



WEST NODAWAY R-1 JR/SR HIGH SCHOOL

2023-2024

MISSION STATEMENT
Educate, Equip, Inspire!

West Nodaway Fight Song

We're gonna fight, fight for West Nodaway,
We're gonna fight, fight for our team.
We're gonna fight, fight, fight for victory,
We're gonna fight, fight, to win, we're gonna win,
We're gonna cheer, cheer for a victory,
We're gonna cheer for Silver and Blue,
We're gonna fight, fight, fight,
We're gonna win, win, win,
We're loyal to West Nodaway - HEY!

NAME: _____

GRADE: _____

WEST NODAWAY R-I SCHOOLS WILL NOT DENY ANY PERSON THE OPPORTUNITY TO PARTICIPATE IN ANY PROGRAM ON THE BASIS OF SEX, RACE, COLOR, RELIGION, MARITAL STATUS, AGE, OR DISABILITY.

TELEPHONE DIRECTORY

West Nodaway R-I High School	725-3317
Bus Barn	725-3316
Superintendent – Dr. Mitch Barnes	725-4613
District Secretary/Bookkeeper – Mrs. Cheryl Adkins	725-4613
Junior High/High School Principal – Dr. Mitch Barnes/Mr. Tim Conn	725-3317
Junior High/High School Secretary – Mrs. Valerie Cowden	725-3317
Counselor's Office – Mrs. Lani Clayton	725-3317
West Nodaway R-I Elementary School	725-4126
Elementary Principal – Mr. Tim Conn	725-4126
Elementary Secretary – Mrs. Alisa Meyer	725-4126
PK-12th Nurse – Mrs. Kelli Hoyt	725-4126

EMERGENCY SCHOOL CLOSING

If school will be closed or delayed due to inclement weather, a Rocket Text Alert will be sent, and it will also be on the following radio/TV stations: KNIM 97.1 FM/95.9 FM, KMA 960 AM & 99.1 FM, KKJO 92.7 FM/105.5 FM, 68KFEQ 680 AM, KQ2, KCTV 5 TV.

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2023-2024 SCHOOL CALENDAR

GENERAL SCHOOL INFORMATION:

1. The school building will be opened to students at 7:00 AM. Students should stay in the cafeteria or in a designated area with direct teacher supervision until 7:35 AM. All students must report to their designated classroom at 7:35 AM and remain there until the 7:50 bell. Those students that are eating breakfast should report to their designated classroom when they have completed eating. The first period class will begin at 7:55 AM and classes will end at 3:40 PM.
Pre K - 12 Registration and Pictures
Page 11 of 12
15 Mid-Quarter
2. Tennis or athletic shoes are the only types of shoes allowed by students on the gym floor at any time during the day.
October
3. Students will not be called to the office to answer the telephone, unless it is an important call (i.e. parent). Students should not be contacted by cell phone by anyone (including parents) during class time.
End 1st Quarter
November
4. Students will walk from class to class. Horseplay, profanity, and loud boisterous behavior will not be tolerated.
Mid-Quarter
January/February Break
March
5. Students are not to leave the school grounds without permission from the office and administration and **must have parental approval before signing out**. WN has a closed campus; students must sign out in the office. If a student knows ahead of time that they will be leaving early, they must bring a note, if have a parent phone the school office.
December
End 1st Semester
January
6. Use of locker rooms will be only for students enrolled in physical education classes, or while a student is participating in an athletic sports season. All items must be kept in a locker and should be locked to prevent theft or damage. Any unlocked items are not the responsibility of the school, and replacement will be up to the student. Combination locks can be provided by the school, but if provided by the student, the combination or an extra key must be kept in the HS/MS office. Cell phones and electronic devices are not allowed to be used in the locker room or bathrooms, and discipline will be assigned as determined in the student code of conduct.
Classes Resume
February
7. Any students not under direct supervision by a sponsor or coach must leave the school grounds by 3:45 PM. Students waiting to leave or participate in extracurricular activities should report to their coach or sponsor.
Parent-Teacher Conferences, 12:30-7:00 PM
Spring Break
8. Students reporting to detention must do so by 3:45 PM.
April
9. Students are permitted to bring water in a lidded container to drink throughout the day. Food and drinks other than water should be consumed outside of the classroom learning environment. Otherwise, each teacher reserves the right to determine if snacks and/or drinks may be consumed in his or her classroom. Access to snacks and/or drinks other than water may be denied by the administration if problems arise.
Commencement
Early Dismissal at 12:30 PM - Summer Begins
10. All outstanding bills should be paid at the end of each grading period, but must be paid by the end of the school year as stated in this handbook.
End 4th Quarter
Memorial Day - District Closed
11. In accordance with Drug Free Public Law 101-226, the building and school premises will be tobacco, alcohol, and drug-free. Compliance with these standards of conduct is **MANDATORY**.
Student Attendance
Teacher Contract 162 Days
12. Every student shall be expected to follow reasonable rules, directions, instructions, and requests from teachers, student teachers, substitute teachers, educational assistants, principals, or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel.
13. All rules and regulations contained in the student handbook apply to all student activities, home or away, day or night.
14. Any behavior not specifically mentioned in this handbook, that is not appropriate, will be dealt with according to school board policy by the administration.

TECHNOLOGY USE AGREEMENT

The West Nodaway School system has purchased computers and internet access with the goal that they will be used mainly for class assignments, job skill training, and research. To ensure this goal is met, students and parents must sign an agreement to adhere to the rules set forth in the agreement. Privileges will be withheld until the computer use agreement is signed. Failure to comply with the technology use agreement will result in disciplinary action.

First offense: Technology privileges are taken away for a week.

Second offense: Technology privileges are taken away for a month.

Third offense: Technology privileges are taken away for the remainder of the school year.

WN IMMUNIZATION, MEDICATION, ILLNESS GUIDELINES

Missouri state law requires that students must have adequate immunizations to enroll. The immunization schedule is available on the school web site or from the school nurse.

FREE VACCINE AVAILABLE at Nodaway County Health Office: (660) 562-2755

ONLY EXEMPTIONS FROM IMMUNIZATIONS

- **Medical:** Must be signed by the physician and is permanent.
- **Religious:** To be signed by the parent and renewed annually.

EMERGENCY INFORMATION SHEETS

Please supply any information we would need for your child in case of an emergency. List any health problems/allergies/medication child has or takes. Sign for over-the-counter medications they may have. Emergency medical sheets need to be returned within two weeks from the time school starts. If they are not returned within two weeks, parents will be contacted by phone.

PRESCRIPTION MEDICINES

Medication administered by school personnel will be given only when a child's health may be in jeopardy without it.

1. Medication may be taken at school IF it is given to the student by the school nurse or designated staff. Exception:

inhalers! **Students with inhalers must have an asthma action sheet on file in the health office.**

2. **ONLY** prescription medicine will be given by school personnel. Over-the-counter medication will be given **IF accompanied by a note from the parent AND physician**, or listed in WN R-1 Standing Orders and **in its own bottle**.
3. Parental permission is necessary for us to comply with all medication orders. **The parent/guardian is to administer the first dose, then bring the medication to the school office.**
4. All medications **MUST** be in the original labeled bottle with the student's name, name of medication, dosage, time to give, the physician's name, and date. Your pharmacist will provide an extra bottle.
5. **Students requiring medication daily must have their medicine brought to school by the parent/guardian.** A one to four week supply in the pharmacy-labeled bottle is acceptable. Specific written instructions must be provided and signed by the physician annually.
6. Consult your physician if the prescription can be taken at home outside of school hours.
7. Ask your pharmacist for an information sheet for the school personnel regarding the effect of the medicine and any reactions.
8. DO NOT SEND medication to school in an envelope or baggie.

