND SCOOTERS ARE NOT ALLOWED.**

BUS RULES

- The driver will operate the route as approved by the Marshfield School Board. Do not ask him/her to change the route. Direct all such requests to the transportation director.
- Students must be on time at their designated spot. Drivers do not have time to wait beyond their regular schedule.
- Notify the driver ahead of time when you plan not to ride the bus.
- Students should never stand in the roadway when waiting for the bus.

- The driver will observe all rules of the highway.
- **The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and without argument.**
- Always observe instructions from the driver when leaving the bus.
- Unnecessary conversation with the driver is not permitted.
- Arguing with the driver is not permitted. If you have a problem, bring it to the principal's office.
- The driver sets the limits to noise level and students must obey when told to quiet down.
- Students must not extend head/hands/feet out the window, nor should a student yell out the window.
- Scuffling, teasing, throwing or flipping objects, smoking and use of tobacco, and using foul or rough language are forbidden on the bus.
- The aisle of the bus should be kept clear at all times. This includes arms and legs.
- Do not turn around or lean over the seatback to talk.
- Keep your hands and feet to yourself.
- No weapons shall be permitted on the bus.
- The rear door is for emergency use only.
- Any damage to a bus by a student will have to be reimbursed by the student causing the damage.
- Students must remain seated, (not on their knees), and facing forward while bus is in motion.
- Students must cross in front of the bus, not behind it.
- Drivers may have their own personal rules that all students must follow.
- Rules of the school apply to the bus.

BUS REFERRALS

Marshfield Schools provides daily transportation to and from school for a large percentage of our student population. The driver will make every effort to be consistent with their pick-up and let-off times. He/she will operate the bus on the route as approved by the Board of Education. Do not ask him/her to change the route. If you have questions concerning the route, contact Mr. Alan Thomas, the Assistant Superintendent of Schools. His office is in the superintendent's office.

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

We expect the students to follow the rules set forth by our school district and the bus driver. These rules are posted by each driver and may include safety hazards, disruptive noises, littering, eating on the bus, candy on the bus, and so on. Any destruction of district-owned or contracted buses shall be handled as destruction of school property with cost reimbursement necessary along with a discipline action. Discipline for the referrals will be handed out by the building administration. This may include warnings, detention, ISS or OSS. **Also, for each referral, a suspension from bus privileges may occur. (See discipline Code 1270 for discipline action)**

DISCIPLINE CODES

Premeditated Assault

Premeditated or extremely violent or prolonged physical attack (usually includes a weapon) on another individual. Other party(s) makes no attempt to fight back.

- Any Offense: 10 days Out-of-School Suspension/ Administrative Discretion/ Referral to Superintendent and Law Enforcement/ Possible Long-Term Suspension or Expulsion

3rd Degree Assault

Attempting to cause injury to another or intentionally placing another in reasonable apprehension of physical injury (including pranks) or extreme intimidation. Including lewd acts such as spitting on other(s). Other party(s) makes no attempt to fight back.

- First Offense: 3 – 10 days Out-of-School Suspension/ Administrative Discretion/ Referral to Superintendent and Law Enforcement/ Possible Long-Term Suspension or Expulsion
- Repeat Offense(s): 10 days Out-of-School Suspension/ Administrative Discretion/ Referral to Superintendent and Law Enforcement/ Possible Long-Term Suspension or Expulsion

Fighting

Mutual combat in which both parties have contributed physically to the conflict. **Harsh verbal abuse that contributes to the fight may be considered fighting.**

- First Offense: 3 days Out-of-School Suspension/ Administrative Discretion
- Second Offense: 5-10 days Out-of-School Suspension/ Administrative Discretion
- Repeat Offense(s): 10 days Out-of-School Suspension/ Administrative Discretion/ Referral to Superintendent and Law Enforcement/ Possible Long-Term Suspension or Expulsion

Instigation of a Fight

Verbal or physical acts that lead to a fight...even if the instigator is not involved in the fight.

- All Offenses: warning, 1-3 days of In-School Suspension and ultimately Out-of-School Suspension if continual.

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. The 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), throwing spit wads, trading punches, etc.

