



***2016-2017***  
***Parent-Student***  
***Handbook***

Board Approved: May 18, 2016

## North Nodaway R-VI Mission Statement

“The mission of the North Nodaway R-VI School District is to provide a challenging curriculum in a positive learning environment, which prepares individuals to become productive citizens and lifelong learners.”

### Contact Information

Superintendent’s Office 660.778.3411  
MS/HS Principal’s Office 660.778.3315  
Elementary Principal’s Office 660.927.3322  
District Website [www.nnr6.org](http://www.nnr6.org)

### North Nodaway R-VI Board of Education

Kane Oberhauser, *President*

Jerime Bix, *Vice-President*

Greg Frueh, *Member*

Jennifer Torres, *Member*

Tony O’Riley, *Member*

Melody Bix, *Member*

Vicki Riley, *Member*

Tiffany Whipple, *BOE Secretary*

NORTH NODAWAY R-VI ELEMENTARY STAFF  
2016-2017

SUPERINTENDENT- Mr. James Simmelink

PRINCIPAL- Mrs. Ashley Yount

SECRETARY- Mrs. Janet Drummond

PAT – Mrs. Ashley Yount

PRESCHOOL - Miss Courtney McDaniel

KINDERGARTEN- Mrs. Angie Davison

FIRST GRADE- Mrs. Ashley Proffitt

KINDERGARTEN/FIRST GRADE CO-TEACHER- Mrs. Tana Wymer

SECOND GRADE- Mrs. Abby Kreps

THIRD GRADE- Mrs. Cassie Runde

SECOND/THIRD GRADE CO-TEACHER- Miss Leah Koger

FOURTH GRADE- Mrs. Becky Ferris

FIFTH GRADE- Mrs. Danielle Johnson

FOURTH/FIFTH GRADE CO-TEACHER – Mrs. Heather Townsend

SPECIAL EDUCATION- Mrs. Carla Vore

SPEECH/SPECIAL EDUCATION- Mrs. Sarah Emery

LIBRARY- Mr. James Richardson

MUSIC/BAND- Mrs. Joni Voss

PHYSICAL EDUCATION- Mr. Jake Shipman

ART- Miss Stacey Meyer

COUNSELOR- Mrs. Kit Meiners

NURSE- Miss Rachel Fultz

TECHNOLOGY- Mrs. Nicki Herndon

PARAPROFESSIONALS- Mrs. Keri Anderson

Mrs. Courtney Blackford

Miss Sami Jackson

CUSTODIAN- Mrs. Jennifer Wray

### **Beginning and Ending of School Day**

- 1) School begins at 8:15 and ends at 3:15 (T-F) and at 9:50 - 3:15 on Mondays.
- 2) Bus riders will board the buses to go home at 3:15 (3:40 late bus). The buses usually pull out about 3:20. Walkers will be dismissed after both buses are gone. If you are picking your child up, please make sure a school staff member is aware that your child is leaving with you.
- 3) The care and safety of the children is everyone's responsibility. When a student is to be picked up by the parent or after school plans are different than normal, please send a note to the teacher. Any student who is picked up before 3:00 needs to be signed out in the office. Our state funding is based on minutes of attendance per pupil, so this is a record keeping necessity.
- 4) Please do not park in front of the school between 7:30-8:00 and 3:00-3:40, as this is the bus loading area.

### **Before School and Breakfast Information**

- 1) No student (high school or elementary) should be on school grounds before 7:30 a.m. or after 3:15 p.m. unless under teacher supervision. Students should not be on school grounds unless school is in session. Pickering residents: Please help us with student safety by not allowing dogs and cats to follow "walkers" to school.
- 2) Between 7:30 and 8:10, students will go to the gym to eat breakfast or to the designated morning area. Students arriving after 8:00 may not have the opportunity to eat breakfast. All students will go to their classrooms at 8:10. No students should be in classrooms before 8:10 without teacher permission and supervision. No one will be allowed on the playground (without teacher supervision) or to play on the front sidewalk. Students who ride bikes to school must park them and may not continue riding their bikes in front of the school.