OVER-THE-COUNTER MEDICATIONS

The following over-the-counter medications have been made available by the school with a standing order from a physician. When you sign the Enrollment/Emergency Information Sheet for their use, we can give them to your child as needed. These medications are Tylenol, Tums, cough drops, Guaifenesin cough syrup (Robitussin), and Ibuprofen. Benadryl and Adrenaline are included for anaphylactic reaction due to allergies (i.e. bees, food, etc.). The last two are for emergencies only.

ILLNESS GUIDELINES

It is unlawful for any child to attend public school while afflicted with any contagious/infectious disease. School personnel may require a child to be examined by a physician if they believe the child can infect others. Exclusion from school is at your doctor's direction. Please do not send your child to school with the following symptoms:

1. A rash or open sore(s). See your doctor for a re-admission note. Exclusion for impetigo is 24 hours after medication has begun. Students with ringworm are excluded only until medicated.
2. A temperature of 100 degrees or more. Influenza-like illnesses are excluded as long as fever persists.
3. Nauseated or vomiting.
4. Severe, persistent pain. See your doctor.
5. A cold, sore throat, 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 begun. Ask the doctor for a re-admission note.
6. 'Pink eye' with discharge, itching, or crusts on either eye. See your doctor for medication/readmission to school.
7. Signs of infestation with lice, nits in the hair, or itchy scalp. The child is to be evaluated for treatment. Students will be checked during the routine enrollment screenings.

Parents, please notify the principal's office of the students' illness, especially if communicable. We have to report illnesses to the State Department of Health.

INJURIES

These will be cared for with first aid as the nurse or school official deems helpful. If the injury requires the attention of your physician, you will be contacted to transport your child to your doctor. If we are unable to contact you, we will seek transportation for the injured child to a doctor's office. In the event of a medical emergency, the school will seek appropriate medical attention for your child.

ILLNESS OR INJURY

A student who is too ill to remain in class should obtain a pass from his/her teacher to report to the office. The office personnel will determine if the student is to remain in school, or if parents will be contacted to come and take the student home.

DYSLEXIA SCREENING

4th-12th grade students will be screened for dyslexia only in cases in which they are consistently experiencing difficulty in phonological awareness, phonics, fluency, or comprehension as noted by assessment scores, classroom teacher, or if requested by the parent/guardian. Exemptions include students with a current diagnosis of dyslexia, intellectual disability, or sensory impairment.

CAFETERIA

Monies received are credited to student's accounts and meal cards are scanned as students pass through the breakfast/lunch line.

STUDENTS MAY NOT CHARGE MORE THAN \$20.00 TO FOOD SERVICE. If you lose your card, a new one will cost \$1.00 to replace the old one.

Prices for 2023-2024 school Year:

Breakfast Lunch

Elem	\$1.90	\$3.05
HS	\$1.90	\$3.30
Adult	\$2.35	\$4.35
Milk	\$0.45	\$0.45

BELL SCHEDULE (Tuesday--Friday)

1st Period	7:55-8:52 AM
2nd Period	8:55-9:52 AM
3rd Period	9:55-10:52 AM
4th Period	10:55-12:12 PM
Junior High Lunch	10:55-11:15 AM
High School Lunch	11:52-12:12 PM
5th Period	12:15-1:12 PM
6th Period	1:15-2:12 PM
7th Period	2:15-3:12 PM
8th Period	3:15-3:40 PM

AUTOMOBILE REGULATIONS

Driving to school is not a right, but a privilege, provided to students needing to drive to school. Any student who operates his/her vehicle in a careless and reckless manner, does not drive a legally licensed vehicle, or does not park properly (east/west direction) in assigned areas, will be denied the privilege of driving a vehicle on school grounds. Students will enter the building upon arrival to school in an immediate manner. In addition, no vehicle will be removed from the parking lot by a student during school hours unless s/he obtains prior approval from the administration. The school system may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobile.

Again, these items are provided by the school and your parents as a convenience for you. It is suggested that students who do not wish to accept these responsibilities walk or ride to school. Do not cause others to suffer due to lack of proper judgment or lack of acceptance of responsibility.

1st Offense: 1-3 days of ISS and/or one week suspension of driving privileges to school

Subsequent Offenses: 5-10 days ISS or 1-10 days OSS and/or one of the following

- Two week suspension of driving privileges to school
- Suspension of driving to school for one semester
- Privileges will be revoked for the entire year

CLASS DUES/STUDENT FEES

Ag Construction or Greenhouse	\$15.00
Nutrition/Wellness	\$10.00
MS Class Dues	\$25.00
HS Class Dues	\$40.00
Senior Composite Fee	\$15.00

ALL BILLS FROM THE PREVIOUS YEAR MUST BE PAID BEFORE A STUDENT MAY PARTICIPATE IN A SCHOOL-SPONSORED ACTIVITY FOR THE YEAR, UNLESS ARRANGEMENTS HAVE BEEN MADE WITH ADMINISTRATION. \$20.00 from each student's class dues will go to the athletic/activities fund and will allow each student to attend athletic events and class/grade level activities or field trips for the year. Students will be checked at the gate by name, and any student who does not pay dues will pay full price to enter athletic events. It will also be enforced that any student not paying their class dues will not participate in the following events: Senior Trip, Prom, Homecoming/Courtwarding (activities, dance, royalty), or Class Officer.

***Accommodations can be addressed by administration on an individual basis.**

CLASS FUNDRAISING

High school class members will be on a "no sell, no go" policy. If the class member chooses not to contribute to the class through selling of fundraising items any year from Freshman to Senior, they will be prohibited from participating in Junior/Senior Activities (Prom/Trip). Members **must** sell at least one item each year to avoid this penalty.

Sophomores and Juniors will participate in running the concession stands during athletic events to raise class funds. Students will sign up to work a minimum number of stands during the school year. If a student misses a stand, regardless of reason (but excused absence from school), they are subject to a \$20 fine per stand missed. A student may find a replacement to avoid the fine, and they must switch shifts with that replacing student. Extra stands may be worked to pay off fines incurred through missing shifts. Junior class members are required to show up for prom clean-up duty as scheduled by the class sponsor. If a class member misses this duty without prior approval of the sponsor, a fine of \$50 will be incurred. Exceptions may be made in the event of another school-sponsored activity, or as determined by administration.

Organizational Fundraising

Organizations will determine organizational activity eligibility based on a point system (set up by the sponsor on file with office)

- Fundraising will then be rewarded with points instead of fines.
- Students will not be able to participate in activities if they do not sell the required number of items.
- A student will not be able to "buy" their way to state level activities. Students must **earn** the right to attend through competition, state officer, or other state activity.
- National activity eligibility will be determined by each organization.

***Accommodations can be addressed by administration on an individual basis.**

Fundraising Schedule (Or as Approved by Administration)

- 12th Grade – September (If needed to reach \$425/person.)
 - 11th Grade – March
 - 10th Grade – February
 - 9th Grade – April
 - FFA – October
 - FBLA – November
 - FCCLA – January
 - NHS – Bake Sales during Basketball
- Season
 - Yearbook/Newspaper – Ad Sales at Beginning
 - Student Council – Pop Machine
 - Extracurriculars (Band, Drama, Sports Teams, etc.) – As approved by administration, on an as-needed basis.

TRANSPORTATION TO AND FROM EXTRACURRICULAR ACTIVITIES

It is the intent of the West Nodaway R-1 School District to provide safe transportation to and from away school activities. As the district is responsible for the students from the time they leave school grounds until they return, the policy to be administered will be:

All team and/or squad members are expected to ride in school transportation to activity sites. Individuals must receive prior permission from the school administration to ride with a parent to an activity site. Permission will be granted only in special circumstances. No one other than a parent/legal guardian or approved school personnel will be allowed to provide transportation to an activity site. If a student arrives at an activity site by means other than those sources, that student will not be allowed to participate in the activity.

All team and/or squad members who are participating in an activity are expected to ride home on school provided transportation. The only exception to this is if the parent/legal guardian and student sign a release form at the site. Students will be released to the parent/legal guardian only.

