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2016-2017

STUDENT HANDBOOK

NorthNodawayR-VISchool District Board of Education

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All district policies can be found on the district webpage: www.nnr6.org

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Forward

Students and parents will find this handbook contains policies, rules, and regulations necessary for our school to function smoothly and efficiently. Students and parents should become familiar with contents of this handbook. If a student or parent is unsure of correct procedure on policy he/she should feel free to call on the principal or staff members for clarification and interpretation.

Each student needs to realize the importance of his/her school record. The school record is one requirement for admission to most institutions beyond high school. Many prospective employers are interested in the scholastic, attendance, and activity records of prospective employees while they were in school.

It is the hope of the faculty and administration that this handbook will be a guide to a successful and enjoyable year for everyone. It is also a hope that your career at North Nodaway will lead to a happy and successful life in the future.

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 life-long learners.”

Notice of Nondiscrimination/Educational Equity Policy Statement (Refer to Board Policy AC)

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.

Discrimination – Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the

school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

The district will identify, evaluate and provide a free appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a student may have a disability and is in need of accommodation is encouraged to contact the district's compliance office listed below. (Refer to Board Policy IGBA)

All persons with disabilities requiring accommodations to participate in district programs, activities or employment are encouraged to contact the compliance officer listed below.

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

Superintendent of Schools
NorthNodawayR-VISchool District
705 E. Barnard
Hopkins, MO64461
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
NorthNodawayR-VISchool District
705 E. Barnard; P.O. Box 260
Hopkins, MO64461
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.

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 and teaching strategies 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 of 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.

Student Citizenship Code

1. A good student is punctual. He/she reports to class and all other activities on time.
2. A good student is tolerant of other students regardless of race or religion.
3. A good student is industrious. He/she realizes that few students are perfect, but does his/her best on assignments.
4. A good student displays good sportsmanship in all school activities.
5. A good student is courteous at all times.
6. A good student is reliable. He/she brings adequate materials and supplies to class each day.
7. A good student shows respect for authority.
8. A good student is honest.
9. A good student is neat in his/her appearance.
10. A good student is clean in mind and body.
11. A good student has an open mind for new ideas.
12. A good student displays proper conduct at all times.
13. A good student participates in class discussion and other school activities.
14. A good student respects school property and the property of others.
15. A good student is consistent. He/she does not change his/her standards to satisfy the crowd.
16. A good student realizes that his/her rights stop where another person's begin.
17. A good student is loyal to self, his/her fellow students, his/her school, and his/her country.

School Spirit

The term "School Spirit" is usually thought of in connection with the spirit of the group. It is the attitude of individuals (students, faculty, and patrons) that contributes to and makes the spirit of the school. A general school spirit is based upon a large number of interests and appreciation within the individuals. It includes the desire for self-improvement and growth. The same spirit motivates the individual toward a cooperative attitude that will make the school a place where all can enjoy and experience the same growth and development. It means encouragement for one another and support for the school in all its programs.

Visitors

The NorthNodawayR-VISchool 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 be cleared ahead of time with the principal. Visitors are asked to check in the with the principal's office upon arrival on the school grounds. Students are not allowed to have guests, except parents or legal guardians, during the school day. All non-school persons except parents will be asked to leave the parking lot during school hours unless they have specific permission to be there.

Daily School Routine

Start of School and Bell Schedule

A complete schedule is provided for each student on page 63 of this handbook. Once a student gets to school grounds he/she must stay on school grounds until the end of the school day. Cafeteria doors will be unlocked until 8:05 a.m. Bus students arriving earlier than 8:05 a.m. will be allowed to enter the cafeteria doors and wait in the cafeteria until time for their bus pickup. Students will remain in the cafeteria until the 8:05 bell to enter the building. After the last bus leaves in the afternoon, no student should be in the building unless they are under the supervision of a teacher and/or sponsor.

Daily Bulletin

A bulletin will be read during each day, usually second period, giving general announcements. The bulletin will also be posted daily.

Breakfast

Breakfast will be offered for students and adults at both buildings.

Lunch Period – Middle School/High School

We have a closed lunch period at North Nodaway; this means that no one is to leave the school grounds. We do suggest that students take advantage of school meals at a low cost. Those bringing their lunch will also eat in the cafeteria.

Conduct to and from the cafeteria will be orderly and quiet to prevent disturbing others in class. No running will be allowed. Do not crowd in line or save places, as there is plenty of time for everyone to eat. To cut down on the amount of noise carrying up to classrooms, all students will report to the cafeteria. No student will leave the cafeteria unless permission is given by the lunch supervisor.

Paying for Breakfast and Lunch:

Breakfast prices have been set at \$1.35. Lunch prices have been set at \$2.50. Students qualifying for reduced meal prices will need 30¢ for breakfast and 40¢ for lunch. Students qualifying for free lunch will not need to bring anything unless they plan to eat extra food and/or drink extra milk, in which case they will need to bring money to put in their meal account. Students on full pay or reduced price meals will need to bring money to deposit in their meal account. **Parents, please arrange with your child your rules on buying extra items.**

Students will be allowed to have a lunch bill no greater than \$10.00. Anyone over this limit will be served an alternative lunch.

Meetings

Class and club meetings may be scheduled during seminar period Monday through Friday of each week. Additional meetings may be scheduled, as needed, with permission from the building principal. Meetings may also be scheduled before and after school with the building principal's approval. The sponsor must approve any organizational meetings in advance and the sponsor must be present at the meeting.

Hall Traffic

Students are expected to be in classes and not in the hall when the bell rings. Traffic in the halls should be at a minimum after the bell rings. All students in the hallway after the bell has rung will be expected to have a pass from their classroom teacher.

Emergency Drills

Each room will be provided with a fire and storm drill plan. Be sure you know what to do in case of fire or storm drills in each of the rooms that you will be in during that day. The fire and storm drill plan will be explained by your teachers.

FIRE DRILLS:

1. Fire drills are held at least once a semester. Fire drills not only insure the orderly and rapid evacuation of the building but teach self control and discipline, which in time of emergency is of vital importance to all concerned. Fire drill regulations and procedures are posted in each classroom: it is the student's responsibility to know the procedures for each classroom

2. There will be an alarm to inform you of the fire or fire drill. We must react to the alarm instantly and orderly and treat each drill as the real thing.

3. When the alarm is sounded the pupils should leave the classroom, following the procedure established for that classroom, without books, hats, or wraps and walk rapidly to the assigned locations. No talking or pushing will be tolerated. Room monitors, one for every two windows, should follow the room lines. The last person out the door should make sure the door is closed. When the lines are at least 150 feet away from the building and clear of all fire hydrants the students should face the buildings, remaining in line so the teacher may account for all his/her students.

4. All students and teachers will return to class upon the sounding of the 'all-clear' signal (one long ringing of the school bell).

