

**North Nodaway Elementary  
& the  
Beccy Baldwin  
Center for Early Learning**

Parent-Student Handbook  
2024-2025



Preparing Productive Citizens  
That Are College and Career Ready

# Contact Information

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

## North Nodaway R-VI Board of Education

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## **General Information**

### **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 the contents of this handbook. If a student or parent is unsure of the 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 preparing productive citizens that are college and career ready.”

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

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

MS/HS Principal  
North Nodaway R-VI School District  
705 E. Barnard; 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 lifestyles 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 North Nodaway R-VI School District welcomes the opportunity to work with community members and parents in the education of their students. In order to safeguard the students, we do not allow non-school persons to observe or take part in a regular instructional day. Visitors are asked to check and sign in with the principal's office upon arrival and departure on the school grounds.

### **About the Beccy Baldwin Center for Early Learning**

- Anyone living in the surrounding area may request enrollment at North Nodaway Preschool for their three or four-year old but North Nodaway residents and those entering Kindergarten the following year will have priority admission. Non resident enrollment requests will not qualify for admittance on or after December 1 of the school calendar year.
- North Nodaway R-VI must have a copy of up-to-date immunizations on file.
- Developmental screenings are used to evaluate the amount of growth of the children enrolled in the program; the children will be evaluated upon entering and exiting the program.
- Monthly newsletters and calendars are sent home. The Beccy Baldwin Center for Early Learning is designed to increase each child's opportunity for success by building a strong educational foundation in early learning, social and fine motor skills. Our purpose at North Nodaway is to provide a high quality program that prepares students both emotionally and academically for their future education. Teachers implement a strong character and social skill program as well as a challenging academic curriculum that sets students up for success.
- Our program is designed to serve as a five day per week, full-day preschool for children ages 3-5 as of August 1 of the current school year.
- North Nodaway R-VI Preschool is a 9-month program, which will follow the district calendar.
- Children must be potty trained.
- **A potty trained child is a child who can do the following:**
  - 1) Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
  - 2) Be able to pull down their underwear and pants and get them back up without assistance.
  - 3) Be able to wipe themselves after using the toilet.
  - 4) Be able to get off the potty by themselves.

- 5) Be able to wash and dry hands.
- 6) Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the restroom.
- Teachers will assist with zipping and buttoning as needed until students are independent.
- While our preschool teachers do understand that an occasional accident may happen, children who have multiple accidents (3 accidents in a two week or 10 day period) at school may be asked to stay at home for a one week or 5 day period to reinforce potty training before returning to school. Students surpassing a cumulative of 3 incidents that have resulted in at home reinforced potty training may result in dismissal from the program..
- There must be at least 10 children enrolled in the program at all times with 25 children being the maximum enrolled.

### **Preschool Clothing**

Children should dress comfortably, simply, and suitably for the weather. **We will engage in a number of messy activities that despite smocks can still get children dirty. An extra set of clothes (labeled) should be left at the preschool permanently in case of accidents.**

Flip flop type sandals are not suitable shoes for outdoor play and are not recommended. However, if you choose, you may bring a pair of tennis shoes to leave at school for your child to change into for playtime.

### **Preschool Tuition Rates**

Tuition is a flat monthly rate of \$300 for all students age 3 or age 4. Full priced tuition for all students is \$2700, but may be made in 9 monthly installments of \$300, you may pay in full for the year or prepay at will. A \$300.00 deposit will be required and due by August 12, 2024. Deposits need to be made directly to the school (not through Procure) and must be in place before students can attend. Any student who has a balance 30 days or more past due will not be able to attend preschool until balance is brought current. Any balance that is more than 90 days past due will be referred to a collection agency for non payment.

### **Preschool Billing**

A monthly tuition statement will be sent to participating families through the Procure System. Prompt payment is expected. Monthly installments will begin by the first day of school in August and will be due on the 15<sup>th</sup> of each month. All payments must be kept current to avoid late fees or discharge of students from preschool. Each week the bill is carried past the due date there will be an additional 5% fee. Any bill more than 30 days past due will result in the discharge of your student from the program. Deposits not made in full will result in the student not being able to attend preschool. There are 9 monthly installments starting in August through April. Deposit will be refunded at the end of the year when all balances have been paid.

### **Preschool Attendance/Absences**

Students are eligible to attend preschool if they have turned 3 years old by August 1st. The preschool instruction time will be from 8:00-3:20. If your child will be eating school breakfast, he/she will need to be at school by 7:45. Breakfast distribution ends at 7:55 am.

Parents are requested to call the office at 660-927-3322 by 8:30 am if a student is going to be absent from school. We have to report communicable illnesses to the State Department of Health. Our school office opens at 7:30 am however you can always leave a message before the school opens. If your child becomes ill at school, a decision will be made by the nurse/ health designee regarding dismissal from school; parents will be notified and the child must be picked up. In cases in which the parent cannot be reached, the emergency number listed by the parent will be called. The child will be released to that person.