### **Conferences**

Conferences will be held after 1<sup>st</sup> Quarter and by teacher/parent request after 3<sup>rd</sup> Quarter. Every effort is made to take parent's work schedules into consideration when arranging conferences. If you have special requests that need to be considered, please let us know as soon as possible. IEP meetings will be scheduled on an individual basis throughout the year.

### **Deliveries**

The school will not deliver flowers or gifts during class hours. These items should be picked up in the office after school. **Balloons and glass containers are prohibited on the bus.**

### **Dress Code**

*Board Policy JFCA and Procedure JFCA-AP*

No rude, obscene, or offensive clothing is allowed. No alcohol, tobacco or drug themes or advertisements, rude, obscene or offensive clothing are allowed on clothing. No midriff, half-T-shirts, oversized tank tops, backless, halter, or spaghetti strap tops or short shorts are allowed at school. Students will be asked to change clothing, turn them inside out, or the student will not be allowed in school wearing them. No caps or hats will be worn inside the school building except on special days designated as "Cap Day".

### **Early Dismissal**

Dismissal for bad weather, etc. will be announced through radio stations KNIM, Maryville (97.1 FM); KMA, Shenandoah (960 AM); KFEQ, St. Joseph (680AM); and KQTV, St. Joseph (channel 2), as well as the NW Cell Alert. Please give specific instructions on your child's info sheet as to what he/she is to do in case of early dismissal. Also, any day that bad weather is forecast, a note with instructions is helpful. We will make every effort to see that your child goes home safely in the event that school is dismissed early.

### **Keeping the Building Clean**

Every student needs to make his or her best effort to keep our school building clean and in good shape. NO gum is allowed at school by the students, with the exception of rewards and parties.

### **How Sick is Sick?**

Here are some general guidelines to help you make that decision; these do not cover every medical condition and do not take the place of seeking medical attention. Please consult your physician for specific medical advice.

It is unlawful for any child to attend public school while experiencing any contagious/ infectious disease. Please do not send your child to school with the following symptoms:

1. Rash or open sore(s). See your Doctor for re-admission note. Exclusion for Impetigo is 24 hours after medication is administered. A student with Ringworm is excluded only until medicated.
2. A temperature of 100 degrees or more. Students must be fever free without medications for 24 hours before returning to school. Students will be excluded from school for Influenza-like illnesses as long as fever persists.
3. Students must be free from vomiting for 24 hours before returning to school. A child who is having frequent diarrhea stools should not attend school.
4. Severe, persistent pain. See your Doctor.
5. A sore throat, cold, or cough that interferes with his/ her learning experience. See your Doctor if these symptoms persist. Exclusion for strep throat is 24 hours after medication is first administered. Ask Doctor for re-admission note.
6. Pinkeye with discharge, itching, or crust from one or both eyes. See your Doctor for medication/ re-admission to school.
7. Signs of infestation with lice, nits in the hair, or itchy scalp. The child is to be evaluated for treatment when they return to school.

Parents, please notify the principal's office for the student's illnesses by 9:00 a.m., especially if communicable. We have to report communicable illnesses to the State Department of Health. If your child becomes ill at school, a decision will be made by the nurse/ health designee regarding dismissal from school; parents will be notified and the child must be picked up. In cases in which the parent cannot be reached, the emergency number listed by the parent will be called. The child will be released to that person.

### **Head lice:**

Head lice checks will be performed periodically. If your child is found to have head lice, a parent will be notified, the child will be sent home, and he/she will not be allowed to return until their hair is free of live lice as determined by the nurse. The child's hair will need to be shampooed, nits removed, and provide proof of treatment. Another treatment is recommended 7-10 days after the first treatment. The student

will be rechecked after they return to school. Please report any suspected cases to the school. Feel free to contact the school nurse if you have any questions.