TORNADO DRILLS:

1. The signal for the tornado drill will be an announcement from the office to take shelter. Students must remain in the building and move to a safe zone (these zones are posted in each classroom and building). Students must remain in position until the "all clear" has been sounded. (either by one long ringing of the school bell or by runners from the principal's office).

2. Normally, the school can expect 5 to 15 minutes warning before a tornado arrives. Teachers must be ready to instruct their students quickly concerning procedure and location.

3. Procedures for students during tornado proceedings:
 - i. Remain calm.
 - ii. Do not run outside seeking another building or another person.
 - iii. Do not be surprised if the lights go out.
 - iv. When the storm has passed, report missing persons to your teacher
 - v. Students must not leave their class, even with their parents, without notifying the principal.

SHELTER IN PLACE DRILLS:

1. The signal for the shelter in place drill will be an announcement from the office to go to shelter in place. Students must remain in the building and move to an area in the classroom out of site from windows and doors. Students must remain in position until the "all clear" has been sounded. (either by an announcement from the office or by runners from the principal's office).

2. Procedures for students during shelter in place proceedings:
 - i. Remain calm.
 - ii. Crouch low or sit next to a wall in a designated "safe zone".
 - iii. Lock doors turn off lights
 - iv. Maintain silence until given all clear from office.
 - v. Students must not leave their class, even with their parents, without notifying the principal.

Inclement Weather

Dismissal and cancellation of classes or school activities and late starts to the school day due to bad weather will be announced through the following broadcast stations:

Radio:	KNIM 97.1 FM	Television:	KQTV Channel 2
	KNIM 1580 AM		KCTV Channel 5
	KMA 99.3 FM		
	KMA 960 AM		
	KFEQ 680 AM		
	KXCV 92.7 FM		

Dismissal information will also be transmitted over the Mustang Alert text service. Please contact Northwest Cell, in Maryville, for information on signing up for Mustang Alerts, at 800.331.6341.

Student Automobile/Vehicle Use

Driving and parking on school property are privileges granted by the Board of Education to persons who have reasons to be in school or on school property. Students are expected to use all acceptable courtesies and safe driving practices on and around school property.

If a student is driving to school they are not to park on school property behind the school. Cars are to be parked beyond the east driveway before the beginning school bell. Students are to park with their vehicles facing east and west unless they are parked on the north edge of the parking lot. All students who wish to park on school property must have a parking permit issued by the school and have the permit properly displayed in the vehicle. Teacher parking is between the west driveway and the east (middle) driveway.

No driving on school grounds before you intend to park in the morning will be allowed. After school, leave in a safe and orderly manner, this will avoid dangerous situations involved with the loading and unloading of buses. No one is to be in cars during school except when a student is going home for the remainder of the day.

Students attending Vo-Tech **will not** be allowed to drive their own personal vehicles to or from Vo-Tech unless the administration has prior written permission from the Vo-Tech instructor and/or parents stating the necessity for the student to drive. Permission to drive needs to be approved by the principal in advance of that day. Driving without permission could result in removal from the TechSchool or other disciplinary action.

You must be a licensed driver to park on school property. Failure to be licensed could result in law enforcement being notified or other disciplinary actions.

Administering Medicines to Students

Board Policy: JHCD

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, the school nurse and/or a qualified health designee will administer the medication in compliance with the regulations that follow:

Prescription Drugs:

The medication shall be in the original container labeled with the physician's prescription. Drug companies will provide two bottles with labels, one for the school use and one for home use if the parent requests. No first dose of medication is to be given at school.

Parents shall authorize school personnel to give medication. This authorization must be in the form of a note to the school acknowledging the parent's/guardian's approval, dosage, times and amounts, date prescribed, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medication. It is suggested that there be enough dosage sent to school for the day, not the entire amount of the prescription.

Nonprescription Drugs:

Oral medication that is nonprescription may be administered under the supervision of the school nurse and/or a qualified health designee if authorized by the parent. Students are not to carry medication with them at school, except under circumstances as described in the medication self-administration policy.

Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent's/guardian's approval, dosage, times and amounts, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medication. It is suggested that there be enough dosage sent to school for the day only.

Procedures:

The school nurse and/or trained health designee will follow the procedures listed below regarding the dispensing of a personal medication:

- A. Inform appropriate school personnel of the medication.
- B. Keep a record of the medication administered.
- C. Keep medication in a locked cabinet.
- D. Return unused medication to the parent or dispose of it if the parent requests disposal.

The school district retains the right to reject requests for administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any changes in the student's health or change in medication. Medications not picked up at the end of the school year by an adult will be disposed of by the school nurse.

Fees

All books and lockers are furnished by the NorthNodawayR-VISchool District. However, any damage done to or loss of school property will be charged to the students who are responsible for the property.

An activity fee of \$15.00 will be charged to all students.

Insurance

MSHSAA bylaws state that a student shall not be permitted to practice or compete on a school's athletic team until the student has verification that he/she has insurance that will cover injury.

Student accident insurance would meet the requirement. A low-cost accident policy is available to all students who wish to be covered. Any family insurance plan, which includes the student wishing to compete, would suffice.

Physical Examinations

All students who participate in interscholastic sports must have a doctor's examination and also a written statement from the parents permitting the students take part in interscholastic sports. One physical exam is good for the entire school year, regardless of the number of activities the student chooses to compete in throughout the school year. Physical exam forms are available throughout the year in the Principal's office and in the Superintendent's office during the summer months

Attendance Criteria for Participation in School Activities

A student has to be in school for at least one-half (1/2) day to participate in a school activity that same day or night. Also, students must have been in school for one-half (1/2) of the day to participate in extra-curricular activities that night, unless prior approval has been made through the principal's office.

Field Trips and Excursions

To be eligible for a field trip that will take place during school time or when school is in session, a student must meet the requirements for the district-sponsored extra-curricular activities. In addition, **before** leaving, the student must contact his/her teachers, and have a teacher-signed checkout sheet turned in to the principal's office.