Under no circumstances will a student be released without proper signatures. If a student fails to comply with this policy, they will either ride in school provided transportation for the remainder of that season, or forfeit eligibility to participate in that activity for the remainder of that season.

1st Offense: Suspended from next game

2nd Offense: Forfeit eligibility for the remainder of the season

LOCKERS

Students have a right to be secure in their person, papers, and effects; however, principals or their designees are authorized to conduct a search of a student or of any locker if there is cause to believe that the student has violated a school rule or committed an offense under the laws of the State of Missouri. Locks are available for checkout in the high school office. Other locks will be permitted on lockers, only if a spare key or combination is provided to the office.

Search and Seizure

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right however, is balanced by the school's responsibility to protect the health, safety and welfare of all of its students. School employees may conduct searches when they have reason to suspect that the health and safety or welfare of students may be in danger. Any school employee making a search or seizure will follow these guidelines:

1. General searches of school property (including personal items found on school property) may be conducted at any time when there is reasonable suspicion for school employees to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present
2. Illegal items (firearms, weapons and drugs) or other possessions reasonably determined to be a threat to the safety, security of others or might possibly interfere with school purposes may be seized by school employees.
3. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's person.
4. A student's person may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal items that may interfere with school purposes.
5. The school maintains ownership of student lockers. The school may and will search student lockers on a periodic basis to protect the health, safety or welfare of students who might be in jeopardy.

VISITORS

All visitors should check into the office upon entering the building. Visitors who plan to stay for any length of time must sign in/out and wear a visitor's pass while here. Arrangements for having a guest attend classes must be made at least 48 hours in advance with the principal.

SCHOOL DANCES

1. High School dances will be for grades 9-12. These are not open dances. Thus, if you are bringing an out-of-school guest, they must have prior approval from the principal or sponsor.
2. No dance will run past midnight.
3. Middle School dances will occur at least once per year. These are exclusively for eligible West Nodaway 7th and 8th grade students who have paid their class dues.
4. Once you leave the dance, you will not be allowed to return.
5. If suspended from school, a student will not be allowed to attend.
6. Students may be required to take a breathalyzer test upon admittance into Prom or other school-sponsored activities, upon reasonable suspicion.

TARDIES

Any student late to school must report to the office to sign in, and then report to class. Three tardies in **any** class will count as a one day of absence.

Tardy - Any time a student is not in class 10 minutes or less after the bell sounds at the beginning of each period is considered a tardy. Tardies to school, unless confirmed by parents as an emergency, will be considered unexcused. Students have three minutes between classes for a passing period. If a student is tardy to class, they will remain in class, and the teacher will mark attendance accordingly. Students tardy from one class to another will need a hall pass from the previous teacher. If a student experiences trouble with the lock on their locker, a student must come to the office to be issued an office pass to excuse the tardy.

Consequences for being tardy (per semester) are:

Three tardies equal an absence.

- **First Offense: 4th Tardy = After-School Detention**
- **Second Offense: 8th Tardy = Two After-School Detentions**
- **Third Offense: 12th Tardy = One Day ISS**
- **Fourth Offense: 16th Tardy = Two Days ISS**
- **Fifth Offense and Subsequent Offenses: Additional Days of ISS**

ATTENDANCE

It is the expectation of the West Nodaway R-I School District that all students attend school on a regular basis and be on time for the start of all classes. The rationale regarding this expectation is that the students will acquire habits of self-discipline, responsibility, and maintain a positive feeling about their school as they become more involved in the daily activities. In order to achieve these goals, the following guidelines have been established:

Number of Absences	Attendance Team	Administration
3	Teacher contacts student and/or parent.	Sends attendance letter home and notifies student.
4	Student is referred to Check + Connect.	Conducts conference with student and attendance probation is assigned.
5	Attend parent meeting as scheduled by administration.	Schedule a parent meeting with the student and Juvenile Office will be contacted.
7	Attend an attendance team meeting to determine if credit is withheld.	Schedule attendance team meeting and make decision regarding credit.
<ul style="list-style-type: none"> • A student shall be allowed a maximum of seven (7) absences from any class during a semester. Students who accumulate in excess of seven (7) days in any class are subject to loss of credit for that class. (Days of student suspension are not counted as days absent for purposes of this policy.) • Attendance team will include principal, counselor, mentor, and teachers of classes where credit may be withheld. • Students will be eligible to participate in school day activities after a two-week period of no additional unverified absences or tardies. A review by the principal will determine whether an exception to the rule should be made. • The attendance team will be given copies of all medical notes, and notes from home, that have been received by the office at the time of their meeting with the parent and/or student to determine whether to withhold credit and/or to implement other attendance-related consequences. • Considering the recommendation of the attendance team, the Principal will render a final decision to the Superintendent of Schools. 		

1. Students must be in school a full day on the day of an activity to be eligible to participate in any school related activity that same day. Exceptions may be reviewed with the administration in advance. These include funerals or court appointments with appropriate documentation. Students consistently tardy or absent after a student activity will be considered for disciplinary review by administration, and may not be allowed to participate in any school related activity. If an activity falls on a weekend, the student must have attended the preceding scheduled school day. **Students may not participate or attend an activity on a day they have been suspended or have an outstanding ISS to serve.**

2. Parents should contact the principal's office by 9:00 AM the day of any student absence, or written notification shall be provided by the parent on the day of the student's return. Requests for homework for an ill child should be made by 9:30 AM for after school pick-up.

3. Attendance percentage must be at least 90% to participate in extracurricular activities. If students have below 90% attendance, they are considered ineligible for all extracurriculars, until attendance is above 90%. This does not include activities for a grade in class, although an alternative assignment may be offered. Attendance check will run concurrent with the grade check.

4. Verified absences are, but are not limited to:

- a) Death in Family (Limit of Two Days)
- b) Driver's Test (Once)
- c) Court Appearance
- d) Extended/Long-Term Medical Absences Accompanied by Doctor's Note. Please note that if your student has a disability which leads to absence from school, the proper method for addressing attendance-related consequences/rewards is by requesting that your student be referred for a 504 plan. Absences occurring prior to the request for a referral and/or the creation of a 504 Plan for eligible students will only be excused in accordance with a Plan developed by the 504 Team for an eligible student, if such accommodations are implemented by the Team.
- e) College Visit with Prior Counselor Approval (A Total of Two)
- f) Job Shadow with Prior Approval by Counselor (A Total of Two)
- g) MAP/EOC/ACT incentive points can be used, and they will be verified absences which do not count toward absence total. Students participating in a school-sponsored activity cannot use incentive points on that day.
- h) Others with Prior Administrative Approval.
- i) Excused and unexcused will not be used in regard to absence. Verified absences do not mean excused absences.

5. Upon return from an absence, it is the responsibility of the student to obtain the assignments missed and complete those assignments within the number of days missed, plus one. **When a student knows they will be absent, it will be the student's responsibility to obtain assignments from their teachers and complete them before leaving.** If the student fails to make up missed work, it will be up to the individual teachers to handle late work as they do all other late assignments.

6. **Truancy:** Skipping school or being absent from an assigned area. Students are not allowed to leave school without a request from their parent(s) and approval from administration. Parents must call the school or send a note to school with the student. Leaving school during the day without permission from an administrator is considered truant. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parents/guardians. Parent contact must be made prior to the student being readmitted to class. Students will serve time in ISS until a parent meeting has been conducted. Readmission is possible only after the parent/guardian and student have satisfactorily met with the principal. Students who are truant will be referred to law enforcement officials. Walking out of class without teacher permission may be considered truancy.

1st Offense: The number of minutes missed, times two, for a minimum of one hour, but not exceeding six hours of detention.

Subsequent Offenses:

- 4-5 Hours Detention or Saturday School Detention
- Parent Contact
- Any student considered truant will not be allowed to participate in any extracurricular activity until the time is made up.