- First Offense: warning or detention/ Administrative Discretion
- Second Offense: 2 days In-School-Suspension/ Administrative Discretion
- Third Offense: 3 days In-School-Suspension/ Administrative Discretion
- Repeat Offense(s): 5 days In-School-Suspension or 1 – 3 days Out-of-School Suspension/ Administrative Discretion

Weapon (See Board Policy and Regulation 2620: Weapons in School)

Possession or use of a weapon or purported weapon **anywhere** on school property will result in suspension from school. 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/ Referral to Superintendent and Law Enforcement/ Possible Long-Term Suspension or Expulsion

Object Deemed Unsafe

Any object or weapon that does not directly fall under the Safe Schools Act (Code 1030)

- First Offense: Confiscation & Returned to Parent/ warning up to 1 – 3 days ISS/OSS
- Second Offense: 3 – 10 days Out-of-School Suspension

Verbal/Non-Verbal Abuse to Student

Any use of words or gestures (verbal or written) that range from disrespectful or degrading to harassing (**bullying**) to threatening or contributing to a fight. This includes the Internet, text messaging, and all forms of cyber bullying.

- First & Second Offenses: warning or 1 – 10 days In-School or Out-of-School Suspension/ Administrative Discretion/Possible Referral to Superintendent
- Second Offense: 3 – 10 days In-School or Out-of-School Suspension/Administrative Discretion/Possible Referral to Superintendent
- Repeat Offense(s): 5 – 10 days In-School or Out-of-School Suspension/ Administrative Discretion/ Referral to Superintendent

Bullying/Intimidation

When any person or persons purposely scare(s) and/or intimidates another person. This will include, but is not limited to verbal, physical or cyber intimidation.

- First Offense: Warning/ Parent Conference/Counselor Intervention up to 2 days ISS
- Second Offense: 2 days ISS/Parent Conference/Counselor Intervention
- Third Offense: 3 – 5 days ISS/OSS/Referral to Juvenile
- Fourth Offense: 5 – 10 days OSS/Referral to Juvenile/Possible Long-term Suspension

Verbal/Non-Verbal Abuse to School Personnel

Any language, written or oral, that ranges from disrespectful and insubordinate to defamatory, profane, obscene, or foul or that is used primarily to harass a school employee. Physical Action toward a school employee will come with an automatic Long-term Suspension/Expulsion.

- First Offense: 1-10 days In-School Suspension or 3 – 10 days Out-of-School Suspension/ Administrative Discretion/ Referral to Superintendent/ Possible Long-Term Suspension or Expulsion
- Repeat Offense(s): 3-10 days In-School Suspension or 5 – 10 days Out-of-School Suspension/ Administrative Discretion/ Referral to Superintendent/ Possible Long-Term Suspension or Expulsion

Lying or Deception or Falsifying Information to Office Personnel

- First Offense: warning to 3 days In-School-Suspension/ Administrative Discretion
- Second Offense: 1 – 5 days In-School-Suspension/ Administrative Discretion
- Third Offense: 3 – 10 days In-School Suspension/ Administrative Discretion
- Repeat Offense(s): 5 – 10 days In-School Suspension or 1-5 days Out-of-School Suspension/ Administrative Discretion

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

- First Offense: 10 days Out-of-School Suspension/ Referral to Superintendent and Law Enforcement/ Possible Long-Term Suspension or Expulsion/ 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 OSS & 5 days ISS*
- Repeat Offense(s): 10 days Out-of-School Suspension/ Referral to Superintendent and Law Enforcement/ Possible Long-Term Suspension or Expulsion

Sale or distribution of controlled substances, alcoholic beverages, synthetic drugs or substances represented to be such: Distribution and/or solicitation of drugs shall be treated more severely than simple possession. For the purposes of this policy the terms “distribution and/or solicitation” shall include any agreement to buy, sell, transfer or receive alcohol or illegal drugs such that, pursuant to the agreement alcohol or illegal drugs are brought to any part of the Marshfield R-1 campus or our transportation system for the purposes of transferring the alcohol or illegal drugs from one party to another while on said campus or in said transportation system.” Further, if as a result of any such distribution and/or solicitation, alcohol or illegal drugs are consumed while on campus the administration may use that information to increase the sanctions related to the student being in violation of the school’s drug policies. Any illness or injury to any student caused by such distribution and/or solicitation activities shall also result in the possibility of harsher punishment for the offense. These same rules may be transferred to non-controlled substances.