Field Trips and Excursions –Senior Trip

Board Policy: AP:IICA

Planning Guidelines

To ensure the success of the senior class trip, planning must adhere to the following guidelines:

1. All trips involving out-of-state travel or overnight accommodations shall require the prior approval of the Board
2. A senior class trip proposal with at least two (2) options must be submitted to the Board during the junior year of the participating class.
3. Before seeking Board approval for a trip, the students must have raised 75% of the funds necessary for the entire class to take the trip. Any trip taken the senior year must be approved by the Board no later than September.
4. All senior trips will be scheduled with the least disruption to the school program. A weekend must be included in the scheduled time period (e.g., Thursday, Friday, Saturday and Sunday) unless the trip is scheduled entirely when school is not in session. Senior Trips will extend no more than three nights and four days.
5. A minimum of 50% of the class must actually participate in the trip.
6. Principals or their designees shall ensure that plans are developed that provide for the safety of students and their proper supervision by certified staff on all district-sponsored trips.
7. Travel will be limited to a designated area within the state of Missouri via the most appropriate means of transportation.
8. The sponsors and chaperones have the authority to discipline students for misbehavior while on the trip. In addition, students will receive appropriate discipline, as determined by the district, once the student returns to school. However, a student may be sent home by the administrator in charge of the group depending on the severity of the infraction. In the event it is decided to send a student home, the parent will be called and instructed where to meet the student. The student's family must bear all costs associated with nonscheduled trips home.
9. A mandatory meeting with parents, students, administration and chaperones will be held prior to the trip. During this meeting a parental agreement shall be signed as documentation of trip approval. A parent/guardian of each child is required to attend this meeting. If a parent/guardian is not in attendance, the student will not be permitted to participate in the trip unless the absence is due to an emergency or circumstances

beyond their control. An individual conference with the parent/guardian will be arranged during the day to accommodate these situations.

10. A committee of administrators, parents, students and chaperones will review all rules and regulations on an annual basis.
11. In an instance that a travel agent is used, the travel agent will guarantee that the approved itinerary will be strictly adhered to.

Eligibility

Eligibility for participation on a senior trip shall be determined on the following basis:

1. Each student shall not have had any offenses with law enforcement or juvenile authorities, or school disciplinary actions under these offenses during their last two (2) years of high school. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol or injuries to others.
2. Each student shall not have had any major disciplinary suspensions, defined as being suspended five (5) or more days at a time, or a combination of minor offenses with an accumulation of nine (9) or more days of disciplinary suspensions during their last two (2) years of high school.
3. Each student shall maintain at least 92% attendance during their senior year unless otherwise exempted from the Board due to extenuating circumstances. Students may request, in writing, a hearing to present their extenuating circumstances to the Board if their attendance for the year is less than 92%.

Disciplinary Actions

1. Any student who has a serious disciplinary problem on the senior trip (as defined in the senior trip itinerary) will be sent home at his or her parent's/guardian's expense, to include all expenses entailed by this action.
2. Consequences for misbehavior on the senior trip will follow current disciplinary policies and procedures for student activities and/or field trips.
3. Any student who is sent home early or should have been sent home early from senior trip but was not due to circumstances, will not be allowed to participate in graduation ceremonies.

The Board reserves the right to utilize a police canine team trained in the detection of illegal drugs to check all baggage prior to it being loaded for the senior trip. Any student found to have drugs, alcohol or weapons in his or her luggage will: 1) not be permitted to attend the senior class trip; 2) forfeit all monies paid for the trip; and 3) face disciplinary action per school policy and/or legal authorities.

Phone Usage

Use of the office phone by students shall be for emergency purposes only unless determined otherwise by school officials.

Pets at School/Activities

Board Policy: KGC

The North Nodaway R-VI Board of Directors recognizes the importance of providing a safe educational environment for students, employees, and patrons of the District. In order to maintain the safety of the educational community, the District will prohibit pets at school activities, with the exception of guide, hearing, and/or service dogs assisting disabled person(s).

In the event a teacher would like a student to bring a pet to school for a curriculum related event, the following must occur:

- Pet visitation must be pre-approved by the Building Principal
- Parents must provide the documentation of recent vaccinations (rabies), if applicable.
- Parents must provide transportation to and from school. No pets can be taken on the bus.

Food/Beverages

1. No open containers will be allowed during school.
2. NO pop or juice will be allowed in the classrooms (ONLY water) unless permission has been given by administration.
3. No pop is allowed in the cafeteria for breakfast or lunch.
4. There is to be no pop/juice in the lockers.
5. No food/drink will be allowed in classrooms unless permission has been given by administration.

Dress Code

Board Policy: JFCA and JFCA-AP

This dress code has been developed to encourage minimal disruption to the school environment. No rude, obscene, or offensive clothing is allowed. No alcohol or tobacco advertisements are allowed on clothing. No clothing with alcohol, tobacco, or drug themes is allowed. Cut off t-shirts, spaghetti strap clothing or any other garment that exposes underwear or undergarments will not be allowed in school. Attire should cover the midsection and meet the pants, skirts, or shorts when standing in a normal position. Biker shorts will not be allowed. Shorts/skirts/dresses should be 3 inches above the knee or longer. Students may not wear hats, hoods, kerchiefs, or head coverings of any kind inside the school building at any time unless specific permission has been given by administration. When an item of clothing is questionable, the student will be sent to the principal's office to determine if the clothing is inappropriate.

When a determination has been made by administration that clothing is inappropriate, the student is expected to accept that decision and comply with the directive. Students will be asked to change clothing, turn shirts inside out, or will be provided alternative clothing by the school. Students will receive a warning for the first occurrence and additional discipline may occur for additional occurrences.

School Board Policy:JFCA-AP states: The Board of Education expects students dress and grooming to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and parents/guardians within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. All students must wear shoes, boots, or other types of footwear.
3. Dress and grooming will not disrupt the educational environment.
4. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
5. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia, or garments, including a religious emblem, insignia, or garment, as long as it is worn in a manner that does not promote disruptive behavior. Additional requirements may be detailed in building handbooks.

Student Absences and Excuses

Board Policy: JED

The Board recognized the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one (1) study identified attendance as the single greatest indicator of student achievement.

The Board further recognized that:

1. Frequent absences of student from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the North Nodaway County R-VI School District.

Definitions

Attendance- A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

Parent- A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

Tardy- A student is tardy if the student arrives after the expected time class or school begins, as determined by the district. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity.

Truancy- A student is truant if the student is absent from class or school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the building principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

Attendance Standards

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with written excuse from parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written excuse from parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written excuse from parent. The building principal may require a program or other evidence of attendance as additional verification.
5. Religious observances, with written excuse from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances/ court orders with written excuse from parent or appropriate documentation.
7. Out-of-School suspension.

All other absences and any absence for which required documentation is not provided are unexcused.

Consequences for Violations/Make up Work

Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused. Each teacher may set reasonable limits regarding the timeframe in which missed work may be completed. Attendance and participation are part of a successful learning experience, except in certain situations with foster care children in accordance with law, students with more than eight (8) excused absences or (4) unexcused absences in any class in a semester will be issued an academic penalty in the form of grade reductions as follows:

Excused Absences after 8 missed days	Grade Reduction	Unexcused Absences <i>After 4</i> missed days	Grade Reduction
1	2%	1	4%
2	4%	2	8%
3	6%	3	12%
4	8%	4	16%
5	10%	5	20%
		6	24%
		7	28%
		8	32%
		9	36%
		10	40%

This academic penalty represents the participation portion of the student's grade and is intended as a deterrent to excessive absences. Academic consequences accumulate more quickly for unexcused absences, since they are completely avoidable. Unexcused absences will not count in the excused total, nor will excused absences count in the unexcused total.

