

# NODAWAY-HOLT R-VII JUNIOR/SENIOR HIGH SCHOOL

<http://www.nodholt.k12.mo.us>

Phone: (660) 939-2135



## 2022-2023 STUDENT HANDBOOK

### **Mission Statement:**

*Quality Education Today For A Successful Tomorrow*

### **Vision Statement:**

Be a Quality System:

- Collaborate
- Instruct
- Model
- Intervene
- Enlighten

**THIS STUDENT PLANNER BELONGS TO:**

Name: \_\_\_\_\_

**Nodaway-Holt Jr/Sr High School Schedule**  
**4-Day School Week**  
**2022-2023**

\*Updated 5/2/2022

	1st	2nd	3rd	4th	5th	6th	7th	8th
Mrs. Wieland	8:00	8:52	9:50	10:42	11:37	12:57	1:51	2:45
Mr. Hamilton	PLAN	Physical Science 9	Science 8	Yearbook 10-12 Science 7	Biology 10	Chemistry 10-12	Environmental Science 10-12	STEM 9-12
Mrs. Hays	Career Dev & Entrepreneurship Nutrition & Well 10-12	PLAN	FACS/Health 9	Personal Finance & Career Dev 12	Housing 10-12	International Foods 10-12	FACS/Health 7 FACS/Health 8	Child Dev II 10-12 Child Dev I 10-12
Mrs. Praisewater	PLAN	Statistics 11-12 Trigonometry 11-12	Math 7	Geometry 10-11	Math 8	Algebra I 9-10	Algebra II 11-12	Statistics 11-12 Trigonometry 11-12
Mr. Emerson	Physical Education 9-12	Life Sports 9-12	Weights/Conditioning 9-12	ELEMENTARY	ELEMENTARY	ELEMENTARY	ELEMENTARY	Phys Ed 8 Phys Ed 7
Mrs. Lewis	Art I/Art II 9-12	Art 7 Art 8	Art I/Art II 9-12	PLAN Counseling Career Dev 12	ELEMENTARY	ELEMENTARY	ELEMENTARY	Advanced Art 11-12
Mrs. Ginther	Counseling	Counseling	Counseling	Counseling English I 9	Counseling	Counseling	Counseling	Counseling
Mr. Messer	PLAN	English III 11	English IV 12	English I 9	English 7	English 8	English II 10	Novels 9-12
Mrs. Miller	PLAN	Learning Lab	Learning Lab	Learning Lab	Learning Lab	Learning Lab	Learning Lab	Learning Lab
Mrs. Morris	JH Study Skills	World History 10	Government 11	Social Studies 8	Geography Missouri History	Social Studies 7	American History 9	PLAN
Mrs. Holmes	Food Science 11-12	Ag Construction 10-12	Animal Science 10	PLAN	Ag Power 11-12	Plant Science 10	Ag 8 Ag 7	Ag I 9-12
Mr. Till	Band 7-12	Music Appreciation 9-12	ELEMENTARY	ELEMENTARY	ELEMENTARY	ELEMENTARY	ELEMENTARY	Choir 7 & 9-12 Choir 8-12
Mr. White	Computer Apps (CC) Multimedia 9-12	Keyboarding 8 Keyboarding 7	TECH	Consumer Math 9-12	ACT Prep 9-12 Business Tech 9-12	Pre-Algebra 9	STEM 9-12	PLAN Launch
Online Courses (Dual Credit)	Launch A+							Launch A+

**Lunch Schedule**

Lunch Shift A (7th, 8th, 9th) 11:40-12:00  
 Lunch Shift B (10th, 11th, 12th) 12:34-12:54

Chemistry & Environmental Science will be offered during school years starting with an even number (i.e. 2020, 2022, 2024)  
 Anatomy/Physiology and Earth Science will be offered during school years starting with an odd number (i.e. 2021, 2023, 2025)

Geography will be offered during school years starting with an even number (i.e. 2020, 2022, 2024)  
 Western Civilization will be offered during school years starting with an odd number (i.e. 2021, 2023, 2025)

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## JUNIOR/SENIOR HIGH SCHOOL BELL SCHEDULE

1st hour	8:00 - 8:52
2nd hour	8:55 - 9:47
3rd hour	9:50 - 10:42
4th hour	10:45 - 11:37
5th hour	
Lunch shift A (7th, 8th, 9th)	11:40 - 12:00
Lunch shift A class	12:03 - 12:54
Lunch shift B class (10th, 11th, 12th)	11:40 - 12:31
Lunch shift B	12:34 - 12:54
6th hour	12:57 - 1:48
7th hour	1:51 - 2:42
8th hour	2:45 - 3:36

### NODAWAY-HOLT R-VII Junior & Senior High School Faculty

Dr. Jeff Blackford	<a href="mailto:jblackford@nodholt.org">jblackford@nodholt.org</a>	Superintendent
Mike Hollingsworth	<a href="mailto:mhollingsworth@nodholt.org">mhollingsworth@nodholt.org</a>	JH/HS Principal / A.D.
Kenneth Hamilton	<a href="mailto:khamilton@nodholt.org">khamilton@nodholt.org</a>	Science
Shawn Emerson	<a href="mailto:semerson@nodholt.org">semerson@nodholt.org</a>	Physical Education
Holly Praiswater	<a href="mailto:hpraiswater@nodholt.org">hpraiswater@nodholt.org</a>	Math
Hallie Ginther	<a href="mailto:hginther@nodholt.org">hginther@nodholt.org</a>	Counselor
Robin Lewis	<a href="mailto:rlewis@nodholt.org">rlewis@nodholt.org</a>	Art
Debbie Miller	<a href="mailto:dmiller@nodholt.org">dmiller@nodholt.org</a>	Special Education
Kelly Morris	<a href="mailto:kmorris@nodholt.org">kmorris@nodholt.org</a>	Social Studies
Nick White	<a href="mailto:nwhite@nodholt.org">nwhite@nodholt.org</a>	Business / JH Math
Katelyn Holmes	<a href="mailto:kholmes@nodholt.org">kholmes@nodholt.org</a>	Vocational Agriculture
Loren Messer	<a href="mailto:lmesser@nodholt.org">lmesser@nodholt.org</a>	English
Stephen Till	<a href="mailto:still@nodholt.org">still@nodholt.org</a>	Vocal / Instrumental Music
Jill Emerson	<a href="mailto:jemerson@nodholt.org">jemerson@nodholt.org</a>	Librarian
Tenique Hays	<a href="mailto:thays@nodholt.org">thays@nodholt.org</a>	Family and Consumer Science

### Junior & Senior High School Staff

Tessa Lightner	<a href="mailto:tlightner@nodholt.org">tlightner@nodholt.org</a>	Superintendent's Secretary
Adrean Plummer	<a href="mailto:aplummer@nodholt.org">aplummer@nodholt.org</a>	JH / HS Secretary
Derek Wallace		Maintenance
April Johnson		Custodian
Anna Jones		Cook

Tammy Wilmes  
Jessie Prettyman  
Toni Nielson  
Jill Wieland  
Clint Lawyer

jprettyman@nodholt.org  
tnielson@nodholt.org  
jwieland@nodholt.org  
clawyer@nodholt.org