It is recognized that an absence from school may be necessary under certain conditions; however, every effort should be made by parents, guardians to keep absences and tardies to a minimum. Frequent absences disrupt the continuity of the instructions process. Frequent absences also will not result in a reduction of preschool tuition.

### **Daily School Routine**

- 1) School begins at 8:00 am and ends at 3:20 pm Monday-Friday.
- 2) No student (high school or elementary) should be on school grounds before 7:30 a.m. or after 3:30 p.m. unless under teacher supervision. Students should not be on school grounds unless school is in session.
- 3) Between 7:30 and 7:55, students will go to the cafeteria to eat breakfast or to the designated morning area. Students arriving after 7:55 will not have the opportunity to eat breakfast. All students will go to their classrooms at 8:00, when the bell rings. No students should be in classrooms before 8:00 without teacher permission and supervision. No one will be allowed on the playground (without teacher supervision) or to play on the front sidewalk.
- 4) When students arrive at school before the bell rings they will have the opportunity to eat breakfast if they choose and all students will participate in morning walk and talk. Morning walk and talk gives students the opportunity to be physically active and to socialize with friends. Walk and talk is held on the playground track at the back of the building. Walk and talk will be in session unless on the track when the temperatures are a “feels like” 30 degrees or higher and the weather is not inclement. If it is too cold or the weather is bad, walk and talk will be held in the gym. It is imperative that all students come to school dressed appropriately for the weather and being outside.
- 5) Walkers, Kids Care, and students being picked up are dismissed first. Parents should wait outside the main entrance for their student to be released at the end of the day. Students are then dismissed from their classroom to their buses as they arrive.
- 6) The care and safety of the children is everyone's responsibility. When a student is to be picked up by the parent or after school plans are different than normal, please send a note to the teacher or call the front office. Any student who is picked up before 3:20 needs to be signed out in the office. Our state funding is based on minutes of attendance per pupil, so this is a record keeping necessity. Students to be picked up at dismissal will wait at the front entrance then will be individually dismissed to parent cars or parents themselves as they arrive.
- 7) Please do not park in front of the school between 7:30-8:00 and 3:10-3:30, as this is the bus loading area.

8) Students that are not picked up from school by dismissal time will automatically be placed in Kids Care and fees will be assessed as appropriate.

9) Students arriving late to school need to be signed in by a parent or guardian at the front office.

10) Students being picked up or student change in plans from school can only be altered by a person that is on their dismissal plan that is on file at the school or if the parent/guardian has called in giving the school a specific dismissal directive.

11) All preschool students must be picked up and dropped off until they are five years of age to ride the bus.

### **Keeping the Building Clean**

Every student needs to make his or her best effort to keep our school building clean and in good shape. Each class may be assigned a 'chore' to help keep the school looking its best. The assigned chore will be age appropriate and may change periodically throughout the year. This responsibility is meant to instill a sense of responsibility in keeping the school clean as well as promote pride in their school building. No gum is allowed at school by the students, with the exception of rewards and parties.

### **School Lunch Program**

Breakfast is offered at North Nodaway Elementary at a cost of \$2.10 (reduced \$.30) and lunch at a cost of \$3.20 (reduced \$.40). Seconds will be offered at an additional charge (entrée \$2.25, sides \$1.25, juice \$.55, and milk \$.50) for students. A peanut butter sandwich half will be offered at no cost. Adults will be charged \$2.70 for breakfast and \$4.47 for lunch or a chef salad when eating with their child. **Students are required to prepay for all meals and seconds. This may be done with daily, weekly, or monthly payments.** One check may be used for members of the same household attending school at the elementary building (cannot include students at the MS/HS building). Please send all lunch money in an envelope with your child's name on the front so the proper account will receive credit.

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

**There will be no charging of breakfast or lunch after a student has accrued a negative balance of 10 meals (lunches), approximately \$30.00. If this occurs, the student will need to bring their own breakfast/lunch or will eat an alternative lunch until the bill has been paid.** The alternative lunch will consist of a peanut butter and jelly sandwich, milk, fruit, and vegetable. Students can't charge seconds or extra milks without a positive account balance.

### **Lunchroom Rules**

- 1) Lunchroom Expectations – quiet voices and restaurant manners will apply at all times.
- 2) In our effort to encourage proper nutrition, students are expected to eat three things on their tray before they may go back for seconds. Milk may count as one of these items. On most days, a second portion of the entree will be available at an additional cost. Students must ask for seconds before the last 5 minutes of the lunch shift. Students who bring his/her lunch are not allowed to bring a soft drink or energy drink with their lunch.
- 3) Any student who misbehaves after a warning from the lunchroom supervisor will be moved to a safe seat to finish eating. Continued incidents may result in an assigned seat away from others and/or parental contact.

4) Students will adhere to the communication monitor on the wall and when the light goes RED and the alarm sounds, indicating the lunch room is too loud, the lunch shift will go to a silent lunch.