Students will not be allowed to make up time missed during absences for purposes of grade improvement or activity participation, except under special circumstances as dictated by the principal.

The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or those parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

Notice and Due Process

A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the district's website. In addition, students and their parents will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the superintendent.

On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district's records show or that an absence recorded as unexcused should have been recorded as excused. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

Tardies

If a student accumulates five tardies in a semester, he or she will receive a detention to be served for 60 minutes on the following Monday morning from 8:30-9:30am. Any student who misses the Monday morning detention (without prior arrangements being made) will be ineligible for any extra-curricular activities until the student has served his or her detention. The student will receive a detention for every five tardies after this, for example, at 10 tardies, 15 tardies, 20 tardies and so on. In special circumstances, arrangements to serve detentions can be made with the principal. If the student misses more than 10 minutes of a class, it will be counted as an absence.

Leaving School During the Day

Students will only be allowed to leave the school if prior notification has been given by the parent in writing, by phone, or in person AND through approval of the principal or designee. If a student becomes ill during the school day, the parent/guardian will be notified prior to the student being released. No one may leave school before the close of school or remove themselves from any class without the office issuing a permit. Any student who leaves without such a permit will be considered truant (skipping school). Students should be signed out by the person with whom they are leaving before exiting the building.

College Visit Days

Students who find it necessary to visit a college or technical school must have the counselor make arrangements for the visit in advance to receive an excused absence. A maximum of two college visits per year may be approved. All requests should be made with the counselor to schedule and confirm the visit. If arrangements are made by someone other than the counselor, the student is responsible for notifying the counselor and checking confirmation procedures prior to the college visit. Students who fail to make necessary prior arrangements with the counselor will not have it approved as a college visit day.

Superior Attendance

A student who achieves a 97% attendance rate, regardless of excused or unexcused absence, for all classes during the semester will receive the option to “skip” taking the finals for this semester in any class that the student has maintained a semester average of A- or higher. The students may choose to take the final even if he/she has been granted the option to “skip” the final without risk of lowering current grade. This provision does not count for any end-of-course exam.

End-Of-Course Exams

During the school year, EOC exams may be offered in the following subjects: American History, Government, Algebra I/II, Geometry, English I/II, and Biology. Students may not opt out of end of course exams. These exams will be counted as ten (10) percent of a student’s final semester grade. Students are expected to give their best effort on all EOC exams. Discipline procedures could result if it is determined that a student does not put forth best effort on an EOC exam.

Academic Policy

In order to promote and support the North Nodaway Mission Statement of “supporting individual needs”, the administration and faculty should be cognizant that all students’ achievements should be monitored closely in order to encourage and promote student’s strengths.

If a teacher becomes aware that any student’s grade has dropped three steps or more on the grading scale, he/she will notify the parent(s) in writing that a grade reduction has occurred and encourage the parent(s) to schedule an appointment to meet with the teacher.

Grading Scale

100-96	A
95-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
59 & Below	F

Supersede of Grades

If a student is dissatisfied with a grade that he or she received in a class, the student may repeat the class to improve the recorded grade. That is, the student will receive the higher grade on his/her transcript and possibly improve his/her G.P.A., but will not receive credit for the second time.

Honor Roll

For Principal's Honor Roll you must have a GPA (Grade Point Average) of 3.5 or above. Honor Roll must have a GPA of 3.0 to 3.49.

Late Work

Students who turn in assignments after the due date shall receive a 10 percent reduction for every day the work is late up to 4 days. i.e *one day 10%, two days 20%, three days 30%, four days 40%, five days 0%*.

Tutoring

Students who are academically ineligible at any given grade check will be required to attend tutoring every day during Seminar time until the student is no longer academically ineligible.

Seminar/Intervention Study Hall

The faculty and administration of North Nodaway R-VI are concerned about the number of assignments not completed on time. The resulting zeros adversely affect the learning outcome of our students. In order to help students improve their learning, we offer an intervention study hall. This intervention study hall will meet during the school day.

Any student who is required to be in an intervention study hall who does not bring work and necessary materials to keep busy for the period may be given an alternate assignment

If a student skips intervention study hall, disciplinary action may be implemented.

Semester Assessments

Semester assessments will be given in all middle/high school classes to all students as a means to measure their learning throughout the semester. The format of the assessment will vary from one class to another, but all classes will have some type of cumulative assessment at the end of each semester.

The value of the semester assessment will be up to the individual teacher as long as it makes up no more than 10% of the semester grade. A test schedule will be established at the end of each semester. No additional schedule will be developed for seniors during their last days of the second semester. If teachers wish to give a final assessment to the seniors they may do so at their discretion. All students will take the test during the scheduled time. Students are responsible for scheduling make-up tests.

Change of schedule

Any change of individual student schedule must be approved by the counselor, principal, the teachers involved, and the parents. Only those presenting reasons that are educationally sound will be granted this privilege. No change will be permitted after the first 3 days of the semester.

Middle School Advancement

1. If a middle school student fails one (1) or more classes in math, English, social studies, reading, or science, or more than two (2) of the following: art, music, band, physical

education, or any exploratory, during the first semester, he or she will have to pass all subjects the second semester.

2. If a student fails more than one class of math, English, social studies, reading, or science, or more than two (2) of the following: art, music, band, physical education, or any exploratory, during the second semester, a committee of four (4) of the student's teachers, the guidance counselor, principal, and the parents will meet and confer on the promotion of the student.
3. If at any time there is a possibility of retention; the parent(s) will be informed. There will be a meeting scheduled of teachers, principal, counselor, and parent(s) to discuss the student's progress.
4. Summer school may also be an alternative to retention should the committee see fit.

High School Advancement

Classification of high school students will be based on the number of units of credit they have earned.

1. Freshman Status: Earned "0" to a maximum of "7" units of credit.
2. Sophomore Status: Earned "7" to a maximum of "14" units of credit.
3. Junior Status: Earned "14" to a maximum of "21" units of credit.
4. Senior Status: Earned "22" or more units of credits.
5. The status of credit for students with IEPs might be modified.

Graduation Requirements

Total credits for graduation: 28 credits

	<i>Required</i>
English	4 credits
Social Studies	3 credits
Mathematics	3 credits
Science	3 credits
Fine Arts	1 credit
Practical Arts	1 credit
Physical Education	1 credit
Health	1/2 credit
Personal Finance	1/2 credit
Electives	11 credits

Students who owe money to the school for fines/bills will **not** receive their diploma until payment is made in full.

Early Graduation

Board Policy: IKFA

Students who wish to graduate early must apply for early graduation with the building guidance counselor and submit written notification to that principal. The guidance counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the NorthNodawayR-VISchool District's graduation requirements. Students who apply for early graduation will need to show proof of meeting school

graduation requirements and have a signed parental permission form. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered an alumnus for all other activities. Board Policy: IKFA.