Cook  
Nurse  
Paraprofessional  
Paraprofessional  
Paraprofessional

## SPONSORSHIP LIST 2022-2023

FBLA  
FCA  
FCCLA  
FFA  
Senior Class  
Junior Class  
Sophomore Class  
Freshman Class  
Junior High  
Junior High Scholar Bowl  
High School Scholar Bowl  
National Honor Society  
Yearbook  
Student Council  
Student Council  
Instrumental Music / Vocal Music  
Athletic Director – NH  
Athletic Director – WN  
HS Football – Head  
HS Football – Assistant  
HS Football – Assistant  
JH Football – Head  
JH Football – Assistant  
JH Football – Assistant  
HS Volleyball – Head  
HS Volleyball – Assistant  
JH Volleyball – Head  
JH Volleyball – Assistant  
JH/HS Cross Country – Head  
JH/HS Cross Country – Assistant  
HS Football Cheer – Head  
HS Basketball Cheer – Head  
JH Cheer – Head  
JH Cheer – Assistant  
HS Boys Basketball – Head  
HS Boys Basketball – Assistant  
HS Boys Basketball – Assistant

Nick White  
Tenique Hays  
Tenique Hays  
Katelyn Holmes  
Tenique Hays / Nick White  
Loren Messer / Robin Lewis  
Katelyn Holmes / Stephen Till  
Kenneth Hamilton / Holly Praiswater  
Kelly Morris  
Kelly Morris  
Nick White  
Hallie Ginther  
Jill Weiland  
Hallie Ginther  
Kelly Morris  
Stephen Till  
Mike Hollingsworth  
Matt Shipley  
Alan Calfee  
Mike Hollingsworth  
Matt Shipley  
Jeff Blackford  
Kyle Wallinga  
Zach Lemar  
Tobie Bohannon  
Trisha Fast  
Selina Talmedge  
Nick White  
Taylor McClurg  
Bill Blay  
Jill Wieland  
Jill Wieland  
Kailey Miller  
Nicki Honan  
Shawn Emerson  
Dustin Jenkins  
Grant Carver

HS Girls Basketball – Head	Mitch Barnes
HS Girls Basketball – Assistant	Alan Calfee
JH Boys Basketball – Head	Zach Lemar
JH Boys Basketball – Assistant	Jessie Cowden
JH Girls Basketball – Head	
JH Girls Basketball – Assistant	Tessa Lightner
HS Boys Track – Head	Kenneth Hamilton
HS Girls Track – Head	
JH Boys Track – Head	
JH Girls Track – Head	Taylor McClurg
HS Baseball – Head	Mike Hollingsworth
HS Baseball – Assistant	Tim Conn
HS Baseball – Assistant	Grant Carver

## **TO THE STUDENT**

The Board of Education, the Superintendent, the Principal, and all faculty members wish to make your experiences at Nodaway-Holt R-VII Junior/Senior High School very enlightening and enjoyable. Our school meets the standards of a fully-accredited high school in the State of Missouri; however, this rating may not mean much unless the individual student applies himself/herself wholeheartedly. The entire program of this school is geared to the main function of schools—namely to give each student an opportunity to develop himself/herself mentally, physically and socially. It is with this thought in mind that our school program has been planned. We wish each student success during this school year.

All policies and procedures concerning students could not be included in this handbook, but can be found in the Board Policy Manual, Section J or on the school website.

## **ABOUT THE FACULTY**

It has been the policy of the school to select the staff with great care. In addition to meeting the qualifications set by the state, the school board and school administration have tried to select only teachers who have shown, by experience, that they are interested in the welfare of their students. Our teachers will be glad to help you with your problem, school or otherwise.

## **ATHLETIC PHILOSOPHY**

Interscholastic activities are intended to supplement the school curriculum program. These activities can provide the student with educational experiences and learning outcomes that contribute toward the development of good citizenship. This can be accomplished only when the emphasis is placed on

“teaching through school activities” and not on “winning.” Interscholastic activities can only be justified when this is the primary purpose and philosophy.

It should be the desire of the players, coaches, parents, patrons and Board of Education that these events are both fun and educational by keeping in perspective the educational value of these events. Competition merely for the sake of winning cannot be justified for any reason. Only when competitive competition contributes toward worthwhile educational goals can it be considered sufficiently important to be included in the sports program.

We ask that if any athlete or parent wants to talk to the coach after a contest that they wait 24 hours before having that meeting. In the heat of the moment, both sides of the conversation may say things that they could regret, and certainly may not mean. Please contact the coach the next day to set up a time after practice where you can meet face-to-face and discuss your concerns.

## **GRADES & ACTIVITY RESTRICTIONS**

Grade checks will be conducted on the first school day of every week, starting with the third week of each quarter. Any student, grades 7-12, with an F letter grade after each grade check will be ineligible to participate in any extracurricular until the next grade check. This includes, but is not limited to, athletics, cheerleading, FBLA, FCCLA, FFA, field trips, prom, trap shooting, etc. This does not, however, include activities that are required for a grade in class; i.e. marching band, concert band, choir performances, etc.

If a student has a missing or poor quality assignment, a text message will be sent to the student’s guardian as well as an email to both the student and the student’s guardian, through GradeWatch. The due date of the assignment texted and emailed about is the new due date for the makeup and/or missing assignment. If the assignment is not turned in by the end of the class period in which it has been assigned for, on the new due date, students will receive a “0” on the assignment(s) unless prior arrangements have been made with their teacher who placed them on GradeWatch.

If a student completes a portion of an assignment and turns the assignment in at the end of the class period, the portion of the assignment completed will be graded and a score will be given.

We may also use our rotating study hall to assign students who are on GradeWatch to a specific teacher or classroom to help them make-up missing

assignments or provide intervention to students who are lacking in specific skills for a certain subject.

## **MISSOURI HIGH SCHOOL ACTIVITIES ASSOCIATION ACADEMIC REQUIREMENTS**

A student in grades 9-12 must be currently enrolled in and regularly attending courses that offer a minimum of 3.50 units of credit, and must have earned a minimum of 3.50 units of credit the preceding semester of attendance.

### **GENERAL INFORMATION**

#### **ADDITIONAL REGULATIONS**

Portable electronic devices are not permitted for use during classroom instruction and are not to be brought into the classroom without prior permission from the teacher and administrator. This includes, but is not limited to cellular telephones, pagers, all portable music devices, palm pilots, Gameboys, two-way radios, scanners, earbuds, headphones, etc. Failure to comply with this policy will result in the item being confiscated and possible disciplinary action.

Students will be held responsible for damaging school property. Students should not be in the building before or after school unless under the supervision of a teacher. Do not leave the school building during school hours at any time unless you have cleared it with the principal.

All pupils shall be subject to all rules and regulations issued from the principal's office or superintendent's office in addition to those herein stated.

#### **ALCOHOL, TOBACCO, AND DRUGS**

The use or possession of alcohol, tobacco, or illegal drugs on school property is prohibited.

#### **ANNOUNCEMENTS/BULLETINS**

Students wishing to put announcements in the bulletin or post announcements or flyers on the bulletin boards or walls of the school must first clear these items through the principal. Items should be handed in well in advance.

#### **ASSEMBLIES**

Assemblies are a vital part of the curriculum and as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television, or movies, the performers are very conscious of their audience. Talking, whispering, stomping

of feet, and booing are discourteous. Yelling is appropriate only at pep assemblies.

1. Do not take books or coats to the assembly unless instructed otherwise.
2. Proceed to the assembly area quietly and promptly.
3. When the chairman of the assembly asks for your attention, give it to him/her immediately.
4. Be courteous to the performer(s) and to your neighbors. Don't use an interval of applause or the short time between numbers to start a conversation.
5. Applaud in keeping with the occasion. Applause should be generous and courteous. Never applaud during or after a devotional assembly.
6. Do not leave the assembly until dismissed.
7. Students will sit in class groups during the assembly.

Students who elect not to attend an assembly are to report to the principal's office.