By law, the school administration has a duty to contact the juvenile authorities, the Division of Family Services, or both, in the case of habitual truants, or students that leave campus without permission.

ATTENDANCE INCENTIVES

- Perfect Quarter and Semester Lunch
 - No late slips, office referrals, absences, or tardies.
- A student with 95% cumulative attendance will be eligible for one of the following:
 - \$200 toward an approved extended academic experience **OR**
 - \$200 payment toward a dual credit class their 12th grade year, so long as they meet the dual credit requirements of the post-secondary institution. Reimbursement will be made upon completion of a course with a grade of "C" or above.

Individual exceptions will be made at the discretion of an attendance committee, upon request.

GRADING SYSTEM (GRADES 7-12)

1. The following scale will be used to evaluate the students work:

A 96-100	4.0000	C 74-77	2.0000
A- 91-95	3.6667	C- 70-73	1.6667
B+ 88-90	3.3333	D+ 67-69	1.3333
B 85-87	3.0000	D 64-66	1.0000
B- 81-84	2.6667	D- 60-63	0.6667
C+ 78-80	2.3333	F <60	0.0000

Weighted Grading Scale (GRADES 9-12) (Adopted 1994, Revised 97-98)

2. Only the following classes should be weighted:

Chemistry	Anatomy	Physics
Spanish II-III	Dual Credit Courses (Even if not taken for Dual Credit)	

3. **Recommended Weighting (GRADES 9-12):** (Adopted 97-98 year)

4.3333= A	93-100%
3.3333= B	83-92%
2.3333= C	73-82%
1.3333= D	60-72%
0.0000= F	<60%

HONOR ROLL

West Nodaway R-I **Junior** and Senior High lists a High Honor Roll and a Regular Honor Roll for both semester and quarter grading periods.

- In order to be placed on the **HIGH HONOR ROLL**, a student's grades must average 3.6667 points or more.
- To qualify for the **REGULAR HONOR ROLL**, a student's grades must average 3.000 points or more.

SEMESTER FINAL TESTS

Each teacher will give a cumulative test at the end of each semester. The test will count for no more than 10% of the student's semester grade. Student's will be exempt from semester exams if they are absent no more than three full days in the given semester that the exam takes place, and have a grade of 60% or better. Semester exams will be submitted to, and approved by, the principal for each class. Non-test taking students will have an outside activity and remain quiet while testing is taking place. Students may be excused from attendance if they meet the attendance requirement. A student can choose to take the final to raise their score if they are exempt. Finals will be given in Dual Credit classes prior to finals testing day, due to University grading requirements.

PROMOTION AND RETENTION OF STUDENTS

JUNIOR HIGH

A student has the opportunity to earn a total of 7 units of credit during the school year (3.5) per semester. To be promoted to the next grade level, a student must earn a minimum of 6 units, of those 6 units a student must earn 3.0 of those units in their core courses of language arts, math, science, and social studies. Advisory credit will not be applicable.

HIGH SCHOOL (2002-03)

High School students shall have completed the following number of credits for placement at the grade levels given: (1) sophomore, 6 units; (2) junior, 13 units; (3) senior, 20 units. At the end of the school year, parents/guardians of high school students who will not be promoted will be notified by letter from the administration.

HIGH SCHOOL GRADUATION REQUIREMENTS

The following was approved 6/11/2014 POLICY IKF: A student must complete a minimum of twenty-eight (28) units of credit during grades nine through twelve. The program shall consist of:

Communication Arts	(Required: LA I, II)	4.0 units
Social Studies	(Required: American History, Government/MO History)	3.0 units
Mathematics	(Required: Algebra I)	3.0 units
Science	(Required: Physical Science & Biology)	3.0 units
Fine Arts		1.0 unit
Practical Arts		1.0 unit
Computer Applications		.5 unit
Physical Education (Limit 4)		1.0 unit
Personal Finance		.5 unit
Health		.5 unit
Electives		10.5 units
		<u>28 Units Total</u>

Each student is given a test covering the United States Constitution and the Missouri Constitution. A minimum score of 70% or more must be made on each test. These tests must be taken successfully in order to graduate. All students eligible to take a Technical Skills Assessment will be required to do so prior to graduation. Students must also complete required end of course tests designated by the state of Missouri as required for graduation.

HONORS DIPLOMA

This is a voluntary incentive award which recognizes students who pursue a rigorous course of studies in high school and exceed minimum graduation requirements. To qualify, the program must include at least these units of credit.

Subjects

English/Language Arts	4.0
Mathematics	4.0
Science	4.0
Social Studies	3.0
Fine Arts	1.0
Practical Arts	1.0
Physical Education	1.0
Health	.5
Personal Finance	.5
Core Electives	5.0 (Could Include 2 Years of Foreign Language)
General Electives	4.0
<u>Total 28.0</u>	

Core Electives would include additional credits earned in English, Math, Science, Social Studies, and Fine Arts, or Foreign Language credits earned. In addition, they must earn a 3.0 on 4.0 grade point scale in the combined subject areas of English/language arts, mathematics, science, and social studies and have a cumulative GPA of 3.5 on a 4.0 scale, score above the prior year's state composite average mean on the ACT (currently a 21.6), and maintain a 9-12 attendance rate of at least 95 percent.

Edgenuity, Launch online learning and/or Odysseyware educational internet software is available for students to take additional classes not offered at West Nodaway R-I. Students must be in good standing and meet the minimum requirements of their grade level. Students may use Odysseyware and/or Launch to further their education beyond what is offered through electives, credit recovery, test prep, diagnostic or benchmark testing, etc. **ALL ODYSSEYWARE AND/OR LAUNCH CLASSES/ENROLLMENT MUST BE APPROVED BY THE ADMINISTRATION AND COUNSELOR.**

PRINCIPAL'S AWARD

At the end of the year, students will earn a special award if they achieve the following three criteria:

- 1) At least 95% attendance for the year
- 2) Been named to either honor roll all of the first 3 quarters
- 3) No discipline referrals resulting in any time served

ACADEMIC HONORS AWARD

This award is given to graduating seniors who have earned a cumulative high school GPA of 3.5 or greater.

SCHOLASTIC HONORS AWARD

This award is given each year to any high school student who earns at least at 3.333 GPA every quarter of the school year.

MAP, EOC, AND ACT INCENTIVES PROGRAM

Students of West Nodaway Middle and High School have the opportunity to earn MAP / EOC Points through the Missouri Assessment Program and End Of Course Testing under the following criteria:

STATE ASSESSMENTS WILL BE GIVEN AT THE FOLLOWING LEVELS IN THE SPRING OF EACH SCHOOL YEAR:

Math	Grades 6, 7, 8, Algebra 1
Communication Arts	Grades 6, 7, 8, English II
Science	Grade 8, Biology 1
Social Studies	American Government, American History

MAP / EOC POINTS MUST BE USED THE SCHOOL YEAR FOLLOWING TEST RESULTS AND MUST BE EARNED AS A STUDENT OF WEST NODAWAY

Advanced Scores =	2 MAP / EOC Points
Proficient Scores =	1 MAP / EOC Point
Improved Scores* =	1 MAP Point

*Improved scores are from previous years' MAP testing only. (Math & Communication Arts Testing Only)

ACCUMULATED EOC POINTS MAY BE USED FOR THE FOLLOWING INCENTIVES:

Dual Credit Tuition Reimbursement:

EOC points can be used for each semester of dual credit. For each EOC point, \$50 tuition cost per semester will be reimbursed to the parent/ guardian upon the completion of the course with a copy of report card and receipt or transcript.

ACT Reimbursement:

Students entering the 9th grade or higher may use one MAP/EOC point to be reimbursed for the cost of a regular ACT exam per year upon receipt of the score report from ACT.