Technology Usage

Board Policy: EHD

North Nodaway County R-VI School District's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time in the regular course of business to protect users and district equipment. Any such search, access or interception will be reasonable in inception and scope and shall comply with all applicable laws.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filtering/Blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may disable the district's filtering/blocking device to enable a non-student user access for bona fide research or for other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Damages

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

Technology Usage (*Technology Safety*)

Board Policy: EHB-AP

Student Users

No student will be given access to the district's technology resources until the district receives *User Agreements* signed by the student and the student's parent/guardian. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the *User Agreement* without additional signatures. Students who do not have a *User Agreement* on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

General Rules and Responsibilities

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited. When NorthNodawayR-VISchool District employees are no longer employed by the district, their account IDs and passwords will be disabled immediately.
2. Sharing user IDs or passwords with others is prohibited, and users will be responsible for using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.

3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors.
9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act.
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.

13. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
14. At no time will district technology or software be removed from the district premises, unless authorized by the district.
15. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
16. The district prohibits the evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district.

Technology Security and Unauthorized Access

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

Online Safety and Confidentiality

Curricular or noncurricular publications distributed using district technology will comply with the law and Board policies on confidentiality.

All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally

identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

Electronic Mail

A user is responsible for all e-mail originating from the user's e-mail account.

1. Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
3. Users are prohibited from sending unsolicited mass e-mail. The district considers more than 100 addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
4. All users must adhere to the same standards for communicating electronically that are expected in the classroom and that are consistent with district policies and procedures.
5. Users must obtain permission from the superintendent or designee before sending any district wide e-mail messages.

Communication Devices

Students shall not use, display or turn on cell phones, iPods, personal laptops or any other electronic communication devices during instructional class time. Exceptions or waivers to this restriction may be made at the discretion of teachers or administrators in the event of an emergency. Students may use devices during both lunch and seminar times (not during intervention study hall), during passing periods, and before the first bell of the day, at 8:05. When asked to surrender a cell phone or other device, the expectation is that the student will comply with the request immediately and without complaint. Failure to comply with the request may result in detention, ISS, OSS and/or complete loss of device privileges during the school year.

Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

Waiver

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

Extra-Curricular Policy

Preface

The purpose of this guide is to provide a statement of philosophy and an operating code for extra-curricular activities for the school district of North Nodaway R-VI.

It is the philosophy of the NorthNodawayR-VISchool District that quality programs of extra-curricular activities shall be conducted as an integral part of the learning program in the district. There will be as many activities as possible will be offered as facilities and budget will permit. Students are encouraged to participate in whichever activities interest them.

Definition

An activity shall be defined as any school event outside of the academic class time necessary for units of credit. Examples of activities would include athletic events and contests, field trips, club meetings, student government activities, cheerleading activities, Junior/Senior Prom and any other qualified by the above definition.

Philosophy

The extra-curricular activities at North Nodaway R-VI are closely coordinated with the highest possible level of academic excellence. Participation by a student in the extra-curricular activities should aid the students' growth in all related areas and should improve the academic pursuit of excellence.

We believe that the North Nodaway R-VI extra-curricular activities should offer a wide variety of team and individual activities, however, practical limitations determine the number of activities offered, as well as, the availability of quality coaches and sponsors, adequate facilities and budget. Other factors impacting the offerings are the interest in a particular activity and accessibility of common opponents if opponents are required in an activity.

We owe a duty to the students to encourage them to participate in activities and provide leadership among the student body. One of our fundamental responsibilities is to encourage a student to secure the best record he/she can achieve, always seeking the outer limits of their capabilities.

The safety and welfare of North Nodaway students participating in extra-curricular activities is one of our most important responsibilities.

The extra-curricular activities' sponsors have the responsibility to train students in sportsmanship, in motivation, in self-discipline, in loyalty, in leadership, in extra effort, in the development of a positive attitude, and in individual self-esteem.

Team activities are uniquely designed to teach young people how to work together to accomplish a positive and successful result. Our programs can provide wonderful opportunities for personal growth.

We think extra-curricular activities are beneficial to our students by allowing them to recognize a broad range of intense feelings.

Our students spend a lot of time in extra-curricular activities and have many unique opportunities to learn through these activities. Our extra-curricular activity programs help to develop courage, integrity, sensitivity, and vitality in our students. A variety of activities are offered at North Nodaway R-VI and any student who is interested should be able to participate.

Transportation to Events

Participating students on the North Nodaway R-VI School District will be transported by bus to and from school sponsored activities unless parent(s) or guardian(s) contact the sponsor at the event or activity if the student will not be making the return trip by bus.

All groups taken on trips under school supervision shall be dismissed only at the school building unless prior arrangements are made by the parent. A sponsor shall not leave students unsupervised until the activity is completed and all students have departed from school property. If the activity is in the school building, the building shall be locked and left in neat order.

Extra-curricular Academic Eligibility

GUIDELINES FOR STUDENT-ATHLETES

Eligibility

Students will be required to meet all academic standards required by the Missouri State High School Athletics/Activities Association.

North Nodaway Middle/High School is a member of MSHSAA and the 275 Conference. In order to represent North Nodaway in any interscholastic competition or activity, students must meet all eligibility requirements as established by the North Nodaway School District and MSHSAA.

- A. Athletes must have a physical examination completed and a form on file prior to any participation in athletics.
- B. Athletes must have a parental permission form and proof of insurance coverage on file prior to participation in athletics.
- C. Grades will be submitted at the end of every two weeks or when administration sets the grade check.

1. Students may become ineligible after submission of the first grade check in the quarter. Students will be notified of their ineligibility by the end of the day following the grade check. Eligibility consequences will start the day after the ineligible student is notified and run until the next grade check. A letter will be sent home to the parent detailing the situation and notifying them of their child's status.
 2. Any student with 2 or more D's or one F will be ineligible for a period of 2 weeks. During this time students will be allowed to practice but not participate in games or events. Ineligible students will become eligible once they have raised the deficient grades anytime within the two week period.
 3. Any student who is ineligible will be required to attend intervention study hall daily until the student has become eligible. A daily grade will be assigned for intervention study hall and if the ineligible student fails intervention study hall he/she will remain ineligible
- D. The student becomes academically ineligible immediately after notification by an administrator.
- E. Eligibility does carry over from the end of one school year to the beginning of the next.
- F. Incomplete grades at grade checks will be assessed by the administration and coach.
- G. Students with I.E.P.'s will fall under the conditions of their individualized report.
- H. Any decision of the implementation of this policy is left to the discretion of the administration.