### **BREAKFAST/LUNCH INFORMATION**

We offer a breakfast program of cereal, toast, and milk every day and a hot breakfast on Tuesdays and Thursdays. The cafeteria will be available for breakfast from 7:40-8:00. Students not eating are to remain in the gym during this time. Students that eat breakfast are to report to the gym when they have finished eating.

The lunch period is during 5th hour and is divided into two sections.

Meals may be paid for in the office between 7:45 a.m. and 8:15 a.m. each morning. The cost for a student breakfast will be \$1.55, while an adult breakfast will be \$1.80. The cost for a student lunch will be \$2.90, while an adult lunch will be \$3.70. An extra entrée will cost \$1.70 and milk will cost .45.

**NO ONE MAY CHARGE OVER FIVE DAYS  
UNLESS ARRANGEMENTS ARE MADE.**

### **CELLULAR TELEPHONES**

Cell phones, I-Pods, Google Glasses and the like will not be allowed to be used in the school building during the normal school day, 8:00 am – 3:36 pm, with the exception of cell phones being used in the halls during passing periods and lunch for **texting only**. During these allowed usage times, the phone must be on vibrate - no ringers and all audio muted. The primary means of communication for students will continue to be made through the main office. If any major issues occur due to the use of cell phones during lunch or in the hallways, the administration reserves the right to ban cell phone use.

Students may bring cell phones to the high school office to be kept during the school day and retrieve them at the end of the day if they wish. Students may also lock such items up in their locker during the school day. The Nodaway-Holt R-VII School District is NOT responsible for lost or stolen items kept in lockers.

Students are not to take their phones out of the classroom when leaving the classroom during instructional time. Instead, students must give their device to the teacher or place their device in the designated area prior to leaving the classroom. If a teacher sees any such item they will be confiscated. **If a student refuses to give their phone to the teacher for confiscation, the student's parent/ guardian will be called, the student will receive OSS the remainder of the day, and the student will lose their cell phone privilege for two weeks.** Students may use their cell phone for music purposes, with headphones, during Study Hall at the discretion of the teacher.

On the first offense, confiscated items will be returned to the student at the end of the day (after 3:10) and the student will be assigned an After School Detention (ASD). On the second offense, confiscated items will be turned over to the **parent/guardian**, the student will be assigned an After School Detention (ASD), and they will lose their confiscated item privilege for two weeks. On the third and all subsequent offenses, confiscated items will be turned over to the **parent/guardian**, the student will receive 1 day of In School Suspension, and they will lose their confiscated item privilege for two weeks.

Only authorized student firefighters will be allowed to carry mobile radios during the regular school day. Any student firefighter that misuses or causes distractions because of mobile radio usage can lose student firefighter's privileges.

### **CHAIN OF COMMAND**

The Board of Education and the staff are continuing their efforts to improve the classroom environment so a pleasant atmosphere for student learning can take place. All parents are encouraged to develop a positive working relationship with their son's/daughter's teacher(s). Parental concerns and/or needs are best resolved when they are addressed at the lowest level first. When allowed the appropriate amount of time, the proper utilization of this "chain of command" from teacher to principal to superintendent, the best interests of our students can be realized.

### **CLASS CHANGES**

The selection of elective subjects must have the approval of the counselor and/or principal. When any subject has been discontinued before it is completed, no partial credit will be given.

Students will not be permitted to drop courses or otherwise change their schedule of classes after the first three days of the semester. Any change must first have

the approval of the guidance counselor, principal, and teacher.

### **CLASS/ORGANIZATION MEETINGS**

Activity periods will be scheduled on an as-needed basis. Sponsors should arrange for these dates well in advance. All organizations will keep minutes of their meetings and supply the principal with a copy.

### **DRESS AND APPEARANCE**

Appropriate choices of clothing, hair styles, and cleanliness are important factors in personal appearance. We trust parental good judgment to see that students are dressed properly for school. However, outlandish dress or personal appearance will not be tolerated. This includes, but is not limited to, wearing tails, fake ears, and any other items that detract from the educational process or that does not comply with all health and safety standards. These regulations apply at all times when a student is considered a Nodaway-Holt R-VII student and under the supervision or responsibility of any faculty member.

For more information please see **FILE: JFCA-AP STUDENT DRESS CODE**

### **FIELD TRIPS**

Field trips will be considered on an individual basis as to the educational value and surrounding circumstances.

On any field or extra trips taken during the regular school day, attendance will be checked and the student is expected to be present just as a regular day of school.

### **FUNDRAISING**

Fundraising, while necessary for the purpose of maintaining school organizations, will be kept on a small scale. Any fundraising that requires door to door sales will be limited by the district. All fundraisers will require administrative approval. Service related fundraisers are preferred.

### **FIRE/STORM WARNINGS**

Emergency information is posted in each room. Familiarize yourself with the procedures involved for your classroom.

### **FOOD & DRINKS**

Students may not have food in class or in the hallways unless permitted to do so by the principal. Any student that wishes to carry a water bottle with them to class, must have a bottle that is plastic, see-through, and has a lid that screws on to reduce spills. Students are only allowed to bring water with them to class.

### **HALL PASSES**

Any students out of the classroom during class time must have in their possession a hall pass from their classroom teacher.

## **HOMEWORK**

The school program is developed with supervised study as part of the daily program. If time is used wisely at school, only a minimal amount of work will be required at home. However, most will find it necessary to spend some time other than the regular school hours on assignments. Students who fail to turn in an assignment, or a quality assignment, when the assignment is due, will be placed on GradeWatch (refer to Grades & Activity Restrictions section), with a new due date in which the assignment is to be turned in. Those missing school will have assignments to make up. Students will have one day for each day absent to complete all make-up work without penalty.

## **INDEBTEDNESS**

Before any student may graduate, transfer or leave the school, all fees and bills must be paid in full. This includes all individual obligations such as shop or lab fees, library fines, class assessments, etc. Extracurricular privileges and grade cards may be withheld until all obligations are taken care of by the student. (Some of these privileges might include attendance at such activities as prom, senior trip, graduation ceremonies, awards, other trips, etc. This list identifies some of the possible privileges that may be withheld and is not intended to be an all-inclusive list.) This will be left to the principal's discretion.

## **LIBRARY POLICY**

Students may check out two items from the library at a time for a two week period. Exceptions, however, are sometimes made if students are doing research and need more material.

Nodaway-Holt does not charge any overdue fines; however, students are expected to pay the replacement cost if the item is lost. (Replacement cost will vary, depending on the item.) If the item is found and returned to the library after payment has been made, a refund will be given. Students are notified of overdue material through daily announcements. If a book, magazine, etc. is not returned or payment is not made, the student's grade card will be held by the district.

## **LOCKERS**

For your convenience student lockers in the hall will be issued to all students, either shared or single. This privilege may be suspended if the locker is abused. Lockers are to be kept clean and in order at all times. No student shall mark, write, or paste things of any kind in or on a locker. The lockers will be inspected regularly. Students are requested to either provide a spare key or the combination number to their homeroom teacher to avoid padlock needing to be cut off lockers.

## **LOST AND FOUND**

If you have lost something, report it to the principal's office immediately. Give a full description and identification of the item(s) lost. If you have found an item(s), bring it to the principal's office and state where you found it and when.

Students are urged not to carry a large amount of money to school. The school assumes no responsibility for the loss if it does occur.

Items found will be placed in the Lost and Found. Students may collect their item(s) from the Lost and Found at any time. Lost and Found items will be displayed in the hallway with two weeks remaining in each quarter. At the end of each quarter, any items that have not been collected will be donated.

### **MEETING EDUCATIONAL NEEDS**

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique learner needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students.