**Medications:** *Board Policy JHCD and Procedure JHCD-AP*

If under exceptional circumstances, a child is required to take oral medications during school hours, the principal, nurse, or trained health designee will administer the medication in compliance with the regulations that follow:

1. The school must have written permission and instructions signed by the parent/ guardian. (Medication Administration forms are available at registration as well as in the office.)
2. All prescription and over-the-counter medications must be brought to and from the school by a parent/ guardian or other responsible adult. This is important for the safety of all students. All medication needs to be brought to the office, **BY AN ADULT**, immediately upon arriving at the building.
3. **ALL** medications **MUST** be in the original labeled bottle with the student's name, name of medication, dosage, time to give, Doctor's name and date. Your pharmacist will provide an extra bottle.
4. All over-the-counter medications must be delivered to the school nurse in the manufacturer's original packaging and will only be administered according to the manufacturer's label.
5. If a student has a diagnosis of asthma, they must have an inhaler at school in case of emergency. Students with asthma must have an Asthma Action Plan on file in the office.
6. Please notify the nurse of any prescription medications that are being taken at home in case there is a reaction to the medication while your child is at school.
7. **DO NOT SEND** medication to school in an envelope or baggie.

North Nodaway has the following medications available at school to treat minor illness/ injuries, prior to administration a Medication Administration Form must be signed by the parent/ guardian available at registration.

Medication List

Children's Ibuprofen	Blistex, Vaseline, Carmex
Jr. Strength Tylenol	Orasol Gel
Caladryl Lotion	Aloe Vera Spray
Hydrocortisone Cream	Tums
Children's Benadryl	Guaifenesin Cough Syrup
Neosporin Antibiotic Ointment	Throat Lozenge
Antiseptic Wash	Epi-Pen (used for severe allergic reactions)
Sterile Saline Eye Wash	

**Pictures/Videos in Classrooms**

You are welcome to take pictures and videos of special events in your child's classroom, however, we ask that you respect the privacy of our students and staff. If you choose to make these pictures and/or videos public via social networking sites, e-mail, websites, etc., we ask that you only use pictures of your own child where other students are not identifiable. We appreciate your help in maintaining the confidentiality of our student population.

### School Lunch Program

Breakfast is offered at North Nodaway Elementary at a cost of \$1.40 (reduced - \$.30) and lunch at a cost of \$2.40 (reduced - \$.40). Seconds will be offered at an additional charge (entrée-\$1.10 and milk \$.35) for students. A peanut butter sandwich half, fruits, vegetables and other items will be offered as seconds at no cost. Adults will be charged \$1.70 for breakfast and \$3.10 for lunch when eating with their child. **Students are required to prepay for all meals and seconds. This may be done with daily, weekly, or monthly payments.** One check may be used for members of the same household attending school at the elementary building (cannot include students at the MS/HS building). Please send all lunch money in an envelope with your child's name on the front so the proper account will receive credit.

Lunch notes are sent home on Mondays and Thursdays with students who have a low balance or balance due. A phone call may also be made to ensure proper communication between the school and parents.

**There will be no charging of breakfast or lunches after a student has accrued a bill of \$10.00 or more. If this occurs, the student will need to bring their own breakfast/lunch or will eat cook's choice until the bill has been paid.**

### Lunch Room Rules

- 1) Students will stand in line and sit in their seats quietly and keep their hands to themselves while they are waiting for their tray or for their teacher.
- 2) Lunch Room Expectations – one inch voices and restaurant manners will apply at all times.
- 3) Any student who continues to misbehave after a warning from the lunch room supervisor will be moved to an isolated spot to finish eating. Continued incidents may result in an assigned seat away from others and/or parental contact.
- 4) In our effort to encourage proper nutrition, students are expected to eat three things on their tray before they may go back for seconds. Milk may count as one of these items. On most days, a second portion of the entree will be available at an additional cost for kids in grades 3-5. Additionally, seconds on the fruit or vegetable will usually be available at no charge. Students must ask for seconds before the last 5 minutes of the lunch shift. Students who bring his/her lunch are not allowed to bring a soft drink with their lunch.
- 5) Slow eaters will only be given 2-3 extra minutes after the dismissal time.