This policy/regulation affects any student in grades 6-12, involved in an activity other than the regular school day or other than activities that are graded or classroom requirements. For example, including but not limited to, students would not be able to participate in sports activities, academic meets, field trips, dances, etc., if they are ineligible. There will be an exception to attending the Junior-Senior Prom (for Juniors and Seniors only) and the Docu-Drama.

Suspensions

Students in grades 6-12 who have been given a suspension will not be eligible to attend any of the above listed activities until arrangements have been made for the suspension to be served.

Students with Individual Education Plans (IEP) will be considered on an individual basis and the decision will be based on their IEP's and be made by a team consisting of the building principal, counselor, special education instructor, and all teachers involved in the IEP case.

Phone and/or letter will notify Parent(s)/guardian(s) when a student is to miss an extra-curricular activity due to grades or behavior.

Special Education Eligibility

Students who are served through the Special Education Program will be eligible to participate in extra-curricular activities if he/she meets the following requirements:

1. The student maintains IEP requirements.
2. The student actively participates in the Special Education Program and is receptive to help by the special education teacher.
3. The student completes all school work assignments as modified to their individual needs and skill level.
4. The student uses time effectively and works on task during class time.
5. The student uses appropriate school/classroom behavior.

The special education teacher and classroom teachers will monitor special education students to determine if the students are maintaining eligibility every two weeks. Unless otherwise determined, regular seminar and tutoring procedures will apply.

All Students

In order for students to be eligible for participation in an extracurricular activity they must be in school for half (1/2) of the day or more the day of the scheduled event. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.

Students who represent the school in interscholastic activities must be creditable citizens and judged so by the proper school authorities (teachers, sponsors, coaches, and/or administrators). Those students whose character or conduct is such as to reflect discredit upon themselves or their school are not considered "creditable citizens." Conduct shall be satisfactory and in accordance with the standards of good discipline and North Nodaway R-VI School District Policy. Behavior, which may result in ineligibility, includes repeated tardiness, destruction of property, detention, inappropriate language, inappropriate dress, or any other inappropriate conduct.

A student shall not be considered eligible while under suspension. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.

Code of Conduct Guidelines for Extracurricular Activities

Students who wish to be involved as members of interscholastic teams, clubs, extra-curricular, or any other group representing the NorthNodawayR-VISchool District must comply with standards above those established for the general student populations as indicated below. The standards listed below for activity students shall be enforced anytime throughout the year while the student is listed on an eligibility roster or on the membership list of any group or organization at the time of an incident. The standards for these activity students are listed below and shall be enforced immediately following knowledge and verification by school administration. If a student is not currently in an extracurricular activity, either athletic or non-athletic, the penalties for a violation will be enforced during the next activity in which the student participates.

Use of Drugs or Alcohol

For the purpose of this policy a drug shall be defined as any substance capable of altering the body's chemistry or behavior patterns internally and/or externally for a brief or extended amount

of time. The substance may be taken into the body by inhalation through the respiratory system, absorption through the skin or body openings, ingestion through the digestive system, or injection into any of the body's fluid systems. For the purpose of identifying violations of this contract, it will include any incidents that occur while students are a member of the North Nodaway School District. Incidents can occur on or off school property any time during the year regardless of school being in or out of session. Use, possession, of distribution of any alcoholic beverages/illegal drugs shall result in a minimum reprimand of the following:

Consequences

First Offense

- For the first offense is suspension from participation in all MSHSAA-regulated activities for a period of 45 calendar days.
- If the student's MSHSAA-regulated activity is not in season, then the start date will be the day the student begins participation in a MSHSAA-regulated activity. The student will be expected to attend all practice sessions, all meetings and team competitions during the suspension.
- The student will not be allowed to park on school property for 45 calendar days.

Second Offense

- Consequences for the second offense, is suspension from participation in all MSHSAA-regulated activities for a period of 90 calendar days.
- If the student's MSHSAA-regulated activity is not in season, then the start date will be the day the student begins participation in a MSHSAA-regulated activity. The student will be expected to attend all practice sessions, all meetings and team competitions during the suspension.
- The student will not be allowed to park on school property for 90 calendar days.
- To be reinstated to MSHSAA-regulation activities eligibility and/or permitted to park on school property the student must submit proof of completion of an approved educational drug/alcohol program that is offered outside of school and submit a negative drug test result. The laboratory testing facility must be pre-approved by the school district and the test must include the substances tested for in the school testing program. The student and/or parent/guardian is responsible for expenses associated with the program and testing.

Third Offense

- Consequences for the third offense, is suspension from participation in all MSHSAA-regulated activities for a period of 365 calendar days.
- If the student's MSHSAA-regulated activity is not in season, then the start date will be the day the student begins participation in a MSHSAA-regulated activity. The student will be expected to attend all practice sessions, all meetings and team competitions during the suspension.
- The student will not be allowed to park on school property for 365 calendar days.
- To be reinstated to MSHSAA-regulation activities eligibility and/or permitted to park on school property the student must submit proof of completion of an approved educational drug/alcohol program that is offered outside of school and submit a negative drug test result. The laboratory testing facility must be pre-approved by the school district and the test must include the substances tested for in the school testing program. The student and parent/guardian is responsible for expenses associated with the program and testing.

Fourth Offense

- Permanent suspension from participation in MSHSAA sanctioned activities.
- Permanent loss of parking privileges on school property.

Determination that an offense has taken place may come from:

1. Observation and mandatory report by a sponsor or coach of any student involved in their activity or by an administrator. This report must be in writing and attached to the student activity contract, which is on file in the Principal's office.
2. Observation and voluntary report by North Nodaway personnel. This report must be in writing and attached to the student activity contract.
3. Legal conviction.

Student Discipline

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, any aggravated circumstance of any offense, or any 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

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.

Corporal Punishment

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 found necessary, it should be administered preferably by the principal in the presence of the teacher. It should never be inflicted in the presence of other pupils, nor 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.

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.

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.

Assault

1. 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.

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

First Offense:	Expulsion.
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Automobile/Vehicle Misuse – Discourteous 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.

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.

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.

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.

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 in violation of district policy or is otherwise rude, vulgar, defiant, 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
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	days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (see Board policies JFCH and JHCD)

1. 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.

2. 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(c) 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.

3. 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(c) of the Controlled Substances Act.

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

Offense:	
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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.

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 the 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.

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 or disturbing people, disrupting the educational environment 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.

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.

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.

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.

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.

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.

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.

Sexual Harassment (see Board policy AC)

1. 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.

2. 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.

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.

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)

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

2. 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 and class change time.

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.

3. Violation other than those listed in (1), (2) 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.
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Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
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4. 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.

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.

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.

Tobacco

1. 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.
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Subsequent Offense:	Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.
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2. 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.

Truancy (see Board policy JED and procedures JED-AP1 and JED-AP2) – Absence from school without the knowledge and consent of parents/guardians and 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.

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.