### **MISSOURI COURSE ACCESS PROGRAM**

Along with traditional classroom courses, the district has access to additional courses not offered by our teachers for all students. Students in the District may participate in the Missouri Course Access and Virtual School Program (MOCAP), or other DESE-approved virtual school options. District students who wish to enroll in the virtual school must first enroll in the Nodaway-Holt School District. In order to be eligible for participation in virtual school, students must be enrolled full-time in 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 Nodaway-Holt School District. Students desiring to enroll in virtual courses shall schedule an appointment to discuss course options with the school counselor. 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. A denial of a student's request to enroll in a virtual course may be appealed to the Nodaway-Holt 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 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.

Enrollment in online courses is subject to schedule availability along with counselor and administrative approval. Virtual Course Applications are available upon request. For more information visit the school website at [www.nodholt.org](http://www.nodholt.org) and click on MOCAP under the Jr-Sr High School section heading.

### **NORTHWEST EVALUATION ASSOCIATION (NWEA)**

The NWEA is a district-wide assessment, given three times a year (fall, winter, and spring), to ALL students that provides insight to help tailor instruction to the specific needs of each student. Through the use of this assessment the district can determine if students are performing Below Basic, Basic, Proficient, or Advanced in the subjects of Math, Reading, and Science.

Based upon the performance level a student receives in each of the subjects listed above, they may be placed in either a Response to Intervention (RTI) or enrichment group during Thunder Time (see Thunder Time for more details).

### **ORGANIZATIONS**

Students who wish to be involved as members of interscholastic teams, clubs, extracurricular organizations, or any other group representing the Nodaway-Holt R-VII School District must comply with standards above those established for the general Nodaway-Holt R-VII student population. Students must have on file an activity contract signed by the student and parent before they will be allowed to participate.

A complete copy of the high school student activity participation code is included in this handbook. You are urged to read this policy carefully.

### **PHYSICAL EDUCATION & ELIGIBILITY FOR INTERSCHOLASTIC ACTIVITIES**

No pupil shall be allowed to participate in practice or contests connected with interscholastic athletics unless the pupil presents a written statement from a physician indicating that the pupil is physically qualified for such participation. A physical examination for physical education class is optional. The parents may assume the responsibility of their child's physical fitness or may have their child examined by a doctor. Students not physically fit to participate in physical education class must have a physician's report on file in the office of the

principal, stating the reasons why the student cannot take part in physical education activities. All examination reports must be on file in the office of the principal on or before the participant's first practice.

Each student who is enrolled in Physical Education will be required to dress whether or not they participate. The P.E. instructor will inform each student of this at the first class meeting. Showers are available and recommended for students to use after P.E. classes.

### **ROTATING STUDY HALL**

A Rotating Study Hall has been implemented to ensure that all teachers are available at the same time to assist students. This time may also be used to assign students who are on the Extended Referral List to a specific teacher or classroom to help them make-up missing assignments or provide intervention & enrichment to students.

Rotating Study Hall will be on a two week rotation and will be for 25 minutes at the end of each scheduled class period. Regular classroom lectures and activities will take place prior to the Rotating Study Hall. During a typical week, Week #1 of the rotation will look like this: Tuesday – 8<sup>th</sup> Hour Study Hall, Wednesday – 7<sup>th</sup> Hour, Thursday – 6<sup>th</sup> Hour, and Friday – 5<sup>th</sup> Hour. Week #2: Tuesday – 4<sup>th</sup> Hour, Wednesday – 3<sup>rd</sup> Hour, Thursday – 2<sup>nd</sup> Hour, and Friday – 1<sup>st</sup> Hour.

Depending on holidays, days off, early dismissal, etc. study hall may not occur each week.

### **SCHOOL CANCELLATIONS AND POSTPONEMENTS**

Due to weather or other circumstances school may either be canceled or delayed two hours. The announcements of cancellation or delay will be given to the following radio and TV stations: KQTV Channel 2, KFEQ 68 AM, KNIM 97.1 FM or 1580 AM, KMA 960, and KKJO 105 FM.

In addition, all school cancellations will be sent through text caster. Parents can sign up at any to receive these texts through Northwest Cellular Services by going to [www.nodholt.k12.mo.us](http://www.nodholt.k12.mo.us) and clicking on the Parent Resource tab and then selecting Text Alerts. Once the two-step sign-up process is completed, you will then be able to receive text alerts.

If school is closed, there will be no activities in the building until such time as the weather would permit school to be in session.

### **SCHOOL DAY**

The building will be opened at 7:30 a.m. Upon arrival, students are to go directly

to the cafeteria for breakfast or to their Homeroom location. Students are not to go to any other teacher's classrooms in the morning unless prior arrangements have been made with that specific teacher.

Each student will have a designated chromebook, chromebook charger, and chromebook case located in their Homeroom location. Once in their Homeroom, students will need to put their chromebook in its case to carry around with them to each class throughout the day. At the end of the day, students will return and plug in their chromebook and place the case in its designated location.

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

Upon dismissal, students are expected to leave the building promptly, unless staying for a special purpose. DO NOT leave the building during school hours at any time unless you have cleared it with the principal.

### **SCHOOL ETHICS**

School ethics are established in order to keep the school operating efficiently. Each student should conduct himself/herself properly and be a loyal citizen of his/her school and community at all times. Maintaining self-discipline is an important quality that Nodaway-Holt R-VII staff would like to see in their students. Mr., Mrs., Miss, Coach are appropriate salutations when speaking to or about a teacher.

All students representing the school in any event are bound to the regulations of the school. No student is to engage in any language or conduct that will discredit or bring dishonor to his/her school. In activities, show good sportsmanship at all times. Do not "boo" officials or players, be a good loser and gracious winner. Be especially courteous to all visitors, observe proper conduct at all activities.

### **SEMESTER GRADING**

Semester grades will be based on each student's total points earned divided by the total points possible for the semester. It is **not** an average of the two quarters that the semester is composed of. This is done to ensure that students are putting forth full effort all semester long.

### **SEMESTER TESTS**

Semester test exemption is an earned privilege. The following levels of achievements and attendance will be used to determine eligibility for exemptions (excluding an EOC tested class final, or a dual-credit class final). Students must meet all of the following criteria to qualify for the semester test exemption.

1. Junior High Finals and Exemptions shall be handled in the following manner:
  - a. 7th Grade Fall Semester - All finals will be taken.
  - b. 7th Grade Spring Semester - A student may be exempt from finals IF they have 95% attendance or above for the school year, AND if they have earned a 90% or higher for the semester in that particular class.
  - c. 8th Grade Fall Semester - All finals will be taken - EXCEPT in any class in which the student achieved a Proficient or Advanced on the previous spring's MAP test. (English and Math).
  - d. 8th Grade Spring Semester - A student may be exempt from finals IF they have 95% attendance or above for the school year, AND if they have earned a 90% or higher for the semester in that particular class.
2. High School Finals and Exemptions shall be handled in the following manner:
  - a. 9th Grade Fall Semester - All finals will be taken - EXCEPT in any class in which the student achieved a Proficient or Advanced on the previous spring's MAP test. (English and Math).
  - b. 9th Grade Spring Semester - A student may be exempt from finals IF they have 95% attendance or above for the school year, AND if they have earned a 90% or higher for the semester in that particular class.
  - c. 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grades Fall and Spring Semesters - A student may be exempt from finals IF they have 95% attendance or above for the school year, AND if they have earned a 90% or higher for the semester in that particular class.