### Lunch Shift Times

First Lunch Shift	11:15-11:40	Grades K-2
Second Lunch Shift	11:45-12:10	Grades 3-5

### School Pictures

Individual pictures will be taken Tuesday, August 30, 2016. Picture order envelopes will be sent home. All orders with payment must be turned in to the classroom teachers before picture day. Class/group pictures will be taken in the spring. You will be given the option of an individual picture at this time also.

### Student Attendance

*Board Policy JED and Procedures JED-AP1 and AP2*

Daily attendance is very important in order for your child to receive the full benefit of their educational program. We expect elementary students to have all the "kid illnesses" and want them to stay home if they are ill. However, ADA (average daily attendance) below 94% affects the funding of our district. In addition, our county juvenile authorities ask for attendance reports of those families/students that are having a high frequency of absences, 90% or below. We hope that our Monday late starts will be a good time for you to schedule appointments. **Please call the school at 927-3322 before 9:00 if it is necessary for your child to be absent from school.**

<b><i>Number of Absences</i></b>	<b><i>Consequence</i></b>
Any time student is absent and the parents have not contacted the school	School will contact the parent by phone
Accumulation of five excused or one unexcused absences in any semester	Conference with parent and teacher; Clarify expectations
Accumulation of eight excused or two unexcused absences in any semester	Conference with parent and teacher; Create an attendance plan
Accumulation of ten excused or three unexcused absences	In-home visit by school staff member
Accumulation of twelve excused or three unexcused absences	District will determine if reason to suspect educational neglect and if so contact Social Services
More than twelve excused or three unexcused absences	A factor in determining retention or summer school required as a condition of promotion.

### **Student Information Sheet**

An information sheet is to be updated each year at registration for each student. If you did not update yours at this time, please do so as soon as possible. Please fill it out completely with all pertinent names and phone numbers. ***Please notify the office if any of these numbers change during the school year.***

### **Visiting School/Instructional Time**

*Board Policy KK and Procedure KK-AP*

The North Nodaway R-VI School District welcomes the opportunity to work with community members and parents in the education of their students. In order to safeguard the students, we request all visitors make arrangements ahead of time with the principal. Visitors are asked to check in with the principal's office upon arrival on the school grounds. Students are not allowed to have guests, except parents/legal guardians or other special adults, during the school day.

### **Volunteers**

*Board Policy IICC and Procedure IICC-AP*

The Board of Education recognizes that community and parent volunteers make valuable contributions to the district's schools and encourage volunteer participation in district programs. Further, parent and community involvement are essential components of high student achievement. The Board endorses a volunteer program and expects its professional staff to encourage and strengthen community and parent involvement in the schools.

The superintendent or designee will create appropriate procedures for attracting, screening and training community and parent volunteers. Volunteering in the district is a privilege, not a right. The district will conduct screening and criminal background checks before any volunteer is placed in a position where he or she will be left alone with a student. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment.

### **Student Discipline**

*Board Policy JG*

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in



maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

**Application:**

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

**Enforcement:**

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

**\* ALL North Nodaway R-VI School Board Discipline Policies apply.**

**Student Discipline**

*Board Policy JG-R*

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary

circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

### **Reporting to Law Enforcement (see Board policy JGF)**

It is the policy of the North Nodaway County R-VI School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

### **Participation in Activities**

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

### **Prohibition against Being on or near School Property during Suspension**

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

**Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

1. **Academic Dishonesty**—Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person’s work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

2. **Arson**--Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

3. **Assault**

- a. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

- b. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense	Expulsion.
---------------	------------

4. **Automobile/Vehicle Misuse**—Un-courteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense:	Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