### **Lunch Shift Times**

First Lunch Shift	11:00-11:25	Grades PK-K
Second Lunch Shift	11:30-11:55	Grades 1-2-3
Third Lunch Shift	12:00-12:25	Grades 4-5

### **Conferences**

Conferences will be held at the conclusion of the 1st Quarter and 3rd Quarter. For conferences parents will have an opportunity to choose their conference date and time. Remaining conferences will be scheduled making every effort to take parent's work schedules into consideration when arranging conferences. If you have special requests that need to be considered, please let us know as soon as possible. IEP meetings will be scheduled on an individual basis throughout the year.

### **Deliveries**

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

### **Dress Code**

*Board Policy JFCA and Procedure JFCA-AP*

No rude, obscene, or offensive clothing is allowed. No alcohol, tobacco or drug themes or advertisements or inappropriate double entendre clothing are allowed. No midriff (above the belly button), half-T-shirts, oversized tank tops, backless, or inappropriately short shorts are allowed at school. Students will be asked to change clothing, turn them inside out, or the student will not be allowed in school wearing them. No caps, hats or hoodies with hoods up will be worn inside the school building except on special days or with special permission.

### **Early Dismissal**

Dismissal for bad weather, etc. will be announced through radio stations KNIM, Maryville (97.1 FM); KMA, Shenandoah (960 AM); KFEQ, St. Joseph (680AM); and KQTV, St. Joseph (channel 2), as well as the NW Cell Alert. Please give specific instructions at registration as to what he/she is to do in case of early dismissal. Also, any day that bad weather is forecast, a note with instructions is helpful.

### **Alternate Method of Instruction AMI**

AMI (Alternative Method of Instruction): In an effort to prepare for inclement weather during the winter months, our district has prepared an AMI (Alternative Method of Instruction) Plan. This plan can be used following the 4th snow day of the school year. After the 4th snow day, a district textcaster will be sent out stating that the district will be closed due to inclement weather, but that students will be utilizing remote learning. Students will be expected to complete assignments and activities in the lesson learning packets (in their AMI folder) as assigned by teachers. Assignments not completed and returned on the next school day will be considered late or missing assignments.

### **Extended Learning/Behaviors**

Students who choose to not participate in the regular school day or fail to complete assignments may be assigned extended learning time to stay caught up with classroom Instruction. This extended learning time will be at the discretion of the administrator and can be held before or after school as well as on Saturdays. Arrangements will be made with parents. Extended learning may also occur during excursions,

field/educational trips, school activities, events or school organization events. Students who have excessive behaviors, such as ISS or OSS may not be allowed to participate in excursions, field trips, in school activities, organizations etc. at the discretion of the administration.

### **Kids Care Rates**

Understand that there is a \$20.00 enrollment fee per family due upon registration and must be in place before students can attend Kids Care. Childcare payments are due upon receipt and any bill carried beyond 2 weeks will be assessed a weekly late fee of \$5.00. If a bill becomes more than 30 days overdue or becomes in excess of \$50.00, childcare services will be suspended immediately until all changes are paid in full. Any student having problems in the program, a conference will be arranged between the parent and the program coordinator. North Nodaway R-VI reserves the right to terminate childcare services if it is determined that placement is unsatisfactory. If a student has been placed in ISS during the day they will not be able to attend Kids Care and a parent will be contacted to make alternate after school arrangements. Students who are picked up from Kids Care late (after 4:30 pm), North Nodaway R-VI reserves the right to terminate services if it is deemed as problematic or unsatisfactory by the program coordinator. Kids Care will not be in session on early out days, on days with inclement weather where school is released early or on days where school is canceled for any reason. Kids Care rate is \$2.00 per hour per child.

### **Behavior Management and Positive Behavioral Interventions and Supports (PBIS)**

Staff within our school respects each child's individuality. We encourage independence and strive to always be positive and rewarding of desirable behavior. We set clear, consistent expectations and make these known to students. Our staff model appropriate interactions with others and provide cues to the students to remind them of what is expected.

PBS is a system for promoting positive behavior that student's exhibit. Our goal as a district is to produce students that are **Respectful, Responsible and Safe**. The process focuses on improving our school's ability to teach and support positive behavior for all students-particularly regarding being respectful, responsible, and safe. A PBS Matrix is created and implemented through instruction and modeling with students that set the expectation in all areas of the building. Mustang Money is awarded to those who exhibit being Respectful, Responsible and Safe. Students may use their Mustang Bucks when the Stable Store is open. Students who do not exhibit being Respectful, Responsible or Safe will receive a Major or a Minor.

Majors go straight to the office, and Minors are dealt with in class by the classroom teacher and turned into the office for documentation. Once a Minor has been committed three times, the fourth time turns into a Major and is handled in the office. Majors are handled in accordance with student discipline policies and the Missouri Safe Schools Act.

We cannot allow any student to hurt others students, teachers, or themselves. When aggressive behavior occurs, the parents will be notified and consequences will be determined as deemed appropriate by the building principal. The parents will be expected to begin immediate cooperative effort with the teachers and administrator to help the child learn appropriate behavior.

Parental cooperation and support is an essential element in the educational success of the student. Students who engage in physical contact with intent to harm or maliciously will be given out of school suspension for a duration determined by the building principal.