- First Offense: 10 days Out-of-School Suspension/ Referral to Superintendent and Law Enforcement/ Possible Long-Term Suspension or Expulsion
- Repeat Offense(s): 10 days Out-of-School Suspension/ Referral to Superintendent and Law Enforcement/ Possible Long-Term Suspension or Expulsion

Sale, Distribution, or Possession of non-controlled and/or over-the-counter drugs

- First Offense: 3 – 10 days Out-of-School Suspension/ Administrative Discretion/ Referral to Superintendent
- Repeat Offense(s): 10 days Out-of-School Suspension/ Referral to Superintendent and Law Enforcement/ Possible Long-Term Suspension or Expulsion

Tobacco Possession or Use (including lighters, matches & electronic cigarettes)

- First Offense: 1 – 3 days In-School-Suspension/ Administrative Discretion
- Second Offense: 5 days In-School-Suspension/ Administrative Discretion
- Repeat Offense(s): 5 days Out-of-School Suspension/ Administrative Discretion
**Students violating the tobacco policy will be provided with information on tobacco cessation*

Possession of Drug Paraphernalia

- Any Offense: 10 days Out-of-School Suspension/ Administrative Discretion/ Referral to Superintendent and Law Enforcement/ Possible Long-Term Suspension or Expulsion
**Students who receive a chemical dependency assessment (by a certified substance abuse counselor) may have their 10 day OSS reduced to 5*

The Use or Distribution of Explosive Devices (including fireworks)

- First Offense: Out-of-School Suspension/ Administrative Discretion/ Referral to Superintendent and Law Enforcement
- Repeat Offense(s): Out-of-School Suspension/ Administrative Discretion/ Referral to Superintendent and Law Enforcement/ Possible Long-Term Suspension or Expulsion

Gangs/Gang Signs

Displaying gang signs, symbols, dress, or being involved in gang activity

- First Offense: 1 – 10 days In-School/Out-of-School Suspension/ Administrative Discretion/ Referral to Superintendent and Law Enforcement
- Repeat Offense(s): 10 days Out-of-School Suspension/ Administrative Discretion/ Referral to Superintendent and 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/ Restitution/ Administrative Discretion/ Referral to Superintendent and Law Enforcement
- Second Offense: 10 days In-School-suspension/ Restitution/ Administrative Discretion/ Referral to Superintendent and Law Enforcement
- Repeat Offense(s): Administrative Discretion/ Referral to Superintendent and Law Enforcement/ Possible Long-Term Suspension or Expulsion

False Alarm

Any remark or action such as tampering with emergency equipment, setting off false alarms, or making false reports that purposely and falsely puts any other person(s) in a panic or fear of safety.

- First Offense: 5 – 10 days Out-of-School Suspension/ Administrative Discretion
- Repeat Offense(s): Administrative Discretion/ Referral to Superintendent/ Possible Long-Term Suspension or Expulsion

Theft

Attempting to or stealing other's property; or the willful possession of stolen property

- First Offense: warning, Detention, 1 – 10 days In-School Suspension or Out-of-School Suspension/ Restitution/ Administrative Discretion/ Referral to Superintendent and Law Enforcement
- Repeat Offense(s): Administrative Discretion/ Referral to Superintendent/ Possible Long-Term Suspension or Expulsion and Referral 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 school, staff or students
- First Offense: 1 – 10 days In-School Suspension/ Out-of-School Suspension/ Restitution/ Administrative Discretion/ Referral to Superintendent and Law Enforcement
- Repeat Offense(s): 10 days In-School Suspension/ Out-of-School Suspension/ Restitution/ Administrative Discretion/ Referral to Superintendent and Law Enforcement

Intentional Setting of an Unapproved Fire on School Property:

- First Offense: Out-of-School Suspension/ Administrative Discretion/ Restitution
- Repeat Offense(s): 10 days Out-of-School Suspension/ Restitution/ Referral to Superintendent and Law Enforcement/ Possible Long-Term Suspension or Expulsion

Truancy

Absent from school or class without Authorization

- First Offense: 1 – 2 days In-School Suspension/ Administrative Discretion/ Referral to Juvenile
- Second Offense: 3 days In-School Suspension/ Administrative Discretion/ Referral to Juvenile/ Parent Conference
- **Repeat Offense(s): 5 – 10 days In-School Suspension/ Administrative Discretion/ Referral to Juvenile**

Tardies

Tardies will be kept by the teacher for each individual. They will accumulate per quarter. First offense is a teacher warning. Second offense is an office warning. Repeat tardies in the class will count as an office referral and be disciplined as follows:

- 3rd tardy: One after-school detention
- 4th tardy: One day of In-School Suspension
- 5th tardy: One day of In-School-Suspension
- 6th tardy: One day of In-School-Suspension
- 7th tardy: Two days of In-School-Suspension
- 8th tardy and more: Three days of In-School-Suspension

Failure to Serve Detention/Removal From ISS/Point Loss during ISS

Missing Detention without prior approval from administration

- First and Second Offense: Make up day missed and additional day of Detention
- Repeat Offense(s): 2 – 5 days of In-School Suspension/ Administrative Discretion

Removed from In-School Suspension by administration or security officer for any reason deemed necessary by the ISS instructor.