Verified Absence from School:

Students earning EOC points may exchange them at the rate of **one per half day (four class periods)** for verified absences from school. Arrangements must be made prior to the absence in order to be used for any respective day and may not be used in the last two weeks of each semester. A maximum of six points per year from grades 10-12 can be used toward verified absences. ***Perfect attendance will not be lost for EOC point absences.***

ACCUMULATED MAP POINTS MAY BE USED FOR THE FOLLOWING INCENTIVES:

MAP Trip

Middle School students earning MAP points may exchange them for a MAP trip to be taken on a school day the following year. District will pay admission costs.

Verified Absence from School:

Students earning MAP points may exchange them at the rate of **one per half day (4 class periods)** for verified absences from school. Arrangements must be made prior to the absence in order to be used for any respective day and may not be used in the last two weeks of each semester. A maximum of six points per year from grades 6-9 can be used toward verified absences. ***Perfect attendance will not be lost for MAP point absences.*** Middle school MAP points will expire at the end of the student's 9th grade year.

Revised September 2018. Put into effect initially for the 2014-15 school year.

STUDENT ACADEMIC ELIGIBILITY POLICY

Students that have "D's" and "F's" are at risk of failing. In order to promote academic growth of each student, the following policy has been adopted by West Nodaway Board of Education:

To be eligible to participate in any extracurricular activity, students must meet the following standards:

1. Meet all MSHSAA standards.
2. Cannot be serving an out-of-school suspension or have outstanding ISS/OSS to serve.
3. Grades will be submitted at the end of every two weeks or when administration sets the grade check (four times per quarter). Students may become ineligible after submission of the first grade check. Students will be notified of their ineligibility by administration by the end of the day following the grade check. Eligibility consequences will start the day the ineligible student is notified and runs until the next grade check. A letter will be sent home to the parent detailing the situation and notifying them of their child's status.
4. Any student with one "F" will be ineligible for a period of two weeks. Ineligible students will have those two weeks to raise their grades or will remain ineligible until the next two week grade check. To be in good standing and be eligible for extracurricular activities, a West Nodaway student must receive a passing grade in all academic classes, no failing marks. During this time, students will be allowed to practice, That may not suit, play or perform in contests. They may not travel with the team, be in the dugout, on the bench, or on the sidelines, but **must attend intervention during 8th hour.**
5. Tutoring is offered before and after school at the discretion of the teachers from 7:15-7:45 AM or 3:45-4:15 PM. Ineligible students will be required to attend intervention during 8th hour. If after two weeks they are still ineligible, they will be required to

attend tutoring after school a minimum of two times per week. Any student failing to attend any study session will not be allowed to practice/attend the next contest and will be assigned detention.

6. This process will continue throughout the entire semester.

7. Fourth quarter grades will be used to determine eligibility for fall activities. An eligibility grade check will be conducted following the second complete week of school. Incoming Freshman students will start off with a clean slate but will be subject to the ineligibility policy on the first eligibility check.

Incomplete grades at quarter or semester grade time will make the student ineligible until the work has been completed and grade reported. Students with IEPs may be given allowance on this policy depending upon conditions of the IEP. These allowances will be determined by the principal, counselor, and the teacher involved. Any decision regarding the implementation of this policy is left to the discretion of the principal.

Student extracurricular activities include participation in, but not limited to, the following:

- a) Class Parties
- b) Student Council
- c) School Dances (Excluding Prom)
- d) School Play
- e) Field Trips (During any part of the school day, unless requiring a grade.)
- f) Pep Band (Unless Graded)
- g) Athletics
- h) Cheerleading
- i) Student Organizations (NHS, FTA, FFA, Drama Club, etc.)
- j) Homecoming Royalty
- k) TEAM Field Trips

Participation in extracurricular activities is a privilege offered to students of good standing. Athletes may be excluded from events or activities due to behavior unbecoming that of an athlete or for violation of the school's rules of conduct. This determination will be made by the coach, athletic director, and building principal.

VIRTUAL INSTRUCTION NOTICE

Students in the District may participate in the Missouri course access and virtual school program, or other DESE-approved virtual school options. District students who wish to enroll in the virtual school must first enroll in the West Nodaway School District. In order to be eligible for participation in virtual school, students must be enrolled full-time and have attended, for at least one semester immediately prior to enrolling in the Missouri course access and virtual school program, a public school, including any charter school; except that, no student seeking to enroll in Missouri course access and virtual school program courses under this subdivision shall be required to have attended a public school during the previous semester if the student has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the community during the previous semester.

The enrollment process for virtual education shall be substantially similar to enrollment for courses in the West Nodaway School District. Students desiring to enroll in virtual courses shall schedule an appointment to discuss course options with the counselor in their building. Parental consent will also be required for students seeking to enroll in virtual courses. The School District may deny a student's request to enroll in a virtual course if it is determined that enrollment in the virtual course is not in the best educational interest of the student. Criteria to be considered when allowing students to enroll in virtual instruction courses shall not be limited to but will include:

- Analysis of the Student's Ability to Work Independently
- GPA - Recommended 3.5 or Above
- Attendance Record - Recommended 90% or Above
- Discipline Referrals
- Pre-requisite Courses

Virtual instruction must take place at the school and within the regularly scheduled school day. A denial of a student's request to enroll in a virtual course may be appealed to the West Nodaway District Board of Education. The student and/or the student's family shall be given an opportunity to present their rationale for seeking enrollment in the virtual course to the Board of Education. Both the School administration and the student seeking virtual instruction shall present their reasons for their positions to the Board of Education in writing. The Board of Education shall issue a decision on the matter within thirty (30) calendar days of the hearing. If the student/family is dissatisfied with the decision of the Board of Education, an appeal may be made to DESE. DESE shall make the final decision on the issue of enrollment in the virtual course and that decision shall be issued seven (7) days after the request is received from the student/family.

STUDENT CONDUCT

Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character, and proper consideration for other people. Understanding the purposes of discipline in school facilitates the formation of positive attitudes and assists the student in doing their part to make themselves a better person and the school a better place.

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operations of district schools. No code can be expected to list each and every offense which may result in disciplinary action. It is the purpose of the Code to list certain offenses which, if committed by a student, will result in the imposition of a specific penalty. However, in each case of misconduct, the age and past behavior record of the student shall be considered before disciplinary action is taken. In order to keep students in school, one-hour detentions or In-School Suspensions will be used whenever possible. Subsequent consequences after the listed consequences in this handbook will be in accordance with board policy and at the discretion of the principal.

Suspension: When a student is suspended from school (OSS), s/he will not be permitted on school grounds during the school day, nor attend night activities. They also **will not** participate in any extracurricular activities. Parents will be notified that their child has an out-of-school suspension. All days of out-of-school suspension shall be counted against the student's authorized absentee days. Students will not receive credit for missed work while on out of school suspension.

If a student is sent to the office for any infraction, eligibility in any extracurricular activity will be determined at the discretion of the administration, based upon offense and punishment assigned. Students cannot have any outstanding ISS/OSS to serve. After being assigned to ISS/OSS, a student/parent/principal conference may be required before a student may return to class, at the discretion of the principal.

BULLYING (Per BOE Policy 2655)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the 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. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

A copy of board policy 2655 can be found in the administration office.

ELECTRONIC DEVICES

Portable electronic devices are not permitted for use in the classroom, unless given prior permission from the teacher and/or principal. This includes, but is not limited to, cellular phones, all portable music devices, etc. When use is prohibited, electronic devices may be placed in designated areas in the classroom, left in a student's locker, or remain with the student (as long as the device is "out of sight" to prevent any disruption to the learning environment). Failure to comply with this policy will result in the item being confiscated and possible disciplinary action. If one device is confiscated, all devices from the student are subject to the same offense. 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 activity, or otherwise permitted by the building principal is prohibited. The use of personal messaging systems unless part of the district sponsored instructional program is prohibited.

First Offense: Device confiscated and held in the office the remainder of the day. (Student is able to pick up the item at the end of the day, but must turn it in the next morning.) Detention may be issued at administration discretion.