Consistent disruptive or inappropriate behavior is harmful for all students and is also detrimental to the quality of the program. In these situations, the classroom teacher and building administrator will schedule a conference with the families concerning behaviors if necessary.

There may also be times when students will be assigned after school or Saturday learning time to make up for school instructional time and instructional work missed during the regular school day due to behavior or excessive absences.

### **Accidents at School/Emergency Procedures**

Parents will be notified by phone or in writing (electronically) in case of an accident or illness to their child. If you cannot be reached to make necessary arrangements, or in a critical emergency requiring medical care, the school will phone the person/persons you listed on your child's enrollment form to authorize treatment.

All major and minor injuries will be documented and an accident report will be filled out and sent to the parent/guardian's email explaining the injury. A copy of the accident report will also be submitted to the school nurse and elementary principal.

Parents of all enrolled children are required to submit a medical release form giving the preschool permission to seek medical attention for the child in case of a medical or dental emergency. The parents must update the preschool on any changes in home, work, and medical phone numbers. In the case of an accident, the following emergency procedures will be used:

1. A staff member will carry out immediate first aid.
2. A staff member will contact the parent to come and take the child to the doctor or dentist if medical care is necessary.
3. 3.) In case the parents or emergency contact person cannot be reached, the teacher will have the authority to call the designated physician or dentist, or local emergency unit for treatment and/or transportation to a hospital. A staff member will accompany the child to the hospital and stay until the parent arrives.

### **Snacks/Drinks**

Preschool and Kindergarten will have an afternoon snack and parents will be asked to sign up to bring one snack per month to share with all students. First through Fifth Graders are asked to not bring outside snack to school unless preapproved by their teacher and building principal. All students should not bring any item to drink throughout the school day except water. There are to be no energy on school grounds. Students may have a clear water bottle throughout the day that can be used for water and kept outside their classroom underneath their hook unless otherwise directed by their teacher or building principal.

### **Outdoor Play/Recess**

Outdoor play will be scheduled on a daily basis when the weather permits. Please dress your children in proper shoes/clothing for running and playing. Rubber soled shoes work best for playing.

**Sandals and flip-flops are not recommended.** In the winter, gloves and hats are required. Heavy coats, snow pants and snow boots are encouraged. We will not be going outside if the temperature is below a "feels like" 30 degrees.

We will take the children outside everyday unless weather is inclement. Staff ratios cannot be upheld if one child is kept indoors; therefore, if your child is too ill to go outside, he should not be brought to the preschool.

### **Parties/Birthdays**

North Nodaway Preschool celebrates holidays with classroom parties. All parties are held at 2:45 or later. Classroom teachers will notify parents when these occur with details.

### **Head lice**

Head lice checks will be performed periodically. If your child is found to have head lice, a parent will be notified, the child will be sent home, and he/she will not be allowed to return until their hair is free of live lice as determined by the nurse or designated official. The child's hair will need to be shampooed, nits removed, and are asked to provide proof of treatment. Another treatment is recommended 7-10 days after the first treatment. The student will be rechecked after they return to school. Please report any suspected cases to the school. Feel free to contact the school nurse if you have any questions. Repeated issues with lice may result in contact being made with the Division of Family Services.

### **Health Screenings**

Hearing and vision screenings will be done annually, by our school nurse, at no cost to parents.

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

Here are some general guidelines to help you make that decision; these do not cover every medical condition and do not take the place of seeking medical attention. Please consult your physician for specific medical advice. At the discretion of the school nurse, or health designee, a doctor's note may be required before readmission to school.

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

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



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

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

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

1. The school must have written permission and instructions signed by the parent/ guardian. (Medication Administration forms are available at registration as well as in the office.)
2. All prescription and over-the-counter medications must be brought to and from the school by a parent/ guardian or other responsible adult. This is important for the safety of all students. All medication needs to be brought to the office, **BY AN ADULT**, immediately upon arriving at the building. Parents must pick up all unused medicine. It will be destroyed two days after the last day of school if no one picks it up.
3. **ALL** medications **MUST** be in the original labeled bottle with the student's name, name of medication, dosage, time to give, Doctor's name and date. Your pharmacist will provide an extra bottle.
4. All over-the-counter medications must be delivered to the school nurse in the manufacturer's original packaging and will only be administered according to the manufacturer's label.
5. If a student has a diagnosis of asthma, they must have an inhaler at school in case of emergency. Students with asthma must have an Asthma Action Plan on file in the office.
6. Please notify the nurse of any prescription medications that are being taken at home in case there is a reaction to the medication while your child is at school.
7. **DO NOT SEND** medication to school in an envelope or baggie.
8. If a student is absent, due to illness, from school for 3 consecutive days, they must have a doctor's note to return, and for those days to be excused.
9. If a student takes a daily medication here at school, and there are any changes to the medication, for example but not limited to, stopping medication, a dosage change, a time change, etc, parents must provide a doctor's note to reflect these changes. Parental directives for these changes will not be sufficient.
10. Any student who has surgery, or hospital stay will be required to provide a doctor's note stating the child may return to school, and also any restrictions or accommodations needed. This needs to be provided prior to returning to school.
11. All communicable diseases, such a chicken pox, strep throat, scarlet fever, impetigo, hepatitis and infectious mononucleosis **MUST** be reported to the school nurse. Communicable conditions such as scabies and head lice **MUST** also be reported to the school nurse. All students with lice must be cleared by the building nurse before returning to class.