### **Additional Guidelines**

3. Absences from class due to school sponsored activities will not count against the exemption privilege.
4. A student who is exempt will still be required to take semester tests, however, the score can only improve their grade. It cannot hurt it.
5. If a student that is exempt takes the test and then misses enough days following the test to where they no longer meet the attendance requirement to earn exempt status, the score they received on the test will be counted.
6. If a student is required to take semester tests, and they do not turn their test in when it is due, they will receive a 0 for that test.

7. Semester test exemption is not available for performances, i.e. marching band, concert band, choir performances, etc. Attendance at these events are required, unless prior arrangements have been made with the instructor, due to the overall success of the group being reliant upon each individual's contribution. If any such activities are skipped by a student, a 0 will be given in the gradebook for that student's semester exam grade.

## **SENIOR TRIP**

The senior class will be granted a two days/one night trip. The trip is limited to within the boundaries of the state or a radius of 300 miles of the district. The distance and time limits may be relaxed with approval of the administration and School Board on each trip.

Any senior violating discipline policy including but not limited to drugs, alcohol, or vandalism will not go on the senior trip. This is in regard to incidents on school property/ at school events.

If a senior is not allowed to, or chooses not to, attend Senior Trip they will be required to attend school on the days in which the Senior Trip is taking place.

To be eligible for the trip, students must maintain a minimum attendance rate of 92% during the school year. Students falling below this percentage may appeal to the Appeals Committee. If the Appeals Committee has decided to waive certain absences for a student, and that student misses 2 or more days to one class, or accumulates enough tardies to one class that would equal 2 or more days, after the rendering has been made, the Appeals Committee will reconvene. In this reconvened meeting, a decision will be made as to whether or not the student will be eligible to attend senior trip even though their attendance might not have fallen below the 92% attendance rate with the waived absences factored in.

Any student with an F letter grade will be ineligible to participate in Senior Trip, as it is a field trip, and would fall under the **GRADES & ACTIVITIES RESTRICTIONS** procedures, found on page 7. Students not attending Senior Trip will not be allowed to obtain any money raised through fundraising.

## **STUDENT CONDUCT**

At Nodaway-Holt Jr/Sr High School, teachers, students and administrators strive for an atmosphere of cooperation and mutual respect. Teaching and learning is considered a shared responsibility. In order to maintain a climate conducive to learning, students must follow a few ground rules.

Order is necessary in the classroom, the hall, the cafeteria and wherever students gather. Maintaining order means the student needs to:

1. Be on time for class.
2. Walk rather than run in the halls and through other congested places.
3. Keep the area around them free of litter.
4. Use passes only for the designated purpose.
5. Keep voices at a reasonable level in halls and classrooms.
6. Use language appropriate for the school setting. This means language which indicates a respect for others.
7. Not leave the classroom until dismissed by the teacher.
8. Get drinks, sharpen pencils and go to the restroom before school, between periods if time permits or during the lunch period.
9. DO NOT eat candy or snacks during school time.
10. Use gym shoes when playing on the gym floor.

If a teacher gives a student an After School Detention (ASD), and the student fails to serve it in the allotted time frame, that teacher may elect to “substitute” the After School Detention for three Lunch Detentions. If the teacher does not wish to substitute an ASD for three Lunch Detentions, ISS will be given for missing the scheduled discipline action.

### **THUNDER TIME**

On Wednesday and Thursday, during Rotating Study Hall, the Jr./Sr. High school will have “Thunder Time” where Response to Intervention (RTI) and enrichment activities will take place.

Based upon each student’s score on the NWEA test, students may be placed in an RTI group where they will be assigned to a teacher and academic interventions for specific skills in a certain subject will be provided.

Students not assigned to an RTI group will be involved in a Book Club or character building and enrichment activities. Additionally, A+ students will be given the option to assist with tutoring in an RTI group to gain additional A+ hours. NHS students may be given the option to mentor elementary students during this time as well.

Depending on holidays, days off, early dismissal, etc. Thunder Time may not occur each week.

### **VANDALISM**

Pupils who are guilty of willfully defacing or injuring any school property shall pay in full for all damages caused thereby; failing to do so they shall, after due notification of parent or guardian, be suspended from the school and shall be readmitted only upon application to the Board of Education.

## VEHICLE REGULATIONS

1. Students are to park in the parking lot east of the high school in an orderly fashion so as to allow traffic to pass through the parking lot undisrupted. **DO NOT BLOCK ENTRANCES**
2. Students are to exit the parking lot via the North exit only. Students may not exit the lot from any other direction. Failure to comply may result in the revocation of parking privileges.
3. Students are to park vehicles and exit them immediately upon arrival at school. (Do not enter the area east of the high school until you are ready to park your vehicle.)
4. Students are not to return to any vehicle before the end of the school day unless clearance has been obtained through the office.
5. Students must remain in the building or on the sidewalk until the first buses have left school property.
6. Driving in the parking lot should be at a safe speed.
7. Students shall not operate vehicles in a manner that would be considered careless, reckless or imprudent.
8. The regulations above also pertain to student vehicles at all school activities.
9. Violations of any of the above regulations will result in action fitting the violation. The school reserves the right to assign parking locations, require keys to be checked in at the office, tow vehicles or suspend the right of the student to drive to school.

## VISITORS

Parents are always welcome. Visitors to the school building must register in the principal's office upon arrival and get an identification badge. If parents wish to sit in on their student's classes, an appointment needs to be scheduled at least one day in advance through the principal's office. Students who wish to bring visitors to school must obtain approval at least one day in advance from the building principal.

## WITHDRAWAL FROM SCHOOL

In order to withdraw from school a student must first report to the principal's office. The principal will give the student a form to be signed by teachers and the librarian when all textbooks and materials are accounted for. The student may then turn the school withdrawal form in at the principal's office.

**FILE: JEC**  
Critical

## **SCHOOL ADMISSIONS** *(K-12 Districts)*

Persons seeking admission to the district and its instructional programs must satisfactorily meet all legal requirements to be enrolled. In addition, the district

requests additional information from parents/guardians so that the district may better serve the student.

The district encourages parents/guardians to pre-register their children in the spring prior to initial enrollment or register their children prior to the beginning of school so that the district can hire the appropriate staff and adequately prepare for the school year. In accordance with law, students enrolling in the district whose parents/guardians are transferring to Missouri under military orders will be allowed to register remotely without the parent/guardian or student being physically present.

Students who are homeless, in foster care or are otherwise entitled to admission will be admitted in accordance with Board policy and law.

### **Immunizations**

Unless otherwise required by law or Board policy, the district will not allow a student to attend school, including a district-sponsored preschool, daycare or nursery school, until the district has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished, or that the student is exempted from obtaining immunizations in accordance with law.

### **Residency or Eligibility to Enroll**

For admission into the district, students must reside in the district or otherwise be entitled to enrollment in accordance with law and policy JECA.

### **Proof of Age**

During the admission process, the district may require the parent/guardian to provide documentation of the student's age for the purpose of determining whether the student satisfies state entrance age requirements. Such documentation may include, but is not limited to, a birth certificate, immunization records, a baptism certificate, any government-issued identification or an affidavit sworn by the parent/guardian in the presence of a district official.

### ***Entrance Ages***

In general, students between the ages of 5 and 21 years old who do not have a high school diploma may attend the district's K-12 program. Any senior qualifying for graduation at the end of the school semester and attaining age 21 during the course of the semester may complete that particular semester tuition free.