- Any Offense: 1 – 5 days OSS/ Administrative Discretion/ Referral to Superintendent/ Possibility of making up ISS

Use of Obscene Language That May or May Not Be Disparaging or Demeaning; not considered abuse. (Includes pornography)

Use of words which describe sexual conduct, appeal to prurient interest in sex, portray sex in a manner offensive to community standards. Use of words that community and/or society deem inappropriate in community settings. Also, use of words which do not have a serious literary, artistic, political or scientific value. (Profanity)

- First Offense: Warning, 1 – 2 days In-School Suspension/ OSS/ Administrative Discretion
- Second Offense: 1 – 3 days In-School Suspension/ OSS/ Administrative Discretion
- Repeat Offense(s): 1 – 5 days In-School Suspension/ OSS/ Administrative Discretion

Classroom Disruptions or Class Misconduct

Anything done (verbal, written or symbolic) within the classroom setting, referred to the principal's office that is regarded by the teacher as interruptive to the educational process of that student and/or other students. **Misconduct at school activities will result in punishment according to the following discipline and/or suspension from school activities.**

- First Offense: Warning or Detention/ Administrative Discretion
- Second Offense: 1 – 2 days In-School Suspension/ Administrative Discretion
- Third Offense: 3 days In-School Suspension/ Administrative Discretion
- Fourth Offense: 3 – 4 days In-School Suspension/ Administrative Discretion
- Repeat Offense(s): 3 – 10 days In-School Suspension or 3 – 10 days Out-of-School Suspension/ Administrative Discretion/ Referral to Superintendent

Hall Misconduct

This includes, but not limited to: running, pushing, and insubordination/ disrespect toward any school staff. (May include cafeteria misconduct)

- First Offense: Warning/ Detention/ In-School Suspension/ Administrative Discretion
- Repeat Offense(s): 1 – 3 days In-School Suspension/ Administrative Discretion

Public Display of Affection

This includes, but not limited to: inappropriate hugging, kissing, holding hands.

- First Offense: Warning/ Detention/ ISS/ Administrative Discretion
- Second Offense: Detention/ ISS/ Administrative Discretion
- Repeat Offense(s): 1 – 3 days In-School Suspension/ OSS/ Administrative Discretion

Harassment

Harassment because of race, color, national origin, sex, age or handicap. (Sexual Harassment is defined as unwelcome sexual advances, sexual requests, sexual innuendos, or other verbal or physical conduct of a sexual nature that is unwanted by the recipient. See sexual harassment under JBA in the School Board Policy Manual)

- First Offense: Student and Parent Conference/ Warning/ In-School-Suspension/ Out-of-School Suspension/ Administrative Discretion/ Referral to Superintendent and Law Enforcement
- Repeat Offense(s): 10 days Out-of-School Suspension/ Administrative Discretion/ Referral to Superintendent and Law Enforcement/ Possible Long-Term Suspension or Expulsion

Bus Misconduct

A student may be written up by a bus driver that deems the student is not following bus rules, bus protocol or is causing a safety hazard for oneself or others riding the bus. Each driver has the right to set forth their own rules in addition to those all buses follow. When a student is suspended from his/her regular bus he/she may not ride another bus. All suspensions will go into the next school year if necessary to complete the bus suspension.

- First Referral: Warning to 2-days Bus Suspension/ Administrative Discretion
- Second Referral: 3 days Bus Suspension/ Administrative Discretion
- Third Referral: 5 days Bus Suspension/ Administrative Discretion
- Fourth Referral: 10 days Bus Suspension/ Administrative Discretion
- Fifth Referral: 30 days of Bus Suspension/ Administrative Discretion
- Sixth Referral: Permanent or 60 days of Bus Suspension (whichever suspension is longer)

Computer Violations

Computer suspension includes all usage within the school.