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	Restitution. In-school suspension, 1-180 days out-of-school suspension,

Offense:	or expulsion.
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Weapons (see Board policy JFCJ)

1. 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.

2. 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, on or about school grounds, buses, and at all school activities is prohibited.

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

1. A firearm is defined in 18 U.S.C. 921
2. Any device defined in Section 571.010, RSMo., including a blackjack, concealable firearm, firearm, firearm silencer, explosive weapons, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, spring gun, or switchblade knife.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. Any instrument or device customarily used for attack or defense against an opponent, adversary, or victim; or any instrument or device used to inflict physical injury or harm to another person.
5. Any object designed to look like or imitate a device as described in 1-4.

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

In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) on school property, buses, or at any school activity 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.

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.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement which may include the canine division to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

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.

Definitions

Detention – The student is to make up time outside of regular school hours.

In-School Suspension – The student is to work in the principal's office during school time, or in a room designated for in-school suspension during school time.

Out-of-School Suspension – The student is not allowed to attend school activities/functions either home or away.

Expulsion – The student is not allowed to attend school permanently.

Grievances

In case of out-of-school suspension for more than ten days or expulsion, a student, at the written request of either the parent (legal guardian) or others having custodial care, shall be entitled to a hearing by the Board of Education in closed session using all pertinent processes of law (for example, right to counsel, call witnesses, etc.), and the Board shall render judgment as to the appropriate action of the discipline problem.

Removal from Class

Any time that a teacher feels it is necessary to remove a student from class for disruptive behavior or any other disciplinary reasons, the following shall apply:

- 1st Offense: 30-minute detention with the teacher
- 2nd Offense: 1 hour Monday morning detention 8:30-9:30 AM
- 3rd Offense: 1 day In School Suspension
- 4th Offense: 3-day in-/out-of-school suspension

Disciplinary Processes and Options

All school personnel have the responsibility to instruct, guide, and supervise students during school and school sponsored activities with the objectives of promoting positive learning experiences and responding effectively to unacceptable student behavior. Proper instruction and supervision is everyone's responsibility and, in large measure, will produce good student behavior.

Disciplinary actions for behavior violations will be taken by responsible staff members, with parent involvement in every situation possible, to remediate and/or correct unacceptable student behavior.

The following are disciplinary, remedial, and/or corrective action processes to be used by responsible staff members:

1. Conference(s) will be held with the student and the teacher or principal who observed, or who is responding to, the unacceptable student behavior in order to obtain all available information related to the subject. Parent(s) will participate in the conference(s) as the situation warrants to become informed, to contribute to solutions, and to be a part of the disciplinary actions to be taken.

It is recognized that there may be times when school personnel must talk to a student immediately to give the student notice of unacceptable behavior and to enable the student to respond and explain. Such an initial conference will be between the student and school personnel only, either because of immediacy of the situation or because parent(s)/guardian(s) are unavailable, or both.

2. The staff members (teachers, principal) will evaluate the information obtained, review the disciplinary action options and determine, in their judgment, the most reasonable actions.

3. The objectives of any disciplinary action to be used by the appropriate school staff member are:

- 1) to achieve remediation and to correct any unacceptable student behavior;
- 2) to develop the student's character and power of self-control; and
- 3) to interact with the student in ways so that the disciplinary action results in a positive and acceptable behavior change outcome.

Depending on the nature of the unacceptable student behavior, the indicated disciplinary actions or options (not all inclusive or necessarily in sequence) include:

- a. A conference is held with the student to obtain a commitment, oral or written, for correcting the behavior.
- b. The student is moved in the classroom.
- c. The student is assigned specific educational assignments or tasks.
- d. The student is placed in detention by the teacher and given assigned tasks; parents are informed.
- e. The parent(s)/guardian(s) of the student are contacted or a conference with the parents is held to inform them of the situation and obtain their assistance.
- f. The student is referred to the principal for appropriate action.
- g. The principal contacts or holds a conference with the student and his/her parent(s) for the purpose of accomplishing acceptable student behavior.
- h. The student is referred by the principal or his/her designee to the school departments (counseling), district departments (clinics), or other educational, medical, social, or governmental units for assistance.
- i. The student's daily class schedule is changed by the principal or with the principal's approval.
- j. The student is given in-school suspension or detention assignment by the principal following a conference with the parent(s). Students under in-school or out-of-school suspension are not eligible to attend or participate in extracurricular activities until arrangements have been made to serve the in-school suspension.
- k. If students **do not** serve the in-school suspension as scheduled they are ineligible until the suspension is served. They are not allowed to participate or attend any extracurricular activities (including practice).
- l. The student is placed on probation **under certain prescribed conditions** by the principal with parental knowledge.

- m. Except for emergencies where immediate physical force must be used by school personnel to restrain a student or to protect the student, other students, staff, or citizens on school property, corporal punishment may be used only after other options have not been successful. Parent(s)/guardian(s) should be contacted prior to administering corporal punishment and two staff members shall be present if administered.
- n. When other remedial and corrective options have not been successful or suspension is specified or indicated by conduct, the student is suspended from school by the principal for a period of time not exceed ten (10) days, or by the superintendent in cases exceeding ten school days to a maximum of ninety (180) days. Students under in-school or out-of-school suspension are not eligible to attend or participate in extracurricular activities until this suspension is completed.
- o. Charges for illegal behavior may be filed against the student with governmental authorities having jurisdiction.
- p. Student expulsion is recommended when all other actions have not been successful or the nature of the behavior violation requires this action.

The exercise of reasonable judgment, respect for the rights of the person, and compliance with legal procedural requirements must be observed in cases of unacceptable behavior.

Bus Responsibilities

1. The bus driver of the bus will be given a roster of the names of the students assigned to the bus.
2. 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.
3. Bus rule 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 the bus.
 - h. Throwing objects on the bus.

- i. Hanging out the windows.
 - j. Spitting.
 - k. Creating a nuisance.
 - l. Vandalism.
 - m. Illegal use or possession of a controlled substance.
 - n. Use of water guns, water balloons, or any type of water dispenser.
 - o. Other (conduct prejudicial to the maintenance of good order and safety).
4. Disciplinary guidelines: Upon receipt of a misconduct report, the principal may take the following action:
- a. **First Violation** – conference with student and notification of parent or guardian or suspension from riding the bus depending upon the nature of the incident.
 - b. **Second Violation** – minimum of three-day (3) suspension from riding the bus depending upon the nature of the incident.
 - c. **Third Violation** – five (5) to ten (10) 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 upon the nature of the incident.
 - e. During the suspension of bus privileges, it shall be the parent’s or guardian’s responsibility to provide the student’s transportation to and from school. Suspension of bus privileges does not provide for an excused absence.

Public Complaints

NorthNodawayR-VISchool Board of Education

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

A Complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, 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, or program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; in 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: (Board Policy KL-AP)

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 the complaints are resolved may contact local district or Department personnel.