5. **Bullying (see Board policy JFCF)**-- Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is

sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

First Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

6. **Bus or Transportation Misconduct (see Board policy JFCC)**--Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

7. **Dishonesty**--Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of forged document. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

8. **Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)**--Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is rude, vulgar, defiant, or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

9. **Drugs/Alcohol (see Board policies JFCH and JHCD)**

a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

b. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

- c. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion

10. **Extortion**--Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

11. **Failure to Meet Conditions of Suspension**--Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See section of this regulation titled, "Prohibition against Being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's discipline policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

12. **False Alarms (see also "Threats or Verbal Assault")**--Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

13. **Fighting (see also, "Assault")**--Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

14. **Gambling-** Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense:	Principal/Student conference, loss of privileges, detention, or in-school suspension.
Subsequent Offense:	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

15. **Hazing (see Board policy JFCF)**--Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

16. **Incendiary Devices**—Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.

First Offense:	Confiscation. Warning, principal/student conference, detention or in-school suspension.
Subsequent Offense:	Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

17. **Public Display of Affection**--Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

18. **Sexual Activity**—Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

19. **Sexual Harassment (see Board policy AC)**

- a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

- b. Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

20. **Sexually Explicit, Vulgar or Violent Material**—Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

21. **Technology Misconduct (see Board policies EHB & KKB and procedure EHB-AP)**

- a. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

- b. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

First Offense:	Confiscation, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

c. Violation other than those listed in "a," "b," or of Board policy EHB and procedure EHB-AP.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

d. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

22. **Theft**--Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

23. **Threats or Verbal Assault**--Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

24. **Tobacco**

a. Possession of any tobacco products on school grounds, school transportation or at any school activity.

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

b. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.



25. **Truancy (see Board policy JED and procedures JED-AP1 and JED-AP2)**--Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension.

26. **Unauthorized Entry**--Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

27. **Vandalism (see Board policy ECA)**--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

28. **Weapons (see Board policy JFCJ)**

- a. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

- b. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense:	One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

## **Weapons in School**

### *Board Policy JFCJ*

The possession or use of a weapon by any person, except where authorized by law, is prohibited on or about school grounds and at all school activities.

A weapon is defined to mean one or more of the following:

- 1) A firearm as defined in 18 U.S.C. § 921,
- 2) A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo,
- 3) A dangerous weapon as defined in 18 U.S.C. § 930(g)(2),
- 4) All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense, or
- 5) Any object designed to look like or imitate a device as described in 1-4.

Violators of this policy will be referred to the appropriate legal authorities. In addition, any student who violated this policy will be subject to suspension and/or expulsion from school.

In accordance with federal law, any student who brings or possesses a weapon (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year. The suspension may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education.

### **Bringing Matches, Fireworks, Tobacco, Toy Knives, Toy Guns, Etc. To School**

These items are dangerous for students to have at school. During an initial conference these items are taken from the student. They are to be returned only to the student's parent/guardian. If this is a continuing problem, the parent(s)/guardian(s) will be contacted by the principal for a conference.

## **Corporal Punishment**

### *Board Policy JGA*

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal. If corporal punishment is found necessary it should be administered, preferably by the principal and in the presence of the teacher. It should never be inflicted in the presence of other pupils, or without a witness.

Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted.

The teacher or principal shall submit a report to the superintendent, explaining the reason for the use of corporal punishment as well as the details of the administration of the same.

A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

## **Bus Responsibilities**

*Adopted by the North Nodaway R-VI Board of Education March 12, 1986*

### 1) Bus Discipline Procedures:

- A. The bus driver is responsible for referring discipline problems to the principal of the school the student attends.
- B. Students are expected to adhere to rules of conduct which govern student behavior.