Second Offense: Device is confiscated and turned into the office for one week. (Student is able to pick up the item at the end of the day, but must turn it in the next morning.) Device may be left at home only after parent conference with administration. Detention or ISS may be issued at administration discretion.

Third Offense: Device is confiscated and must be picked up by parent. The device is to be turned into the office for one quarter. (Student is able to pick up the item at the end of the day, but must turn it in the next morning.) Detention or ISS may be issued at administration discretion.

Fourth Offense and Beyond: Device is confiscated and must be picked up by parent. The device must be turned into the office for the

remainder of the school year. Possible ISS or OSS for insubordination will be considered by administration. (Refer to violations section IV:H for insubordination.)

VIOLATIONS AND CONSEQUENCES

The violations and consequences listed apply to all students in the West Nodaway R-I School District: whether at school, on school property, or at a school sponsored activity.

I. Violations Against Persons

A. Assault – Student

Attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury. Assault cases will be referred to law enforcement officials.

First Offense: 1-10 Days ISS/OSS/Possible Long-term Suspension/Expulsion

Subsequent Offenses:

- 5-10 Days ISS
- 1-10 Days OSS
- Possible Long-term Suspension/Expulsion

B. Fighting

Mutual combat in which both parties have contributed to the conflict, either verbally or by physical action.

First Offense: 1 Day OSS and/or 1-3 Days ISS

Subsequent Offenses:

- 1-10 Days ISS
- 5-10 Days OSS Suspension/Expulsion
-

C. Use or Possession of Weapons (Anything Used to Cause Bodily Harm to Someone)

Students are forbidden to bring into school, or onto school grounds or property, any item that is ordinarily or generally considered to be a weapon (Examples: knives, chains, metal knuckles, fireworks, or laser lights). Students bringing a weapon to school will be referred to law enforcement officials.

First Offense: 3-10 Days OSS

Subsequent Offenses: Recommendation for Expulsion

D. Possession of a Firearm/Explosives

Possession of a firearm and/or an explosive on school property or at a school sponsored activity is prohibited. Students possessing a firearm will be referred to law enforcement officials

First Offense: Confiscation of the firearm and a suspension of up to 365 days in accordance with state law.

E. Disrespectful Behavior to Staff:

Disrespectful behavior to a staff member (gesture, verbal or written).

First Offense: 1-10 Days OSS and/or 3-5 Days ISS

Subsequent Offenses:

- 1-10 Days OSS and/or 5-10 Days ISS
- 10 days OSS and Possible Long-term Suspension/Expulsion

F. Behavior of a Threatening Nature

Gestures, written, or spoken words threatening physical harm or violence. All threats will be reported to law enforcement officials, and parents will be notified.

First Offense: 1-10 Days ISS or OSS

Subsequent Offenses:

- 1-10 Days OSS and/or 5-10 Days ISS
- 10 Days OSS and Possible Long-term Suspension/Expulsion

II. Violations Against Public Health and Safety

A. Possession, Use, or Attendance Under the Influence of a controlled substance, alcohol, or substances represented as such. Any student possessing or under the influence of alcohol or a controlled substance at any site will be referred to law enforcement officials.

First Offense 1-10 days OSS and/or consideration of long-term suspension/expulsion, and referred to law enforcement authorities.

B. Sale or Distribution of controlled substances, alcohol, or substances represented to be such at any site. **Be aware that any student involved in the sale, sharing, or distribution of controlled substances or alcohol at any site (school**

property or other), and admit guilt or are convicted in a court of law to the act, the school district has the right to suspend for 1-10 days and/or recommend long-term suspension.

First Offense: 1-10 days OSS and/or consideration of long term suspension/expulsion, and referred to law enforcement authorities.

C. Tobacco Use

Students having possession or using tobacco products, including e-cigarettes, on school grounds or at school sponsored activities will be referred to law enforcement officials.

First Offense: 1-3 Days ISS

Subsequent Offenses:

- 3-5 Days ISS
- 1-10 Days OSS
- Recommendation for Long-term Suspension and/or Expulsion

III. Violations Against Property

A. Extortion

Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student. Students threatening or intimidating any student for money or possessions will be referred to law enforcement officials.

First Offense: 1-10 Days OSS

Subsequent Offenses: Recommendation for Long-term Suspension and/or Expulsion

B. False Alarm/Bomb Threats

Pulling the fire alarm, dialing 911, or making a bomb threat when there is no fire or emergency. Students pulling the fire alarm when there is no fire will be referred to law enforcement officials

First Offense: 1-10 Days OSS and/or Recommendation for Long-term Suspension and/or Expulsion

C. Theft

Stealing or attempting to steal private or school property. Students stealing or attempting to steal will be referred to local law enforcement officials.

First Offense: Restitution and 1-10 Days ISS and/or OSS

Subsequent Offenses: 1-10 Days OSS and/or Long-term Suspension/Expulsion

D. Willful Damage to School, Staff, or Student Property

Students shall pay for property damaged through carelessness, and in the case of willful destruction, shall pay double the cost in accordance with the laws of the state. Student vandalizing property will be referred to law enforcement officials.

First Offense: Double Restitution and 1-10 Days ISS

Subsequent Offenses:

- Double Restitution
- 1-10 Days OSS and/or Recommendation for Long-term Suspension and/or Expulsion

IV. Other Violations/Public Decency and Good Order

A. Bullying and Hazing

Bullying can include, but is not limited to, intimidation, harassment, and attacks on students through face-to-face or through electronic means (cyberbullying) including: verbal or written taunts, name calling and put-downs, threats, damaging property, and extortion. Hazing can include, but is not limited to, putting others in humiliating or disconcerting situations for initiation to a group.

First Offense: 1-5 Hours Detention

Subsequent Offenses:

- 1-5 Days ISS and/or Three One-Hour Detentions
- 1-10 Days OSS

B. Use of Obscene Language, Gestures, or Conduct

Use of profane, vulgar, and/or offensive language, gestures, or use of words, either spoken or written, or pornographic material that describes conduct which portrays sex in a manner offensive to community standards and does not have a serious literary, artistic, political or scientific value. Words which are spoken solely to harass or injure other people, such as threats of violence, defamation of a person's race, religion or ethnic origin.

First Offense: 1-5 Hours Detention

Subsequent Offenses:

- 1-5 Days ISS and/or Three One-Hour Detentions
- 1-10 Days OSS

- Recommendation for Long-term Suspension and/or Expulsion

C. Sexual Harassment

Making sexual jokes, making sexual gestures, touching, grabbing, pinching in a sexual way, brushing up against, indecent exposure, spreading sexual rumors, pulling clothing off or down in a sexual manner, showing or giving sexual pictures, messages or notes, blocking passage in a sexual way, sexual messages or graffiti on walls, locker rooms, etc, being forced to kiss someone or do something else sexual, being called gay or lesbian, being spied on while showering or dressing, etc.

First Offense: 1-3 Days ISS and/or 1-3 Days OSS

Subsequent Offenses:

- 5-10 Days ISS
- 3-10 Days OSS
- Recommendation for Suspension/Expulsion

D. Use of Disruptive Speech or Conduct

Conduct or speech, be it verbal, written, or symbolic, which materially and substantially disrupts classroom work, school activities or functions, or simply talking in class when told not to do so.

First Offense: 1-5 Hours Detention

Subsequent Offenses:

- 1-5 days ISS and/or Three One-Hour Detentions
- 1-10 Days OSS or 5-10 Days ISS

E. Misbehavior at Extracurricular Activities

This includes attending activities when deemed ineligible.

First Offense: One Week Suspension from Attending or Participating in any Extracurricular Activity and/or 1-3 Hours Detention

Subsequent Offenses:

- Four Week Suspension from Attending or Participating in any Extracurricular Activity, and/or 1-10 Days ISS
- Suspension from All Extracurricular Activities for the Year and/or 1-10 Days OSS

F. Cheating

To be dishonest or deceitful on a test or assignment.