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

#### Medication List

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

### **Pictures/Videos in Classrooms**

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

### **Volunteers and Chaperones**

The North Nodaway School District welcomes parents and patrons of the district to attend district events; however, all volunteers working with students must meet the guidelines set forth by Missouri State Law. This law requires all volunteers and chaperones to have criminal background checks that include fingerprints submitted to the Missouri State Highway Patrol. Contact the office for more information if you wish to complete this screening. Due to protecting the privacy of our students and not to disrupt the educational environment we do not permit non district personnel to observe in the classroom during instructional times.

### **Excursions/Educational Trips/Activities/Organizations/Events**

The District believes that Educational and activity trips, events at school and participating in school organizations adds much to the education of a student. Therefore trips will be planned with educational purpose and selected carefully to ensure maximum educational benefit. Students can participate in organizations and events and activities throughout the year. All parents and guardians will be invited when appropriate but will need to provide their own transportation, meal, admission and will only be allowed to supervise their own child. Preschool students may not always attend school trips due to the age requirement of riding the bus.

### **School Pictures**

Individual pictures will be taken during the 1st quarter. Picture order envelopes will be sent home. All orders with payment must be turned in to the classroom teachers before picture day. Class/group pictures will be taken in the spring. You will be given the option of an individual picture at this time also.

### **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 ensure 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 a 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:
  - Remain calm.
  - Do not run outside seeking another building or another person.
  - Do not be surprised if the lights go out.
  - When the storm has passed, report missing persons to your teacher
  - Students must not leave their class, even with their parents, without notifying the principal.

#### **EARTHQUAKE DRILLS:**

1. Federal, State, and local emergency management experts and other official preparedness organizations all agree that "Drop, Cover, and Hold On" is the appropriate action to reduce injury and death during earthquakes.
  - DROP to the ground (before the earthquake drops you!)
  - Take COVER by getting under a sturdy desk or table, and
  - HOLD ON to your shelter and be prepared to move with it until the shaking stops. If there is no table or desk near you, drop to the ground and then if possible move to an inside corner

of the room. Be in a crawling position to protect your vital organs and be ready to move if necessary, and cover your head and neck with your hands and arms. Do not move to another location or outside. Earthquakes occur without any warning and may be so violent that you cannot run or crawl. You are more likely to be injured if you try to move around during strong shaking.

### **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:

- Remain calm.
- Crouch low or sit next to a wall in a designated "safe zone".
- Lock doors turn off lights
- Maintain silence until given all clear from the office.
- Students must not leave their class, even with their parents, without notifying the principal.

### **Every Student Succeeds Act (ESSA)**

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

## Reading Success Plan

Students with Reading Success Plans are one or more grade levels behind in a foundational reading area such as phonics, phonemic awareness, vocabulary, or comprehension. Copies of Reading Success Plans are given to parents during Fall Parent-Teacher Conferences, along with a packet of at-home resources.

Section 167.645, RSMo, states Each school district and charter school shall assess all students enrolled in Kindergarten through grade three at the beginning and end of the school year for their level of reading or reading readiness on state approved reading assessment. Additionally, all school districts and charter schools shall assess any newly enrolled student in grades one through five for their level of reading or reading readiness on a reading assessment from the state approved list. At the beginning of the school year, each district and charter school shall provide a reading success plan to any student who:

- (1) Exhibits a substantial deficiency in reading which creates a barrier to the child's progress learning to read. The identification of such deficiency may be based upon the most the most recent assessments or teacher observations; or
- (2) Has been identified as being at risk of dyslexia in the statewide dyslexia screening or has a formal diagnosis of dyslexia.

The district or charter school shall notify the parent or guardian of any student in kindergarten through grade three who exhibits a substantial deficiency in reading, as described in subsection 1 of this section, at least annually in writing, and in an appropriate, alternative manner for the parent or other guardian if necessary, of the following:

- (1) That the child has been identified as having a substantial deficiency in reading;
- (2) A description of the services currently provided to the child;
- (3) A description of the proposed supplemental instructional services and supports that the school district will provide to the child that are designed to remediate the identified area of reading deficiency. For students identified as being at risk of dyslexia or those that have a diagnosis of dyslexia the district shall provide an explanation that the instruction that will be used to teach the child reading shall be explicit, systematic, and diagnostic and based on phonological awareness, phonics, fluency, vocabulary, comprehension, morphology, syntax, and semantics;
- (4) Strategies for parents and guardians to use in helping the child succeed in reading proficiency, including but not limited to the promotion of parent-guided home reading.