- First Offense: 1 – 4 weeks computer suspension
- Second Offense: 4 weeks to a semester computer suspension

Electronic Devices (In Use)

Including, but not limited to, pagers, cell phones, video games, laser pointers, walkmans, CD players, etc. (Cell Phones should be turn off during school hours 8:27-3:22)

- First Offense: Confiscated and returned at the end of the day
- Second Offense: Confiscated and returned to parents or at the end of the year
- Repeated Offense: Confiscated and parental contact and possible disciplinary consequences.

Headgear

Headgear is to be left in the locker during the school hours and not worn in the building.

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

Referral Accumulation (Administrative Discretion)

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 referral

Violations against Dress Code/ Indecent Exposure

This may include, but not limited to, the exposure of underwear, or areas of the body deemed to be private. This shall include not following the dress code after warnings.

- First Offense: warning to 1 – 5 days In-School Suspension/ OSS/ Change of Clothes/ Administrative Discretion
- Repeat Offense(s): Detention to 1 – 10 days In-School Suspension/ OSS/ Change of Clothing/ Administrative Discretion/ Referral to Superintendent

Insubordination: Continually Ignoring Given Administrative Directives

This discipline code is for administrative use. It will be used in disciplinary cases in which the administration believes the student is intentionally and/or continually going against specific disciplinary protocol. This may also include “normally” non-disciplinary issues that continue to occur after speaking with administration. Such times may include, but not limited to, going against the dress code, bringing skateboards to school, not going to designated areas before school or during drills, etc.

- Such Repeat Offenses: Detention to 3 days of ISS

Using Social Media During the School Day

If a student is caught (at the time or turned in later) posting on ANY social media site during school hours. This can be added

- Each Offense: ISS or OSS as deemed appropriate by Administration

MARSHFIELD R-1 POLICY SECTION

STUDENT DRESS CODE

A student should be clean and well-groomed at all times. For proper dress, a student's clothes should be simple, neat, clean, not too tight, not too loose, safe, practical, in good taste, and easy to manage. As an example students should not wear pants that sag or tops with spaghetti straps or shorts that are shorter than mid-thigh. Shorts are to be mid-thigh, on all sides of the thigh. This, many times, is longer than fingertip. Tank tops must have two inch band over the shoulder and low cut out sleeves are not allowed. All undergarments must be covered even if the shirt meets dress code. Tight fitting tanks are also not allowed without something over them. In addition, the following is not allowed: halter or low cut tops, spaghetti straps, bare midriffs, pajamas nor house shoes.

Headgear, including bandanas, will not be worn inside the buildings. Undue exposure, such as midriffs, is not acceptable. Undergarments should not be exposed. Additionally, articles of clothing promoting the use of tobacco, alcohol, or drugs will be prohibited, as well as lewd, double-meaning, or inappropriate phrases, characters, or drawings. All classrooms are air-conditioned so students should be comfortable in clothing that meets the dress code. The dress code helps provide a distraction free and harassment free environment.

When, in the judgment of the Assistant Principal, a student goes against the aforementioned rules that student must correct the problem (as deemed appropriate by administration) or go home. Continual issues in regards to dress code will cause disciplinary action. **Insubordination, p. 20 of this handbook.**

GUIDANCE PROGRAM

Guidance Curriculum: The guidance counselors will meet with students in regular class groups to present programs designed to enhance student's skill development and the application of skills needed in everyday life. Areas addressed may include career planning and exploration, educational and vocational development, and knowledge of self and others.

Individual Planning: The guidance counselor will work with students individually to assist students with educational and occupational planning, decision-making, and goal setting.

Responsive Services: The guidance counselor will work with students individually to help address the immediate concerns of students. Topics addressed may include academic concerns, school-related concerns, tardiness, absence, misbehavior, school-avoidance, dropout prevention, relationship concerns and personal concerns. Ongoing difficulties that cannot be resolved may be referred to other resources.

Consultation: The guidance counselor will provide consultation for parents concerning their children's academic, occupational, and social development. Parents wishing to discuss these matters should make an appointment through the junior high office.

Confidentiality: Matters that parents or students discuss with the guidance counselor will be held in the strictest confidence with the following exceptions:

1. If the guidance counselor learns that a student is considering suicide, running away from home, or any other serious or dangerous action, the guidance counselor will notify the parents/legal guardians of the student.
2. Evidence of child abuse/neglect must be reported to the proper authorities.