First Offense: Redo Assignment; Receive a Maximum of 50%

Subsequent Offenses:

- Redo Assignment; Receive a Maximum of 50%

G. Plagiarism

Knowingly using another's published work as your own.

First Offense: Students will receive a 50% for the assignment and have one day in-school suspension, which requires a parent conference. ISS will be waived if assignment is redone to the teacher's satisfaction by the set time.

Subsequent Offenses:

- Student's course grade will be reduced by one letter grade, and three days in-school suspension.
- Student will receive an "F" in the course.

H. Insubordination

Unwilling to submit to authority.

First Offense: 1-3 Days ISS

Subsequent Offenses:

- 3-5 Days ISS
- 1-10 Days OSS
- Recommendation for Long-term Suspension and/or Expulsion

V. Student Relationships

Excessive displays of affection in school are unacceptable. Any display of affection including hand-holding will be considered excessive.

First Offense: Warning

Subsequent Offenses:

- 1-5 Hours Detention
- 1-5 Day ISS and Parent Contacted
- 1-5 Days OSS and Parent Contacted
- Continued violations of this policy will result in possible long-term suspension and/or expulsion.

VI. After School Detention

1. Detention will be from 3:45-4:45 PM.

2. Students will bring homework to work on or will have work provided for them.
3. Students will be notified when they have detention.
4. Students not staying for detention, unless excused by the principal, will serve In School Suspension..
5. Students will not be allowed to attend, practice, or participate in extracurricular activities if any detention is skipped and not made up.
- 6.. Individual teachers may conduct their own detention separate from the detention hall provided.

VII. Law Enforcement Authorities Will Be Notified When Warranted

VIII. Field Trip Policy

Class and Grade Level Field Trips

***Students must meet all eligibility requirements and have paid class dues/bills in order to attend.**

Any misconduct/misbehavior occurring on field trips that results in disciplinary action:

First Offense: Prohibited from attending next class/organizational field trip and/or 1-3 hours of detention/1-3 days ISS and placed on probation.

Subsequent Offenses:

- 1-10 days ISS and student not allowed to attend any class/organizational field trip for a period of one semester from date of offense
- 1-10 days ISS/OSS and suspension from class/organizational activities

IX. Senior Trip Policy/Overnight Trip Policy (Adopted 2008)

To be a Senior Trip/Overnight Trip Participant, the Following Guidelines for Students will be Followed:

1. Class will fundraise to reach an amount of \$425 per person allotted for senior trip costs.
2. Days deemed by the administration as planned or organized skip days will lead to days being removed from school organized senior trip.
3. All eligibility decisions are made at the discretion of the administration. Administration will have final say on the eligibility of all seniors/students to attend the Senior/Student Overnight Trip.
4. Each student shall not have had any convictions with drugs, alcohol, or any other criminal offenses with law enforcement/juvenile authorities and/or school disciplinary actions during their last two years in high school. This includes any previous school attended for transfer students. Again, all final eligibility decisions will be determined at the discretion of the administration.
5. Each student shall not have had any major (suspended 5 days or more at one time) disciplinary suspension or a combination (minor offenses with accumulation of 9 or more days) of disciplinary suspensions during their last two years in high school.
6. Each student shall have met all requirements for graduation, or if the senior trip is made during the school year versus at the end of the school year, be on schedule to graduate.
7. Students will have paid all outstanding bills to the school prior to attending senior/student overnight trip.
8. Each student may be assessed a damage deposit by the school before they are allowed to attend senior/overnight trip. This deposit will be returned to the student as determined by administration, provided there were no damages to property on the senior/overnight trip.
9. Students are counted in attendance if present on the senior trip. Therefore, students who are not eligible or choose not to go on senior trip are required to attend school during the time seniors are gone. Students not in attendance will be required to make up hours absent, according to absence policy, before receiving a diploma.
10. Any student who has a serious disciplinary problem on the senior/student overnight trip (as defined in the senior trip itinerary) will be sent home at parent(s)/guardian(s) expense to include all expenses entailed by this action.
11. Consequences for misbehavior on the senior/student overnight trip will follow current disciplinary policies and regulations for student activities/field trips.
12. Students who are sent home early or should have been sent home early, but due to circumstances were not, will not be able to participate in senior graduation ceremonies.
13. All bags brought by students on senior/student overnight trip will be inspected prior to departure by an appropriate sponsor/administrator.
14. A 95% cumulative attendance during 11th and 12th grade years will be required in order for a student to be eligible to attend Senior Trip. Individual exceptions will be reviewed by an attendance committee per request and in accordance with the parameters set forth in the attendance expectations set forth in the handbook
15. Due to student circumstances necessitating part-time status, a part-time student forfeits their ability to attend Senior Trip, unless prior arrangements are made with administration.
16. Any student with an F letter grade will be ineligible to participate in Senior Trip, as it is a field trip

X. All students will begin each year with a clean record, except as previously mentioned in senior trip policy, and with the exception of academic eligibility issues, and for the following:

- A.** An in or out-of-school suspension which cannot be served completely, due to the dismissal of school for the summer, may be carried over into the new school year.
- B.** Students do **NOT** begin each year with a clean record for failure to comply with the prohibition against all alcoholic beverages, unauthorized drugs, narcotics, weapons, and sexual harassment.

STUDENTS SHOULD ALSO BE AWARE THAT IN SEVERE DISCIPLINE CASES, THE STEPS ORDINARILY APPLIED CAN AND WILL BE PREEMPTED FOR MORE IMMEDIATE AND SEVERE DISCIPLINARY ACTION. IN ADDITION, FOR VIOLATIONS THAT ARE NOT LISTED IN THIS HANDBOOK, IT WILL BE AT THE DISCRETION OF THE ADMINISTRATION TO INTERPRET AND IMPLEMENT APPROPRIATE PUNISHMENT.

DRESS CODE

To promote a positive, healthy, and safe learning environment in the school, a student's dress must be neat, clean, and of good taste. When a student's dress and grooming disrupts the educational process or constitutes a threat to health or safety, the student will be required to make changes. Students that refuse to make modifications or continually wear unacceptable clothing may receive disciplinary measures. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or is deemed inappropriate, the student will be required to make modifications. Attire should cover the midsection and meet the pants, skirts, or shorts when standing in a normal position. Shorts/skirts/dresses should be 3 inches above the knee or longer. Clothing with holes exposing the skin or undergarments may be deemed inappropriate. When an item of clothing is questionable, the student will be sent to the principal's office to determine if the clothing is inappropriate.

- Dress shall not promote the use of drugs, alcohol, criminal, or sexual activity. It cannot display any pictures or writing that may be perceived inappropriate according to any standard in the student handbook.
- Removal of hats, hoods, and caps when inside a building is a sign of good manners and respect. Students will remove head apparel as they enter our school each day. Students will keep hats off until they exit the building. All girls and boys must adhere to the same rules.
- All students must wear shoes or other types of footwear at all times.
- Soft-soled shoes are only allowed on the gym floor.

Sponsors/coaches of extracurricular activities, in cases where students of West Nodaway represent the school and community, may set reasonable standards of dress and personal appearance for the students under their direction.

First Offense: Verbal and written warning. Students will be asked to change into appropriate clothing.

Subsequent Offenses:

- 1 Hour After-School Detention
- 2-3 Hours After-School Detention
- 1-3 Days ISS
- Expelled from Attending any Extracurricular Activities/Field Trips

CLOTHING PURCHASES

Clothes or other items such as t-shirts being bought for a West Nodaway group such as athletic, organization, class, etc. must have the design approved by the administration before sign-up sheets are offered to students. When purchasing items, a requisition must be approved by the Principal and Superintendent before the order is placed. For items that students are paying for, money must be collected and turned into the office before the order is placed.