### 2) Bus rules violations that would necessitate the making of a bus incident report:

- A. Failure to remain seated
- B. Refusing to obey driver
- C. Fighting or scuffling on the bus or at the bus stop
- D. Profanity
- E. Lighting matches
- F. Smoking on the bus
- G. Throwing objects out of bus
- H. Throwing objects on the bus
- I. Hanging out of window
- J. Spitting
- K. Creating a nuisance
- L. Vandalism
- M. Illegal use or possession of controlled substances
- N. Using of water guns, water balloons, or any type of water dispenser
- O. Other (conduct prejudicial to the maintenance of good order and safety)

### 3) Disciplinary Guidelines: Upon receipt of a misconduct report, the principal may take the following action:

- A. FIRST OFFENSE - Conference with student and notification of parent or guardian or suspension from riding the bus depending upon the nature of the incident.
- B. SECOND OFFENSE - Minimum of three day suspension from riding the bus depending upon the nature of the incident.
- C. THIRD OFFENSE - Five - ten day suspension from riding the bus depending upon the nature of the incident.
- D. The principal or his/her designee has the authority to impose a more severe penalty upon the student if his/her conduct so warrants, depending on the nature of the incident.
- E. During the suspension of bus privileges, it shall be the responsibility of the parent/guardian to provide the students' transportation to and from school. Suspension of bus privileges does not provide for an excused absence.

## **Educational Equity Policy Statement**

*Board Policy AC and IGBA*

It is the policy of the North Nodaway R-VI School District not to discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, or disability or any other characteristic protected by law in its educational programs, activities, or employment policies as required by the Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is the policy of the Board of Education to provide a free and appropriate education for students ages 3-21 with disabilities, including those who are in need of special education and related services. (IGBA)

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum an teaching strategy is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:

Superintendent of Schools  
North Nodaway R-VI School District  
705 E. Barnard  
Hopkins, MO 64461  
Telephone: 660-778-3411  
Fax: 660-778-3210

In the event that the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer.

MS/HS Principal  
North Nodaway R-VI School District  
705 E. Barnard  
Hopkins, MO 64461  
Telephone: 660-778-3315  
Fax: 660-778-3210

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission of Human Rights, or the U.S. Department of Justice if applicable.

### **Student Records**

#### *Policy JO and Procedure JO-AP*

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

1. The rights to inspect and review the student's education records. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate misleading or in violation of the student's privacy. Parents or eligible students should write the principal or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's privacy. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility as authorized by the district. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. Complaints should be directed to: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook.

The following information may be released without obtaining parental consent:

- ▶ **Students in kindergarten through eighth grade** -- Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Pursuant to federal law, military recruiters and instructors of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.

### **Public Complaints**

#### *Policy KL and Procedure KL-AP*

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under Federal No Child Left Behind Act of 2001 (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy.

The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

### **Public Notice; Programs for Students With Disabilities**

#### *Policy IGBA*

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The North Nodaway RVI School District assures that it will provide a free appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, 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 North Nodaway RVI 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 North Nodaway RVI 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 North Nodaway RVI 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 Monday - Friday at both principal's offices.

Local School districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Superintendent, 660-778-3411; Elementary Principal, 660-927-3322; or MS/HS Principal, 660-778-3315.

This notice will be provided in native languages as appropriate.

### **Programs for Homeless Students**

#### *Policy IGBCA*

The North Nodaway County R-VI School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

### **Programs for Migrant Students**

#### *Policy IGBCB*

The Board of Education of the North Nodaway County R-VI School District directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible.

### **Programs for English Language Learners**

#### *Policy IGBH*

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

### **Assessment Program**

#### *Policy IL and Procedure IL-AP*

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

### **Teaching About Human Sexuality**

#### *Policy IGAEB*

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction

### **Interrogations, Interviews, and Searches**

*Board Policy: JFG*

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless extenuating circumstances exist.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

### **Surveying, Analyzing or Evaluating Students**

*Board Policy: JHDA-AF*

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights pertaining to the district's collection and use of information for marketing purposes as well as how the district conducts surveys and certain physical exams.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please contact the following school official:

Building Principal- Middle School/High School  
705 East Barnard, Hopkins, MO 64461  
Phone: 660-778-3315/Fax: 660-778-3210

Building Principal- Elementary School  
201 East 6<sup>th</sup>, Pickering, MO 64476  
Phone: 660-927-3322/Fax: 660-927-3482

Parent who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901



## **Asbestos Awareness**

### *Policy EBAB and Procedure AP1*

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems a school may have with asbestos.