STUDENT COUNCIL

The Student Council is the representative government of the student body. It is a liaison group working for students, teachers, and the administration. You can voice your ideas by contacting your student council representative. One of the most important functions of the Student Council is to promote cooperation between the student body and the faculty. Another important function is to serve as a coordinating group for student activities. Rules and regulations will be set forth by the junior high student council sponsor. These rules and regulations must be followed to remain a student council member.

JUNIOR HIGH RENAISSANCE

Each quarter those students that meet the requirements of JH Renaissance will be awarded and recognized. The requirements are: 95% attendance, 2nd Honor Roll or better, proper citizenship and **NO** discipline referrals. Special awards will be given to those students that meet the criteria for all four quarters.

STUDENT RECOGNITION

Awards are given to students for outstanding performances and services rendered to Marshfield Junior High. The awards include grades, attendance, improvement, participation, service and others. An academic awards ceremony and end-of-the-year video will be held the last week of each year during the school day to hand out individual awards.

BIKES, WALKERS, SKATEBOARDS, SCOOTERS

Skateboards, skates, roller blades and scooters **are not allowed** at the school. Students who choose to ride a bike or walk to school must follow these rules. These students should not be on campus until 7:45 a.m. **Bikes are not to be ridden on school grounds** (to avoid accidents). The school is not responsible for bicycles, they must be locked up by the student. These students must leave campus before the buses leave or be held up until the last bus has gone. Any problems such as holding up the buses, riding in front of the buses or yelling at the buses will be handled using the discipline code, taking away the right to ride a bike, or detention until buses are gone. Continual problems with these rules will result in punishment as noted under **INSUBORDINATION on p. 20 of the student handbook**.

JUNIOR HIGH LIBRARY

The library is open from 8:00 a.m. to 3:30 p.m. There is a fine for overdue and lost books. Magazines must remain in the library. If rules set forth by the librarian are not followed at all times the privilege of using the library may be reduced or even taken away. Prior approval or a pass from the office is needed to use the library before 8:15 a.m.

CAFETERIA

The junior high cafeteria will serve breakfast (7:55 a.m. to 8:20 a.m.) and lunches each full school day and every half day unless announced, including the first day of school. The cost will be announced prior to the opening of each school year. Each student will have an account that parents may pay on periodically. The student will be notified when their account goes below zero dollars (students will not be able to purchase a lunch when their account is beyond \$5.00 in the NEGATIVE). Free or reduced-price lunches are available for students who qualify.

CARE OF SCHOOL PROPERTY

All students, teachers, and other employees are responsible for the care of school-owned property. Each person is responsible for the items checked out to him/her. The person to whom they are checked out must pay for lost, stolen, and carelessly or intentionally damaged items. You will receive replacement items after paying the fine(s). The person doing the damage must pay for careless or intentional damage to

the building, furniture, equipment, etc. Also, such problems may result in disciplinary action against the person doing the damage.

LOST AND FOUND

Students who find a lost article are to turn it in to the office or a nearby teacher as soon as possible. Lost and found clothing is located in the main hallway. Other lost items are kept in the office. Found articles not claimed are disposed of after a reasonable time.

VISITORS

Visitors are welcome on official business. Visitors other than parents and guardians are not allowed in the classrooms. **ALL visitors need to sign in at the Junior High Office** before proceeding with their business. Any visitor that disrupts the educational process/environment will be expected to leave the premises. Any parent or guardian needing to visit with a particular teacher or group of teachers needs to set up an appointment through the office. Anyone is welcome to consult with the junior high administration but it is encouraged that a parent/teacher conference occur first. This is the best and most productive way to handle all issues. Counselors are available at any time for consultation about a student, but only with parent(s) or guardian(s). Please call the office to set up any appointments.

MEDICATION

Medicine, prescription and non-prescription, to be taken at school shall be brought to the nurse's office by the student or parent in the original bottle and label. It is not to be in the student's locker or on his/her person. A note from a parent or guardian explaining when the medicine is to be taken, how much is to be taken and other necessary information must accompany the medication. It is the student's responsibility to come to the nurse at the specified times to get the medicine. School personnel, including the school nurse, will not dispense any type of medicine, including aspirin, Tylenol, etc., unless the student provides the medication.

Student illness/injury: In cases where severe illness or injury has occurred, all efforts will be made to contact guardians immediately and inform them of the situation, since the District's responsibility is only for first aid. The right to give treatment goes no further than treatment that is necessary to protect life and to comfort the individual(s) until additional treatment can be secured by the parents or guardians.