In accordance with law, a student is eligible for admission to attend the Nodaway-Holt R-VII School District, and is eligible for admission to summer school the summer prior to entering kindergarten, if the student:

1. Reaches the age of five before August 1 of the school year in which he or she plans to enroll;
2. Has attended school, or the summer school prior to a kindergarten school term, in the St. Louis City School District or the Kansas City 33 School District, regardless of the age of the student; or
3. Is a child in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, who has successfully completed an accredited prekindergarten program or has attended an accredited kindergarten in another state, regardless of the age of the student.

A student who meets one of the entrance age requirements in this subsection and has previously attended a kindergarten program or otherwise demonstrates to the district's satisfaction that he or she is socially and academically ready to progress may be placed in a class, grade or program that would best meet the student's educational needs, after consultation with the student's parent/guardian. Likewise, a student who demonstrates that he or she is not socially or academically ready to enter kindergarten or the grade in which he or she would otherwise be placed may be placed in a preschool or other appropriate class or program offered by the district, after consultation with the student's parent/guardian.

### ***Preschool and Prekindergarten Entrance Ages***

In accordance with law, if the district maintains a preschool or prekindergarten program for which state aid is collected, a child is eligible for admission to attend the preschool or pre kindergarten program if the child reaches the age of three before August 1 of the school year in which he or she plans to enroll.

### ***Special Education Entrance Ages***

Federal law requires the district to provide special education services to qualifying resident students as well as qualifying nonresident students attending private schools located in the district who are between the ages of 3 and 21.

### **Requests for Student Records**

Within two business days of enrolling a student, the school official enrolling the student shall request those records required by district policy for student transfer, including discipline records, from all schools previously attended by the student within the last 12 months.

Within 48 hours of enrolling a nonresident student placed in the district via foster homes, residential care facilities or child-placing agencies pursuant to law, the school official enrolling the student shall request those records required by

district policy for student transfer, including discipline records, from all schools and facilities previously attended by the student; the Department of Social Services; the Department of Mental Health; the Department of Elementary and Secondary Education; and any entity involved with the placement of the student within the last 24 months.

The district will accept hand-carried or unofficial records for the purpose of enrolling a student transferring from another state who is in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, but will request official records in accordance with this policy.

### **Statement of Prior Suspension, Expulsion or Criminal Offense**

The Board of Education requires the parent, guardian or other person having control or charge of a child of school age to provide upon enrollment a signed statement indicating whether the student has been suspended or expelled from a public or private school in this state or any other state for an offense in violation of Board policies. In addition, the person enrolling the student must affirm that the student has not been convicted of or charged with an act listed in the "Admission Restrictions" section of this policy. This registration document shall be maintained as a part of the student's scholastic record.

### **Students Suspended or Expelled from Another District**

Without the superintendent's, or designee, permission, no student may enroll in a school in the district during a suspension or expulsion from another in-state or out-of-state school district, including a private, charter or parochial school or school district, if it is determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this district. The parent/guardian or student may request a conference with the superintendent or designee to consider whether the conduct of the student would have resulted in a suspension or expulsion in this district. The superintendent or designee may make such suspension or expulsion from another district effective if it is determined that such conduct would have resulted in a suspension or expulsion in this district. If it is determined that such conduct would not have resulted in a suspension or expulsion in this district, the superintendent or designee shall not make such suspension or expulsion from another school or district effective. The superintendent or designee will consider whether the student has received the due process required by law before making any decision.

A remedial conference will be held in accordance with Board policy prior to the enrollment of any student following a suspension or expulsion from another school for an act of school violence as defined in ' 160.261.2, RSMo. The remedial conference will be held regardless of whether such an act was committed at a public or private school in this state, provided that such act shall

have resulted in the suspension or expulsion of such student in the case of a private school.

### **Admission Restrictions**

In accordance with ' 167.171, RSMo., no student may be readmitted or enrolled to a regular program of instruction in the school district if he or she has been convicted of or charged with an act that if committed by an adult would be one of the following:

1. First-degree murder under ' 565.020, RSMo.
2. Second-degree murder under ' 565.021, RSMo.
3. First-degree assault under ' 565.050, RSMo.
4. Forcible rape, as it existed prior to August 28, 2013, or rape in the first degree under ' 566.030, RSMo.
5. Forcible sodomy, as it existed prior to August 28, 2013, or sodomy in the first degree under ' 566.060, RSMo.
6. Statutory rape under ' 566.032, RSMo.
7. Statutory sodomy under ' 566.062, RSMo.
8. Robbery in the first degree under ' 569.020, RSMo., as it existed prior to January 1, 2017, or robbery in the first degree under 570.023, RSMo.
9. Distribution of drugs to a minor under ' 195.212, RSMo., as it existed prior to January 1, 2017, or delivery of a controlled substance under ' 579.020, RSMo.
10. Arson in the first degree under ' 569.040, RSMo.
11. Kidnapping, or kidnapping in the first degree, when classified as a class A felony under ' 565.110, RSMo.

Nothing in this section shall prohibit the readmittance or enrollment of any student if a charge has been dismissed or when a student has been acquitted of any of the above acts. This section does not apply to a student with a disability, as identified under state eligibility criteria, who is convicted as a result of an action related to the student's disability. If the district maintains an alternative education program and the district determines that the placement is appropriate, a student subject to these admission restrictions may be admitted to such an alternative education program.

## **Social Security Numbers**

The district will not require the disclosure of a Social Security number as a condition for registration purposes but may request that a parent/guardian provide a student's Social Security number if the district explains in writing how the district will use the information and that such disclosure is voluntary.

## **Documentation**

The district seeks to provide a safe learning environment for students and will work with both parents/guardians to meet the student's educational needs. However, the district will not mediate disputes between parents/guardians or enforce or monitor visitation arrangements and parenting plans. The district may request court orders or documentation of custody for the limited purpose of verifying who the legal parents/guardians are and who may have contact with the student.

Adopted: 8/21/02

Revised: 4/14/10; 3/17/14; 1/18/17

**FILE: GBH**

## **STAFF/STUDENT RELATIONS**

### **Definitions**

*Educational Purpose B* A reason associated with the staff member's duties in the district including, but not limited to: counseling, the treatment of a student's physical injury, or coordination of an extracurricular activity, depending on the staff member's job description.

*Staff Member B* For the purposes of this policy, a staff member is any individual employed by the district, including part time and substitute employees and student teachers.

*Student B* Individuals currently enrolled in the Nodaway-Holt R-VII School District.

### **General**

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the

staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

### **Absolute Prohibitions**

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

### **Exceptions to This Policy**

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff members and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy.

The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

### **Failure to Maintain Boundaries**

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
2. Meeting students in non-work settings without the parent/guardian being present, even if the parent/guardian grants permission.
3. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
4. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
5. Discussing the staff member's personal problems with or in the presence of students.
6. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
7. Inviting students to the staff member's home.
8. Being present when students are fully or partially nude.
9. Sending students on personal errands.
10. Allowing a student to drive the staff member's vehicle.
11. Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.

12. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
13. Giving gifts to individual students.
14. Frequently pulling a student from another class or activity to be with the staff member.

### **Electronic Communication**

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication. The district does not have sufficient staff to monitor every communication between employees and students and does not, therefore, commit to monitoring such communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, email addresses and district sponsored webpages or social networking sites), when available. If district provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.