If a student has a substantial reading deficiency at the end of third grade, the student's parent or guardian and appropriate school staff shall discuss whether the student should be retained in grade level, based on a consideration of all relevant factors, including the reading deficiency, the student's progress in other subject areas, and the student's overall intellectual, physical, emotional, and social development. A decision to promote or retain a student with a substantial reading deficiency at the end of grade three shall be made only after direct personal consultation with the student's parent or guardian and after the formulation of a specific plan of action to remedy the student's reading deficiency.

Guidelines:

- Kindergarten
  - Students require an RSP if identified as At Risk in Phonemic Awareness
- Grade 1
  - Students require and RSP if identified as At Risk in any of the following:
    - Phonemic awareness or phonics
    - One year or more below grade level
- Grade 2 and 3
  - Students require and RSP if identified as At Risk in any of the following:
    - Phonetic awareness or phonics
    - At least two of the following essential skills: Fluency, vocabulary, or comprehension
    - At risk for dyslexia or has an official diagnosis of dyslexia
    - One year or more below grade level Lexile score
- Grade 4 and 5
  - Students will require and RSP if identified as At Risk in any of the following:
    - Any of the essential skill areas: phonemic awareness, phonics, fluency, vocabulary or comprehension
    - One year or more below grade level Lexile score

**Student Attendance (Grades K-5)**

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

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

<i>Number of Absences</i>	<i>Consequence</i>
Any time a student is absent and the parents have not contacted the school	School will contact the parent by phone
Accumulation of five excused or one unexcused absences in any semester	Note Sent Home Possible conference with parent and teacher; Clarify expectations
Accumulation of eight excused or two unexcused absences in any semester	Note Sent Home Possible conference with parent, principal and teacher; Create an attendance plan May notify juvenile officer
Accumulation of ten excused or three unexcused absences	Note Sent Home Mandatory conference with parent, principal, and teacher; Review and evaluate attendance plan May notify juvenile officer Student may be required to make up school time
Accumulation of twelve excused or three unexcused absences	Note Sent Home Mandatory conference with parent, principal, and teacher;

	Review and evaluate attendance plan May notify juvenile officer; Student may be required to make up school time District will determine if reason to suspect educational neglect and if so contact Social Services
More than twelve excused or three unexcused absences	Note Sent Home Mandatory conference with parent, principal, and teacher; Review and evaluate attendance plan May notify juvenile officer; Student may be required to make up school time District will determine if reason to suspect educational neglect and if so contact Social Services A factor in determining retention or summer school required as a condition of promotion.

## **Student Discipline**

### *Board Policy JG*

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

#### Enforcement:

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

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

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provIt is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

#### Application:

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

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

Provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

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

## **Student Discipline**

*Board Policy JG-R*

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, 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 district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

### **Reporting to Law Enforcement**

It is the policy of the North Nodaway County R-VI School District to report all crimes occurring on district property 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 days or expulsion of any student who the district is aware is under the jurisdiction of the court. In accordance with law, 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 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.

### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. 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 the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

### **Impact on Grades**

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

### **Prohibited Conduct**

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. 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.

**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**

- Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

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.

- Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

**Automobile/Vehicle Misuse** – Uncourteous or unsafe driving on or around district 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 district property.

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

**Bullying and Cyberbullying (see Board policy JFCF)** – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

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 – Board policy JFCC** - Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students over the age of 5. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. 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.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus, assigned seat, principal conference, parent conference, or detention. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

All persons riding in school district vehicles shall adhere to the following rules.

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Permission to open windows must be obtained from the driver.
11. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
12. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
13. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
14. Students shall not throw objects about the vehicle nor out the windows.
15. Students shall keep feet off the seats.
16. The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.

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

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

**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 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.
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Subsequent Offense:	11-180 days out-of-school suspension or expulsion.
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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 Offense:	11-180 days out-of-school suspension or expulsion.

**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 Care for or Return District Property** – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
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Subsequent Offense:	Restitution. Detention or in-school suspension.
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**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, 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 is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**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 district 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.

**Harassment, including Sexual Harassment (see Board policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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 of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. 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; or pushing or fighting based on protected characteristics.

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.

**Hazing (see Board policy JFCG)** – 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 district-sponsored activity. Hazing can 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 or Fireworks** – 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; possessing or using fireworks.

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.

**Nuisance Items** – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

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

**Sexting and/or Possession of 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, or in-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Sexual Activity** – Consensual acts of sex or consensual simulations 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.

**Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)**

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, or in-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 personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

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. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

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

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, electronic cigarettes or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

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

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

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

**Truancy or Tardiness (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; arriving after the expected time class or school begins, as determined by the district.

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

**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 district, staff or students.

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

**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 calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

3. Possession or use of ammunition or a component of a weapon.

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.

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**Weapons in School**  
*Board Policy JFCJ*

The Board recognizes the importance of preserving 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 strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

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

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).

4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. § 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

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

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

### **Corporal Punishment**

*Board Policy JGA*

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the North Nodaway County R-VI School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

### **Educational Equity Policy Statement**

*Board Policy AC*

The North Nodaway County R-VI School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other



characteristic protected by law. The North Nodaway County R-VI School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:

a) Make complaints of prohibited discrimination or harassment.

b) Report prohibited discrimination or harassment.

c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.