It will be the decision of the school nurse, building principal, or school staff member who is in charge of the student to call the ambulance at the parent's expense. The District will use any emergency information on file provided by the parent/guardian, such as designated person(s) to contact in case of an emergency, name of physician, and any other significant medical information. A student who is injured must report the injury to the office or nurse as soon as possible.

LOCKERS

Each student will be assigned a locker. Lockers should be locked at all times and it is the students' responsibility to make sure of this. **Lock combinations are not to be revealed to anyone.** Broken or faulty locks or lockers should be reported to the office. The school administration reserves the right to inspect all school property including student lockers provided the administration considers the inspection necessary to maintain integrity of the school environment and to protect other students.

1. Go to the lockers only when necessary during class time.
2. Lockers should be kept locked.
3. The lockers have a built-in combination lock.
4. Do not share your combination with other students.
5. **You are to use only the locker assigned to you. If you would like to move lockers it is essential you go through the office.**
6. Keep your locker clean and neat. They will be inspected periodically.
7. Do not place items in the locker that are too large to fit properly. Instruments need to be taken to the band room in the mornings. Athletic bags need to be taken to the athletic locker room.

8. Do not force the door open or closed.
9. Do not glue or tape anything to the inside or the outside of the locker. These will be removed.
10. Report problems with lock or locker to the office promptly.

ONLY NEEDED ITEMS TO BE BROUGHT TO SCHOOL

If an item is not needed at school, it should not be brought to school. Items that are not to be brought to school include any items prohibited by the discipline code including (but not limited to): weapons, drugs, drug paraphernalia, alcohol, matches, lighters, tobacco, knives, water guns and other squirting devices, artificial noise makers, fireworks (including snapping pops and similar devices), pea shooters, rubber bands, etc.

You should not bring valuable items on the bus or to the school buildings. Their safety cannot be guaranteed. These items include cell phones, i-pods, etc. If these items are brought they need to be left in lockers and the ringer off. Private music devices are fine in the hall but a teacher must approve use in the classroom. If any of these items are used inappropriately or distractingly or cause a problem they will be taken and privileges will be revoked. A teacher has every right to allow these or not to allow these items. But use of these in the classroom, without teacher permission, will result in the confiscation of the item. Please do not bring large amounts of money, expensive jewelry, or any other valuable item to school. **The school is not responsible for any of these items.**

GYM BAGS/BACK PACKS

Items used to carry books and clothes to school will not be allowed out of the lockers during the school day. They may be brought to school, but they must be put up when the students are released to go to their lockers in the morning.

HATS/CAPS/OTHER HEADGEAR

As soon as a student enters the junior high building he/she must remove any headgear. **The headgear may not be carried around the building during the school day.** Instead, it must be put into the student's locker and kept there during the school day.

GUM AND CANDY

We realize that students will have gum/candy at school every so often and simply ask that they throw away any paper/plastic associated with the gum/candy and any unwanted gum/candy. It is not the responsibility of the teachers or custodians to pick up after the students so it would be very much appreciated if students take of this themselves.

OPEN CONTAINERS

Marshfield Junior High has drink and snack machines that will be open to the students before school, after the buses leave and for special occasions. These items should only be consumed in the cafeteria during school hours. Students will be allowed to carry the drinks to their lockers as long as the lid is on. The student then may retrieve the drink or snack from his/her locker to be consumed in the cafeteria during lunch or taken home after school. Teachers have the right to tell students to put the items in their lockers or take the item if the problem persists. Outside drinks without permanent lids will be taken or the student will be asked to finish it quickly. Items taken will not be given back to the student; but, instead, thrown away.

SEXUAL HARASSMENT OF STUDENTS

Sexual harassment of students by employees or other students is strictly prohibited in the Marshfield R-1 School District. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

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

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

Individual students are not allowed to sell, buy, or trade items at school. School groups and community-wide non-profit youth groups may sell items at school provided they receive prior approval from the principal. When parents bring in lunch for a child or group it needs to be delivered by a parent close to the time those students will be eating lunch. If it is delivered it must be paid for in advance. PLEASE, no drinks without permanent lids.

SOCIALS/PARTIES

We will have one large end of the year celebration. During this day students will be allowed to socialize, play games and watch movies for the day.