2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts, such as remind.com, used for texting) to organize or facilitate a district sponsored class or activity if the communication is determined necessary or beneficial, if a district sponsored form of communication is not available, and if the communication is related to the class or activity. Staff members may be required to send the communications simultaneously to the supervisor or parent/guardian if directed to do so, particularly if the communication involves only one student. Staff members are required to provide their supervisors with all education related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

### **Consequences**

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

### **Reporting**

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff

member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

### **Training**

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

Adopted: 9/15/04

Revised: 3/17/10 1/18/12

**FILE: JED-AP2**

## **NODAWAY-HOLT R-VII ATTENDANCE POLICY GRADES 7-12**

A student's attendance in the classroom is the most important part of a student's experience. Absences from the classroom can really never be compensated for or made up. There is a direct relationship between poor attendance, class failure, and the dropout rate. Students who have good attendance usually achieve better grades, enjoy school, and are more desirable employees after leaving school. **The Nodaway-Holt School District encourages all parents to utilize the days we are not in session to schedule all doctor's appointments, orthodontist appointments, and the like to ensure that their child remains in the classroom when school is in session.** It is the parent(s) or guardian(s) responsibility to decide at what times and for what reasons a student should not come to school; except that it becomes the school's responsibility to set limits upon a student's absence to comply with state law and for the students to receive the most benefit from the educational program.

## Procedures

Absences must be verified by a parent/guardian with a phone call or note. If it is necessary for a student to be absent from school for any reason, parents or legal guardians should call the school (660-939-2135) by 8:30 A.M. A note, or call, from the student's guardian will not suffice, but instead a doctor's note must be presented upon returning to school. Doctor's notes are to be faxed or turned into the office in a timely manner. Students have 1 week to turn in doctor's notes. After the 1 week period, doctor's notes will not be accepted and the absence will remain unexcused.

The school, upon request, will collect assignments and books for students missing more than one day. Upon returning to school after an absence, students will have one day for each day absent to complete all make-up work, i.e., absent Tuesday and Wednesday, work to be turned in Friday and the following Tuesday. If a student is absent on the day of an announced test, the student must take that test upon his/her return to school within the one day allotted grace period per day absent. Teachers may assign the same assignments as done in class or different make-up assignments for an excused absence. This work should be done outside regular class hours. It is the responsibility of the student to make up all work missed, and to ask the teacher for the assignment.

Any student that misses class due to being in the counselor's office, another teacher's classroom, etc. will not receive extra time to complete work. It is the student's responsibility to collect any work they missed and all assignments will be due as scheduled in this instance. If work is not turned in when scheduled to be due, the GradeWatch procedure will be followed. \*See GRADES & ACTIVITIES RESTRICTIONS on page 7.

In school disciplinary suspensions (i.e. In School Suspension) do not count as absences under this policy.

Excused absences include:

- a. School sponsored or sanctioned activities are not counted as absences towards the policy. This includes not only school events but also Armed Service duty.
- b. Students may request up to three days excused absence, bereavement leave, for the death of an immediate relative. One or more days of excused bereavement leave may be granted upon the approval of the high school principal for all other funerals.
- c. Students will be excused one time, for a half-day, to take their driver's exam and/or permit.

- d. Juniors will be allowed 1 excused absence for a college visit and seniors will be allowed 2 excused absences.
- e. Other absences may be excusable at the discretion of the principal.
- f. **Please Note:** School sponsored events are not counted as an absence according to state policy. Other absences, though approved by the school as an excused absence, do count as an absence according to state policy.

All other absences will be considered **unexcused**. Students failing to make up work may be subject to mandatory after school Extended Learning sessions, ISS, or Saturday School.

### **Consequences for Violations**

Students are allowed **seven** absences per semester. Absences will be kept on a per class hourly basis. The student must be in attendance for **30 minutes** of the class in order to be considered present. Every **third** tardy to a class will count as **one** absence in that class. After the **fifth** absence for a semester, the student's parents will be contacted. After the **seventh** absence for a semester, Law Enforcement and/or the Juvenile Office will be contacted.

If a student's attendance falls below 90% they will be ineligible to participate in any extracurricular event until their attendance rises to a level that is at, or above, 90%. This includes, but is not limited to, athletics, cheerleading, FBLA, FCCLA, FFA, field trips, prom, trap shooting, etc. This does not, however, include activities that are required for a grade in class; i.e. marching band, concert band, choir performances, etc.

For classes in which the student is enrolled for only nine weeks (such as junior high exploratory classes), the student is allowed only **three** absences.

For classes that do not meet daily, the number of allowed absences will be proportionate to the number of times a class meets.

### **Notice and Due Process**

A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the district's website. In addition, students and their parents will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the superintendent. On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district's records show or that an absence recorded as unexcused should have been recorded as excused. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

## **Intervention and Engagement Strategies**

The district will utilize the following intervention and engagement strategies as part of the district's overall approach to improve student attendance and achievement. The superintendent or designee will:

1. Conduct community-wide public relations efforts that stress the importance of school attendance.
2. Collaborate with community groups and other organizations that engage youth in activities to create a consistent message about the importance of education.

Building-level administrators and staff will:

1. Post daily attendance in a prominent place by number, percentage and fraction so students and staff can monitor attendance levels. Individual student attendance information will not be publicly posted.
2. Provide recognition in the form of ribbons, book certificates, special recognition or other non-food rewards to students with improved attendance.
3. Assign truant students to academic support, detention or in-school suspension rather than out-of-school suspension.
4. Assign students who are frequently absent to a staff mentor or participation in a group advisory program.
5. Assign students to tutoring outside of the regular academic day.
6. Provide access to behavioral counseling, including information about community resources.

Students who are absent from school without the knowledge and consent of their parents or the school administration, or students who leave school during the school day without the consent of the principal, will be considered truant. Such absences will be considered unexcused and truant students will be subject to additional disciplinary consequences.

Students are not permitted to leave the school grounds from the time they arrive until school is dismissed for the day without permission from the administration. Students who have to leave school for appointments during the school day must sign-out in the office. The student is to bring a note from a parent or guardian which should include the student's name, the date and time of the appointment, the reason for the absence, and the parent or guardian signature. Students will be

allowed to leave only if picked up by a parent or if the parent has made prior arrangements through the principal's office for the student to leave. Additionally, students arriving at school after the school day has begun or students returning to school after an appointment must sign-in at the school office. **Upon returning to school, the student must provide a signed doctor's note to the office in order for the absence to be excused.**

A student arriving to class after 20 minutes will be considered absent from that class. A student arriving in that first 20 minute period will be considered tardy.

Students must be in attendance the **entire day (8:00-3:36)** in order to attend or participate in a school activity that same day. This means, if a student is tardy to First Hour they are ineligible to participate in an extracurricular that day. **Certain instances will be excusable at the discretion of the principal (advanced approval required for appointments), or a doctor's note is presented.** If an event is scheduled for a Saturday, students must be in attendance the entire day (8:00-3:36) on the preceding school day, or be excused by the principal, to participate. This includes, but is not limited to, athletic events, dances, etc.

Students must be in attendance for four full class periods in order to be able to attend practices, tryouts, or the like.

Any consequences may be waived by the building principal if the absences were caused by a specific event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

Adopted: June 20, 2018

Nodaway-Holt R-VII School District, Graham, Missouri

### **Tardiness**

Very seldom is it necessary for anyone to be tardy; therefore, most tardy cases are unexcused. Students who are tardy between classes should get a tardy pass from the previous class if that class has detained them. Students who are tardy excessively will be sent to the office.

Excessive tardies will result in detention. Every third tardy to one class, will be counted as 1 absence to that class. Three tardies will be allowed each semester. Each successive tardy will result in an after school detention from 3:36 to 4:15 p.m. on one of the Extended Learning days with the Extended Learning proctor. Students earning more than 8 tardies during a semester will be required to take semester tests. Additional penalties may be imposed by the administration for flagrant tardy violations.