Student Records

Board Policy JO/JO-AP

The Family Educational Rights and Privacy Act (FERPA) afford 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 U.S. 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, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC20202-4605.

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.

- **High school and vocational school students** – Student’s name; parent’s name; address; telephone number; 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; degrees, 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.

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. These include the right to:

1. Give consent before students are required to submit to a survey that concerns one (1) or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - a. Political affiliations or beliefs of the student or student’s parent.
 - b. Mental or psychological problems of the student or student’s family.
 - c. Sex behavior or attitudes.
 - d. Illegal, antisocial, self-incriminating or demeaning behavior.
 - e. Critical appraisals of other individuals with whom respondents have close family relationships.

- f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
 - g. Religious practices, affiliations or beliefs of the student or the student's parent.
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity opt a student out of:
 - a. Any other protected information survey, regardless of the funding source.
 - b. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
 - c. Activities involving collection, disclosure or use of personal information obtained from student for marketing, selling or otherwise distributing the information to others.
 3. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students.
 - b. Instrument used to collect personal information from student for any of the above marketing, sales or other distribution purposes.
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor.

The North Nodaway County R-VI School District has adopted policies, in consultation with parents, regarding these rights and has made arrangements to protect the privacy of student records. The district will directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. Parents will also be provided notification of surveys and activities scheduled after the start of the school year.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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, P.O. Box 206, Hopkins, MO64461
Phone: 660-778-3315/Fax: 660-778-3210

BuildingPrincipal-Elementary School
201 East 6th, P.O. Box 35, Pickering, MO64476
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

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, 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 NorthNodawayR-VISchool 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 children with a development delay.

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

The NorthNodawayR-VISchool District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement, or provision of FAPE children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/Guardians may request amendment to the educational record if the parents/guardian believes this 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 NorthNodawayR-VISchool 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 in the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Superintendent's Office, Monday through Friday from 8:00 a.m. to 4:00 p.m.

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 21 that reside in the district. This census must be completed by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian name/address; birth date 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 public school, please contact Jim Simmelink, Superintendent at 705 E. Barnard, Hopkins, MO64461 or phone number 660-778-3411.

This notice will be provided in native languages as appropriate.

Public Announcement Surrogate Parent Program

Pursuant to the requirements of state law 162.997-999RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step parent, or a foster parent with whom the child lives. The term does not include the state if the child is a ward of the state. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the District's surrogate parent contact person:

Names: Mr. Jim Simmelink, Superintendent

Phone: 660-778-3411

Asbestos Awareness

Board Policy: EBAB-API

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to 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.

Teaching About Human Sexuality

Board 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

Programs for Homeless Students

Board 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

Board 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

Board 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.

Personnel Records

Board Policy: GBL

Pursuant to state law, the names, positions, salaries and lengths of service of all employees are public information and must be released upon request. In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

NORTH NODAWAY R-VI FACULTY

Courtney McDaniel	Preschool
Angie Davison	Kindergarten
Ashley Proffitt	First Grade
Tayna Wymer	Kindergarten/First Grade Co-Teacher
Abby Kreps	Second Grade
Cassie Runde	Third Grade
Leah Koger	Second Grade/Third Grade Co-Teacher
Rebecca Ferris	Fourth Grade
Danielle Johnson	Fifth Grade
Heather Townsend	Fourth Grade/Fifth Grade Co-Teacher
Carla Vore	Special Education
Sarah Emery	Speech/Early Childhood Special Education
Kit Meiners	K-12 Counselor
	K-12 Librarian
Jacob Shipman	K-12 Physical Education/Athletic Director
Cody Marriott	6-12 Physical Education/A+ Coordinator
Stacey Meyer	K-12 Art
Troy Nally	Vocational Agriculture
Emily Frueh	Vocational Business
Jaclyn Smail	6-9 Mathematics
Jon Webber	K-12 Music/5-12 Band
Ryan Young	7-12 Social Studies
Victor West	6-12 Social Studies/Special Education
Megan Ayres	6-12 Science
Nina Dewhirst	6-12 Communication Arts
Salena Condray	9-12 Math
Owen Miller	6-12 Communication Arts
Catherine Auffert	6-12 Special Education
James Simmelink	Superintendent
Tim Conn	Middle/High School Principal
Ashley Yount	Elementary Principal

NORTH NODAWAY R-VI SUPPORT STAFF

Sammi Jackson	Elementary Paraprofessional
Courtney Blackford	Elementary Paraprofessional
Kellie Hoskey	MS/HS Paraprofessional
Lindsay Jackson	MS/HS Paraprofessional
Kristina Cross	MS/HS Paraprofessional
Angie Titus	Library Assistant/Bus Driver
Nicki Herndon	Technology Coordinator
	Nurse
Marlene Florea	Superintendent's Secretary
Gaye Stahl	MS/HS Principal's Secretary
Janet Drummond	Elementary Principal's Secretary
Jenny Wray	Elementary Custodian
Teresa Thompson	MS/HS Custodian
Ed Drummond	MS/HS Custodian
Patricia Johnson	Head Cook
Rinda Thompson	Cook
Linda Linebaugh	Cook
Maurice Riley	Bus Driver
Kevin Whipple	Bus Driver

NORTH NODAWAY R-VI BOARD OF EDUCATION

Kane Oberhauser	President
Jerime Bix	Vice-President
Greg Frueh	Member
Vicki Riley	Member
Melody Bix	Member
Tony O'Riley	Member
Jennifer Torres	Member

<u>REGULAR SCHEDULE</u>	<u>MONDAY SCHEDULE</u>
8:05 BELL	9:41 BELL
8:12 BELL	9:48 BELL
1 st HOUR – 8:15 – 9:00	1 st HOUR – 9:51 – 10:36
2 nd HOUR – 9:03 – 9:48	2 nd HOUR – 10:39 – 11:24
3 rd HOUR – 9:51 – 10:36	MS 3 rd HOUR – 11:27 – 12:12
4 th HOUR – 10:39 – 11:24	HS Lunch – 11:27-11:47
	HS Seminar – 11:49-12:12
MS 5 th HOUR – 11:27 – 12:12	HS 3 rd HOUR – 12:15 – 1:00
HS Lunch – 11:27-11:47	MS Lunch – 12:15-12:35
HS Seminar – 11:49-12:12	MS Seminar – 12:37-1:00
HS 5 th HOUR – 12:15 – 1:00	4 th HOUR – 1:03 – 1:48
MS Lunch – 12:15-12:35	5 th HOUR – 1:51 – 2:36
MS Seminar – 12:37-1:00	6 th HOUR – 2:39 – 3:24
6 th HOUR – 1:03 – 1:48	
7 th HOUR – 1:51 – 2:36	
8 th HOUR – 2:39 – 3:24	