SCHOOL DELIVERIES

The schools **WILL NOT** accept delivery of flowers, balloons, etc. from any source for students. Deliveries such as this are very distracting as well as a safety concern. Please do not bring these items to school or have them delivered to school. Food deliveries will be accepted for the student from the parent/guardian of that student or person designated by the parent/guardian.

SECURITY SYSTEM

The West Nodaway R-1 School District believes that schools and other work sites in the district should be safe and secure to protect individuals and their property from harm. Cameras are located inside and outside of the facilities. Video surveillance will occur throughout the school year and the district has a video surveillance policy in place that explains the purpose for such use.

At the beginning of each instructional day, all district doors will be completely locked down and will remain so until dismissal. Visitors must enter the main entrance and press the buzzer. Visitors will be able to speak with a secretary, who will then electronically unlock the door. Upon gaining entrance, visitors should immediately proceed to the office to sign in.

LOCKDOWN PROCEDURES

A variety of threats may require a lockdown. There are three levels of lockdown.

LOW LEVEL – An announcement is made that we are in a “Low Level Lockdown.” All exterior doors are to be locked. Classroom doors will be closed and locked. Blinds/curtains will be pulled shut. Students are not to be permitted outside the building unless with a staff member or their parent/guardian. Staff and students will not let visitors in without checking with administration first. We will remain in lockdown until the all-clear is given.

MEDIUM LEVEL – An announcement is made that we are in a “Medium Level Lockdown.” Law enforcement will be notified. All

interior and exterior doors are to be closed and locked. Blinds/curtains will be pulled shut. Students and staff will stay in the classrooms and not be permitted to leave the classroom. Visitors will not be permitted to enter. Visitors already on campus may be asked to leave or stay in a designated location. We will remain in lockdown until the all-clear is given.

HIGH LEVEL – An announcement will be made of “Immediate High Level Lockdown.” Law enforcement will be notified. All interior and exterior doors will be closed and locked. Blinds/curtains will be pulled. Staff and students are not permitted to leave the classroom (if in hallway, get to nearest classroom and notify teacher). Students will be directed by staff to follow active intruder protocol (Run, Hide, Fight). Visitors inside are required to stay in the room or in a designated location. No additional visitors will be allowed in. We will remain in lockdown until the all-clear is given.

***Procedures may be altered at the time of threat, based on administrative discretion.**

SEXUAL HARASSMENT

The West Nodaway R-I School District is committed to providing an environment free from intimidating, hostile or offensive behavior, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student, or other person in the district against any person is prohibited.

Allegation of sexual harassment shall be investigated, and if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

Legal Refs: Title IX of the Education Amendments of 1972. Title VII of the Civil Rights Act of 1964 (1986). Franklin V. Gwinnett County Public Schools, No.90-918, slip op. (U.S. Feb. 26, 1992).

FIRE, TORNADO, EARTHQUAKE AND BUS SAFETY DRILLS

Fire, tornado, earthquake, and bus safety drills will be held at regular intervals. Students will be instructed as to proper procedures by their teachers. District has procedures in place in case of an earthquake, fire, tornado, or bus emergency. Refer to District Crisis Manual or Policy 5240.

STUDENT CONDUCT ON SCHOOL BUSES

Students using district transportation should understand that they are under the jurisdiction of the school from the time they board the bus until they are deposited at school or at the stop nearest their home.

1. Students must identify themselves when requested to do so.
2. The bus driver is in complete charge of the bus and students are expected to comply with his/her requests at all times.
3. Students are permitted to converse quietly with persons sitting near them. Unnecessary noise and loud talking are prohibited.
4. Students must be seated and are not permitted to change seats when the bus is in motion or annoy other riders on the bus.
5. Students must not, under any circumstances, put their heads or arms out of the window, and windows must not be lowered below the mark indicated on the bus.
6. Students will be held responsible for any and all damage to the bus perpetrated by them. Any damage to the bus should be reported immediately to the driver.
7. The use of profane or abusive language will not be tolerated on the bus.
8. Use of tobacco or alcohol, striking matches, or lighting cigarette lighters is not permitted on the bus.
9. Pupils are not permitted to leave the bus until they arrive at their destination, except upon written instructions from the school office.
10. No one is to touch the emergency door, except in case of emergency.
11. Electronic devices may be used with the approval of the sponsor and/or bus driver.
12. Food, drink, gum, and candy are not permitted on the bus. Following school parties, all party items must remain in a bag and should not be eaten while riding on the bus. A student using district transportation should understand that they are under the jurisdiction of the school from the time they board the bus until they are deposited at school or at the stop nearest their home.
13. The school bus is an extension of the school, and all school rules and regulations which pertain to student conduct in the schools are applicable to student conduct on a school bus.
14. Failure to comply with the rules may result in the loss of bus riding privileges.
15. Food and drink for nutrition and hydration purposes may be consumed on the bus to and from activity events.

BUS TRANSPORTATION

Driver should have a conference with the student after other students exit the bus.

Subsequent Bus Discipline Reports:

- NOTE:** Serious infractions will result in immediate disciplinary action, which may result in suspension of bus privileges or other disciplinary action. In the event of bus suspensions, it is the responsibility of the parent to arrange transportation for the student to and from school.

In addition to our school counselor, we will have access to School Social Work services. Our school has contracted with ACES (Area Cooperative for Educational Support) in order to address the emotional, behavioral, and/or mental health needs of our students. This service will supplement existing services in our counseling department and provide additional support and resources to school staff and families. The School Social Worker may work with any student in response to common daily occurrences or crisis situations that may arise. Social workers may work individually or in groups with written parent consent. Please contact your school administrator and/or counselor if you have any questions about this service.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Name/Title: Dr. Mitch Barnes, Superintendent of Schools
Address: P.O. Box 260,
Burlington Junction, MO 64428-0260
Phone Number: (660) 725-4613

West Nodaway R-I Schools no discrimina raza, color, nacionalidad, genero, edad, o incapacidad de admission a sus programas, servicios. O actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. West Nodaway R-I Schools tampoco discrimina en sus contratos o practices de empleados.

Esta noticia es provista y requerida por el Titulo VI del Acto de Derechos Civiles de 1964, Seccion 504 del Acto de Rehabilitacion de 1973. Titulo IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminacion de 1975, y el Acto de los Estadounidenses con Habilidades coordinador de quejas.

Nambre/Titulo: Dr. Mitch Barnes, Superintendent
 Dirreccion de Oficina: P.O. Box 260, Burlington Junction, MO 64428-0260
 Numero Telefono: (660) 725-4613

Los distritos escolares darán noticia de que los formatos adicionales o alternativos pueden ser entregados según pedido.

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

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Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the West Nodaway R-I School District to amend their child's or their education record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the West Nodaway R-I School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student.

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b)

administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that West Nodaway School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, West Nodaway School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the West Nodaway R-I School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want West Nodaway R-I School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by August 30th, 2019. West Nodaway School District has designated the following information as directory information:

- Student’s Name
- Address
- Telephone Listing
- Electronic Mail Address
- School Made Video
- Photograph
- Date and Place of Birth
- Major Field of Study
- Dates of Attendance
- Grade Level
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Degrees, Honors, and Awards Received
- The Most Recent Educational Agency or Institution Attended

Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)

[1] These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

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 programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
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Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
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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.

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.

STUDENT/PARENT SIGNATURE PAGE FOR STUDENT HANDBOOK

Parents and students, please sign and return this page to the high school office by Friday, September 1, 2023. Any student who does not have this paper returned with the proper signatures will be unable to attend or participate in any extra-curricular activities such as ballgames, dances, clubs or organizational meetings or contests, music events, etc.

Please contact the high school office at (660) 725-3317 if you did not receive an electronic copy of the 7th-12th grade handbook.

I have read the Student Handbook and understand the policies therein. I also understand that if the policies are not followed, consequences will follow.

PARENT/GUARDIAN SIGNATURE

DATE _____

STUDENT SIGNATURE

DATE _____