2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.

3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

### **Additional Prohibited Behavior**

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

### **Boy Scouts of America Equal Access Act**

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

### **School Nutrition Programs**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action with the USDA Office of the Assistant Secretary for Civil Rights or the district's compliance officer using the process outlined in policy EF.

### **Interim Measures**

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

### **Consequences and Remedies**

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Superintendent of Schools

705 East Barnard  
Hopkins, MO 64461  
Phone: 660-778-3411/Fax: 660-778-3210

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

Secondary Principal  
705 East Barnard  
Hopkins, MO 64461  
Phone: 660-778-3315/Fax: 660-778-3210

### **Public Notice**

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the North Nodaway County R-VI School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

### **Reporting**

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

### **Student-on-Student Harassment**

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for

prohibited behavior in accordance with the district's discipline policy. Administrators will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

### **Investigation**

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

### **Grievance Process Overview**

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

### **Grievance Process**

1. Level I - A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II - Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III - Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

## **Confidentiality and Records**

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

### **Training**

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

### **Public Complaints**

#### *Policy KL and Procedure KL*

The North Nodaway County R-VI School District is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to hearing a complaint or making a decision on the matter.

All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

### **Complaint Process**

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. Complaints involving federal programs will be processed in accordance with policy KLA. Other grievances or complaints for which there is a specific policy or procedure will be addressed

pursuant to that policy or procedure. If no other policy or procedure applies, the complaint may be brought as described below.

### **Process for Resolving a Concern or Complaint**

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established policies or procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding 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 ("complainant") within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the complainant within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board. The Board is not obligated to address a complaint. If the Board decides to hear the issue, the Board's decision is final. Otherwise, the superintendent's decision on the issue is final.

### **Prohibition against Retaliation**

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

### **Missouri Course Access and Virtual School Program (MOCAP)**

#### *Policy IGCD*

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access and Virtual School Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.

The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

**Public Notice; Programs for Students With Disabilities**  
*Policy IGBA*

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

**General**

Any individual who knows or believes that a student has a disability and is in need of accommodation should contact the school's principal or district administration immediately.

All complaints regarding discrimination will be resolved in accordance with policy AC. Anyone who has a complaint or suspects discrimination should contact the compliance officer identified in policy AC.

The district will notify all parents and students of its obligations under this policy and the law.

Unless the parents of the child have initially consented in writing to the district's offer to provide special education and related services, the district cannot, and will have no obligation to, provide special education services pursuant to the Individuals with Disabilities Education Act (IDEA), and the child will not receive the protections of the IDEA.

**Students Eligible for Special Education Services under the IDEA**

The district's programs and services available to meet the needs of students with disabilities will be in accordance with applicable federal and state laws governing special education services, including the State and Local Plans for the implementation of Part B of the IDEA. However, if the State of Missouri does not receive or accept federal IDEA Part B funds, nothing in this policy shall be read to require anything, procedurally or substantively, that is not required by the governing law.

**Students Placed in Private Schools by Their Parents**

In general, the North Nodaway County R-VI School District has no obligation to provide a free, appropriate public education (FAPE) or special education and related services to any student enrolled in a private school by his or her parents. The district will expend a proportionate amount of its IDEA Part B funds on the group of privately placed students as a whole, as required by law.

Parents of a student previously enrolled in the district who choose to unilaterally place the student in a private school without district consent due to a dispute regarding FAPE will not be reimbursed for tuition costs except as required by law.

**Evaluation and Identification**



The special education director will develop and implement procedures governing the evaluation of students to determine their eligibility for special education services in accordance with the law and state and local plans. Further, the Board authorizes the special education director to use a discrepancy model, including the use of professional judgment or a response to intervention (RTI) model, for identifying students with specific learning disabilities (SLD).

### **Independent Evaluations**

An Independent Educational Evaluation (IEE) will be provided as required by the IDEA. Applicable procedures, evaluator criteria and cost guidelines governing the IEE process are available through the district's special services office. The Board delegates the authority to make changes to these procedures, evaluator criteria and cost guidelines to the superintendent or designee. These items will adhere to rules published in the State and Local Plans for Compliance with Part B of the IDEA.

### **Extended School Year**

Extended school year (ESY) services may be necessary to provide a child with a disability a free and appropriate public education pursuant to law. The individualized education program (IEP) team will consider ESY services for all special education students eligible for services under the IDEA, but ESY services will only be provided if the student is found eligible in accordance with this policy.

A student will be eligible for ESY services if, based on the available data, the student needs services beyond the regular school day/term to avoid regression that will interfere with the student's ability to continue to progress in the curriculum. This determination will be based on consideration of the following:

1. The nature and severity of the student's disability.
2. The areas of learning crucial to the child's attainment of self-sufficiency and independence.
3. The student's progress.
4. The student's behavioral and physical needs.
5. Opportunities the student will have to practice skills outside of the classroom setting without ESY services.
6. Availability of alternative resources.
7. Areas of curriculum that need continuous attention.
8. Ability of the student's parents to provide educational structure.
9. Particular curricular or vocational needs of the student.