To give you some background, asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and the former USSR. Asbestos properties made it an ideal building material for insulating, sound absorption, decorative plaster, fireproofing, and a variety of miscellaneous uses. There have been over 3,000 different products made using asbestos materials. EPA began action to limit uses of asbestos products in 1972 and most uses of asbestos products as building materials were banned in 1978.

We have recently had our facilities inspected by a verified asbestos inspector, as required by AHERA. The inspector locates, samples, and rates the condition and hazard potential of all material in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were turned over to a professional certified to develop asbestos management plans.

He/she has developed an asbestos management plan for our facilities, which include: this notification letter, education and training of our employees, and a set of plans and procedures designed to minimize the disturbance of the asbestos containing materials, and plans for regular surveillance of the asbestos-containing materials.

A copy of the asbestos management plan is available for your inspection in our administration offices during regular office hours. All inquiries regarding the plan may be directed to our Asbestos Program Manager or to the superintendent's office.

We have begun implementing the asbestos management plan. We are intent on complying with state and local regulations in this area. We plan on taking whatever steps are necessary to insure your children and our employees have a healthy, safe environment in which to learn and work.

### **A Parent's Guide for Solving Problems at School North Nodaway R-VI School Board of Education**

Unfairness, misunderstanding, hurt feelings, and conflict are experiences common to us all. When children experience these problems at school it causes difficulty not only for the children, but also for parents and school staff. How to successfully solve problems at school is what this guide is all about.

#### **1. Take your concern to the person closest to the problem.**

No matter where the problem is, take your concern there first. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved.

It's best if you make time to talk with school personnel regularly, before problems are encountered. Know who your children's teachers, bus drivers, and coaches are and how they may be contacted. Tell them when things are going well, and communicate any concerns you have quickly and openly.

If you call for an appointment to see your child's teacher, why not let them know in advance what the general nature of your concern is? This gives them an opportunity to ask other staff members for information that might relate to your problem or concern. If a personal visit isn't possible, why not call once to state the problem, and during that conversation, offer to call back at a time when you can both discuss the situation in more detail.

The problem you or your child face may be the result of an oversight or misunderstanding that can be easily corrected once it is brought to the attention of the staff member most directly involved. Give them a chance to tackle the problem first.

## **2. Present your concern to the next level.**

The Principal is responsible for supervision of staff within buildings. The Director of Transportation/Superintendent at North Nodaway R-VI supervises all school bus drivers. Each one is an example of the next level of school personnel that you should contact if the staff member closest to the problem hasn't been able to satisfactorily resolve the situation.

Their ability to help will be improved if you share the steps you've already taken with the staff member closest to the problem, or if you will take time to openly share with them the reasons why you feel uncomfortable dealing directly with the person who is closest to the situation. Supervisory personnel will rarely have ready access to the information they need to be of immediate assistance and working through them will often require additional time.

## **3. Talk with the Superintendent of schools.**

Sometimes all the best intentions can't solve a problem. When you believe you've worked hard with those closest to the problem and you've taken the problem to the next level but still haven't achieved a satisfactory outcome, the superintendent of schools is the next place to go.

Keep in mind that the superintendent's day starts early and often ends late in the evening. Part of the superintendent's job requires attendance at area-wide meetings outside the district. As a consequence, a meeting with the superintendent will probably require some advance planning.

## **4. Contact your school board members.**

School board members are elected to represent the interest of all parents and district residents and you should always feel free to tell them your point of view. School board members do not, however, have direct authority in day-to-day school operations. All authority is the result of official actions by a majority of the board at meetings open to the public.