INTERSCHOLASTIC ACTIVITIES

7th and 8th grade boys/girls may participate in interscholastic basketball, cheerleading, cross-country, football, girls softball, track and wrestling. A student participating in athletics must furnish the school a report of a physical examination on a MSHSAA approved form. This exam is invalid after one full year unless received after February 1 of the previous school year. These forms are available in the office. These forms must be turned in to the coach prior to the student starting practice. Also, proof of insurance must be turned in prior to participation. The school provides catastrophic insurance, but is very limited. You can purchase KIDGUARD which is cheap and quite good. These forms are in the office. All needed equipment is provided except for shoes.

ELIGIBILITY FOR ATHLETICS/EXTRA-CURRICULAR ACTIVITIES

Marshfield Junior High School is a member of the Missouri Interscholastic Activities Association and will meet all of the requirements of the association. All students promoted to seventh grade are eligible for interscholastic participation during the fall semester. Subsequent eligibility requires students to pass five classes in the semester prior to the semester of participation to remain eligible for interscholastic participation. Good citizenship is another requirement.

Students choosing to participate in junior high or high school activities/athletics representing Marshfield R-1 Schools are subject to the guidelines of the random drug testing policy. Each student wishing to participate will be required to complete a consent form and return it to the junior high school office within the first ten days of school. Any newly enrolling student and the parent/guardian will have ten days from the date of enrollment to sign and return a consent form. Any student not completing the consent form and returning it within the prescribed time will be ineligible to participate in extra-curricular and/or co-curricular for the school year.

Drug Testing

1. **The Extracurricular Random Drug Testing Program.**

All student athletes and students participating in extracurricular activities are required to participate in the random drug testing program at both the HS and the Jr. High. Any student found to have a controlled substance in their system pursuant to the extracurricular random drug testing program will be considered in

violation of the Extracurricular Drug Testing Program and will be subject to discipline according to that program and the discipline in that program that relates primarily to participation in extracurricular activities.

2. **Drug Testing pursuant to agreement and/or other disciplinary policy.**

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

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

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

3. **Drugs**

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

4. **Drug Violations School Disciplinary Policy – Drug Violations Per the Extracurricular Random Drug Testing Program.**

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

PRACTICE/GAMES FOR ATHLETICS AND ACTIVITIES

Practice, bus leave times and game times for sports/activities will be held at times designated by the coach/sponsor. Students who are participating in a sport/activity will be expected to be present for the practice sessions and games. Students who do not attend school will not participate in practice or games or activities unless prior arrangements have been made through the office.

PHONE USAGE

The office phone is for emergency usage. A student must be called to the office to use the phone or have a legitimate pass from a teacher to use the phone. If it is not legitimate or a teacher has sent them with a pass, the student will sent back and could receive a tardy. The individual teacher may find it appropriate to allow a student to use the classroom phone.

HALL PASSES

Students will need to sign out of class when they are leaving during class time. On this sheet there will be a place for leave time and purpose.

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, 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 Department of Elementary & Secondary Education Marshfield R-1 School District 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. The LEA is the Marshfield R-1 School District which is the local education agency.

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. 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.

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

- • Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- • Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- • Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- • What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent –

- • Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- • Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.



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 un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

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

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

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

Prepare a Home Earthquake Plan

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

Eliminate Hazards

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

Prepare a Disaster Supplies Kit for Home and Car

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



- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

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

Know What to Do AFTER the Shaking Stops

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

The information contained in the flier was extracted from the American Red Cross website http://www.redcross.org/services/prepare/0,1082,0_241_00.html, 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

PUBLIC NOTICE OF NONDISCRIMINATION

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

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Marshfield R-1 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disabilities, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Marshfield R-1 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

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

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

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

Equal Opportunity Employment-

David Steward, Assistant Superintendent, 417-859-2120 ext. 2501

Title VI and Title IX-

David Steward, Assistant Superintendent, 417-859-2120 ext. 2501

Section 504-

Melynda Van Note, Director of Special Services, 417-859-2120 ext. 2505

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

Melynda Van Note, Director of Special Services, 417-859-2120 ext. 2505

Homeless Students-

David Steward, Assistant Superintendent, 417-859-2120 ext. 2501

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

Parents Rights to Know

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subjects areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to individual parent –

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Missouri Department of Elementary & Secondary Education
No Child Left Behind Act of 2001 (NCLB)
COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs Table of Contents	
General Information 1. What is a complaint under NCLB? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to private school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint under NCLB?

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

¹ Programs include Title I, A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C
 Revised 7/15 ² In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

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

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

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

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

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

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within forty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

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

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