The length, nature and type of ESY services will be determined by the IEP team and addressed in each student's IEP. If at the time the IEP is developed it is unreasonable to predict eligibility for ESY services, the IEP team will meet after sufficient time has passed for the team to make an informed decision about ESY services, but not later than six (6) weeks prior to the end of the regular school term.

### **Mediation**

The Board of Education authorizes the superintendent or designee to legally bind the school district to a mediation agreement developed in accordance with the IDEA and Missouri law and further authorizes the superintendent or designee to contact an attorney for legal advice prior to making any decisions.

### **Resolution**

The Board of Education designates the superintendent or designee to represent the school district in resolution meetings and gives the superintendent or designee decision-making authority on behalf of the district. The superintendent or designee has the authority to sign and legally bind the district to a settlement agreement reached at the resolution meeting. All other settlement agreements must be approved by the Board.

### **Children Three (3) to Five (5) Years of Age**

When identifying children three (3) to five (5) years of age who qualify for special education but are not yet eligible for kindergarten, the district will use any of the disability categories, including that of Young Child with a Developmental Delay (YCDD). When a child so identified reaches kindergarten age, his or her eligibility will continue to be determined using any of the disability categories, including that of YCDD. A child who is not identified as eligible for special education services prior to reaching kindergarten age will be identified using disability categories excluding that of YCDD.

### **Accommodation of Students with Disabilities Including Those Not Eligible for Special Education Services under the IDEA**

The district seeks to identify, evaluate and provide free and appropriate educational services in the least restrictive environment to all qualified students with disabilities within the definitions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program, including nonacademic services and extracurricular activities.

Students with disabilities may be eligible for accommodation under this policy even though they are not eligible for services pursuant to the IDEA. The district will initiate a referral if a student requiring accommodation is also believed to be a student with a disability under the IDEA. Implementation of an IEP in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

### **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 exigent 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 officials 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.

### **Interview with Police or Juvenile Officers/Other Law Enforcement Officials**

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

### **Interview with the Children's Division**

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

### **Contacts by Guardian Ad Litem and Court-Appointed Special Advocate**

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

## North Nodaway R-VI School Board of Education

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Contact a board member .....

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

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

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

**Missouri Department of Elementary and Secondary  
Education Every Student Succeeds Act of 2015  
(ESSA) COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every

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

**1. What is a complaint?**

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

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

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

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

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

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

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

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V Revised 4/17 <sup>2</sup>In compliance with ESSA Title VIII- Part C, Sec. 8304(a)(3)(C)

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

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

A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and 2. The facts on which the statement is based and the specific requirement allegedly violated. **7. How**

**will a complaint filed with the Department be investigated?**

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

The following activities will occur in the investigation:

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

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

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department’s resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

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

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

## **PARENT NOTIFICATION**

The Elementary and Secondary Education Act (ESEA) requires notification to parents when any of the following situations exist in a Local Education Agency (LEA) receiving federal funds. Additional information regarding these requirements can be found in this manual.

1. LEAs must annually disseminate DESE’s ESSA Complaint Procedures to parents of students and appropriate nonpublic school officials or representatives.
2. At the beginning of each school year, a participating LEA must notify the parents of each student attending a school that receives Title I. A funds that they may request, and the LEA will provide in a timely

manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.

3. A school that receives Title I. A funds must provide all parents notice their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.

4. Within 30 days after the beginning of the school year, an LEA must inform parents their child has been identified for participation in a language instruction educational program.

5. Parents/guardians of students enrolled in a persistently dangerous school or students who are victims of violent criminal offense while on school property must be notified of their option to transfer their student to a school that is not designated persistently dangerous.

6. Testing Transparency – LEAs must make available to the public for each grade and each assessment required by the state, the following:

- a. the subject matter assessed;
- b. the purpose for which the assessment is designed and used;
- c. the source of the requirement for the assessment (statutory cite);
- d. the amount of time spent on the assessment;
- e. the schedule for administering the assessment; and,
- f. the time and format for disseminating results.

Dear Parent or Guardian:

Our District is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

- Whether your Student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.



- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I. A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessment required under Title I. A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

## **PUBLIC NOTICE**

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

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

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

The school district has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the local school district administrative office.

This notice will be provided in native languages as appropriate.

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

## TITLE 1A Student / Parent / School Compact

North Nodaway R-VI School District SCHOOL-PARENT-STUDENT COMPACT for the \_\_\_\_\_ school year North Nodaway Elementary, and the parents of students participating in Title I.A activities services, and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

**School Responsibilities** - North Nodaway Elementary and its staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the MO Learning Standards as follows –
  1. Retain highly qualified principals and teachers,
  2. Provide instruction, materials, and high quality professional development which incorporates the latest research, and
  3. Maintain a safe and positive school climate.
- Hold annual parent-teacher conferences to –
  1. Discuss the child's progress/grades during the first quarter,
  2. Discuss this compact as it relates to the child's achievement, and



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Student signature

Date

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Parent signature

Date

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