The board's primary responsibility is to make policies that guide the school district. To formally adopt, delete or amend any part of an existing policy recommended by an updating service such as the Missouri School Boards, the Board may vote to accept the recommendations of the policy service. Some changes in policy require a procedure that often takes two or more months. Some policy changes may require substantial public input and consultation with the school district's attorney. These requirements often increase the time required for the board to make a response.

So when should a board member be contacted and what can they do?

Contact a board member .....

- ✓ after other means to solve a problem have been tried
- ✓ when a policy is being enforced but you believe it results in bad consequences
- ✓ when you believe a policy isn't being enforced
- ✓ when policies or procedures are not enforced fairly for all

A board member may take one or all of the following actions:

- ✓ informally discuss the issue with the superintendent or other administrators to consider whether policies or rules should be changed
- ✓ request that the board review the specific policies that relate to the situation
- ✓ propose new policies for the board's consideration

**All North Nodaway R-VI School Board Policies  
can be accessed online on the  
North Nodaway R-VI  
website [www.nnr6.org](http://www.nnr6.org)**

**North Nodaway R-VI School District's 2016-2017 School Calendar**  
**"One Hour 40 Minute Late Start Every Monday Morning for Staff Development"**

Friday, August 12, 2016----- New Staff Orientation  
Monday, August 15, 2016----- Faculty and Staff Orientation  
Tuesday, August 16, 2016----- Faculty and Staff Orientation  
Wednesday, August 17, 2016----- Faculty and Staff Orientation  
Thursday, August 18, 2016----- Student's First Day of School (First Quarter Begins)  
Monday, September 05, 2016----- Labor Day - No School  
Monday, September 19, 2016----- 275 Conference PD Day-No School  
Friday, October 21, 2016----- Quarter Ends - 45 days  
Monday, October 24, 2016----- Second Quarter Begins  
Friday, October 28, 2016----- Week of Parent Teacher Conferences - No School  
Wednesday, November 23, 2016----- Thanksgiving Vacation - No School  
Thursday, November 24, 2016----- Thanksgiving Vacation - No School  
Friday, November 25, 2016----- Thanksgiving Vacation - No School  
Wednesday, December 21, 2016----- Early Dismissal - Second Quarter(39 days) and First Semester (84 Days) Ends  
Thursday, December 22, 2016----- Winter Break - No School  
Friday, December 23, 2016----- Winter Break - No School  
Monday, December 26, 2016----- Winter Break - No School  
Tuesday, December 27, 2016----- Winter Break - No School  
Wednesday, December 28, 2016----- Winter Break - No School  
Thursday, December 29, 2016----- Winter Break - No School  
Friday, December 30, 2016----- Winter Break - No School  
Monday, January 02, 2017----- Winter Break - No School  
Tuesday, January 03, 2017----- Staff Development - No School  
Wednesday, January 04, 2017----- Third Quarter and Second Semester Begins  
Monday, January 16, 2017 ----- Martin Luther King Day - No School (First Make-up Day if needed)  
Monday, February 20, 2017----- Presidents' Day - No School (Second Make-up Day if needed)  
Friday, March 10, 2017----- Third Quarter Ends - 46 Days  
Monday, March 13, 2017----- Fourth Quarter Begins  
Friday, March 17, 2017----- Week of Parent Teacher Conferences - No School  
Friday, April 14, 2017 ----- Spring Break  
Monday, April 17, 2017----- Spring Break  
Tuesday, May 16, 2017----- Fourth Quarter (44 Days) Semester (90 Days) and School Year (174 Days) Ends  
Wednesday, May 17, 2017----- Staff Development/Check-out Day

**\*Possible dates for 3rd-8th Make-up Days**

May 17, 18, 19, 22

\*\* 12/21/16-Early dismissal unless a late start due to weather, then regular dismissal time

**My child and I have read the elementary parent/student handbook, including the bus, discipline, and technology policies.**

**(To be signed at registration or returned by September 1.)**

PARENT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_