Tardies are cumulative for a semester and start over with the beginning of a new

## **GRADING SYSTEM**

The Nodaway-Holt R-VII School District is aware of the inadequacy of a mark when used to express total values for achievement and attitudes. The school district believes that self-competition for self-improvement and striving for satisfaction which comes from performing each task well are most important goals for its students.

In order that academic achievement may be recorded and made available for reference when needed, the following system is used.

1. Grades K-2 will receive both an achievement and effort mark:

Achievement/Effort

S--80% and above

I--70% to 79%

N--69% and below

S-Satisfactory

I-Improving, but not satisfactory

N-Needs Improvement

2. Grades 3-12 receive letter grades as follows:

A-Excellent

B-Above Average

C-Average

D-Below Average

F-Failure

W-Withheld

3. Grades 3-12 receive letter grades based on the following percentages:

A 96-100

A- 90-95

B+ 87-89

B 84-86

B- 80-83

C+ 77-79

C 74-76

C- 70-73

D+ 67-69

D 64-66

D- 60-63

F 59 or less

A grade of “W” will indicate a withheld grade. If this grade is not removed during the next nine week period, it will automatically become a grade of “F”. The special education student will be assigned a letter grade cooperatively between the content area teacher and special education teacher in accordance with the Individualized Educational Program (IEP).

Adopted: 12/18/02  
Revised 6/17/09 6/18/14

**FILE: IKA-R-1**

## **WEIGHTED GRADING SYSTEM**

The following is the grading scale that will be used in the Nodaway-Holt R-VII School District.

	Percent	Honor Points
A	96-100	4.000
A-	90-95	3.667
B+	87-89	3.333
B	84-86	3.000
B-	80-83	2.667
C+	77-79	2.333
C	74-76	2.000
C-	70-73	1.667
D+	67-69	1.333
D	64-66	1.000
D-	60-63	0.667
F	59 or less	0.000

All grades will be weighted according to difficulty. The classes are weighted as follows:

### Level 1.0

Agriculture Construction, Agriculture Economy, Agriculture Power, Agriculture Science I, Agriculture Structures, American History, Animal Science, Art I, Band, Child Development I, Choir, CNR, Consumer Math, Current Events, Earth Science, Economics, English I, Environmental Science, FACS/Health, Forestry, Food Science, Foods, Geography, Government, Housing, Music Appreciation, Nutrition & Wellness, Physical Education, Physical Science, Plant Science, Political Science, Pre-Algebra, Weights & Conditioning, World History, Yearbook

Vocational Technical Classes, which include the following: Auto Tech, Building Trades, Child Care, Collision Repair, Culinary Arts, Health Services, Mechanical Industrial Tech, Welding & Machine Shop

### Level 1.1

ACT Prep, Agriculture Science II, Algebra I, Art II, Biology, Career Development, Career Pathways, Child Development II, Desktop Publishing, English II, Entrepreneurship, Multimedia, Personal Finance

### Level 1.2

Algebra II, Business Technology, Chemistry, Computer Applications, English III, Geometry, Spanish I, STEM

### Level 1.3

Anatomy, English IV, Physiology, Spanish II, Statistics, Pre-Calculus

### Level 1.4

All dual credit and/or college credit courses

Dual credit classes change often. Please see the school counselor for details.

Along with traditional classroom courses, the district has access to additional courses not offered by our teachers. Enrollment in virtual learning is subject to schedule availability along with counselor and administrative approval.

Weighted placement will be determined on an individual class basis. For more information on virtual learning refer to the Meeting Educational Needs section of the JH & HS Handbook on page 14, or refer to the MOCAP section on the school website.

## **Graduation System**

At Nodaway-Holt R-VII School District, we prepare our graduates for college, career and citizenship. Starting with the graduating class of 2020, Nodaway-Holt will adopt the laude system to recognize graduates for their success in rigorous programs instead of the traditional class rank, Valedictorian, and Salutatorian system. The rationale for this change was to adopt a form of recognition that most colleges and universities use to acknowledge their most successful students at graduation. Additionally, we wanted to provide recognition to more of our outstanding seniors than the Valedictorian and Salutatorian concept allowed. Instead, these designations will be used:

- Summa Cum Laude (meaning with the highest praise) – Highest Honors – Weighted GPA 3.900 or above
- Magna Cum Laude (meaning with great praise) – High Honors – Weighted GPA 3.700 – 3.899

- Cum Laude (meaning with praise) – Honors – Weighted GPA 3.500 – 3.699

In January of 2020 the Board of Education approved the new academic recognition and eliminated the class ranking system for the following reasons:

**High Achievement:** Students are more focused on the educational value of their class selection. They choose to take a broader range of course work to balance and improve their educational experience – rather than selecting a course for the potential weighted grade to increase their class rank.

**Top Performing Schools:** Schools around the state and nation can be vastly different. Students from different high schools may have selected vastly different courses and may have earned different grades – but have the same class rank to report to colleges as Nodaway-Holt students in their top performing schools.

**Increase Post-Secondary Opportunities:** Research shows that colleges may consider applicants more individually when class rank is not a factor. Factors such as academics, test scores, course rigor and extracurricular activities may become the focus. Most importantly, it means that our graduates applying for college will be competing with all applicants, not just the students within their own high school.

The top two weighted grade point averages will speak at graduation. In order to qualify for speaking at graduation, graduates must have completed a minimum of two full years of high school at Nodaway-Holt.

**FILE: IKF**  
Critical

## **GRADUATION REQUIREMENTS**

The Board of Education for the Nodaway-Holt R-VII School District establishes the following graduation requirements as a condition of receiving a diploma. The superintendent or designee will regularly communicate these requirements to students and parents/guardians and recommend modifications to the Board when necessary.

### **Requirements**

A student must meet the following requirements in order to graduate from the Nodaway-Holt R-VII School District, unless otherwise exempted. The student must:

1. Complete a total of 26 credits, including credits required by the State Board of Education.

2. Pass examinations on the provisions and principles of American history, American institutions, American civics, and the Missouri and U.S. Constitutions. (" 170.011, .345, RSMo.)
3. Successfully complete a course of instruction of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the U.S. government and the electoral process. (' 170.011, RSMo.)
4. Have earned credit in the Nodaway-Holt R-VII School District's educational program between the ninth and twelfth grades.
5. Have taken all required end-of-course (EOC) examinations. (DESE Graduation Guidance)
6. Have received 30 minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking. (' 170.310, RSMo.)
7. All seniors must be in attendance 80% of the time their senior year.

The school district will also participate in the Career Preparatory Certificate Program sponsored by the Missouri State Department of Elementary and Secondary Education.

	Graduation Requirements	Career Preparatory Certificate
English	4 units	4 units
Social Studies	3 units	3 units
Mathematics	4 units	3 units
Science	3 units	3 units
Fine Arts	1 unit	1 unit

Practical Arts	2 units	1 unit
Physical Education* (see FILE:IKF)	2 units	1 unit
Personal Finance/Career Development (each .5 credit)	1 unit	0 unit
Health/FACS I (each .5 credits)	1 unit	0 unit
Electives	6 units	5 units
Specified Core Electives (including foreign language)	0 units	3 units
<hr/>		
TOTALS	27 units	24 units

### Exceptions

1. Graduation requirements for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's individualized education program (IEP). Any specific graduation requirement may be waived if recommended by the student's IEP team. (DESE Graduation Guidance)
2. Students transferring from other Missouri school districts or charter schools, private or parochial schools, home schools, unaccredited schools, and schools in other states or countries will have their credits transferred in accordance with guidance from the Department of Elementary and Secondary Education (DESE) and may have some graduation requirements waived depending on the circumstances. (DESE Graduation Guidance)
3. The district will waive the requirement to pass examinations on the provisions and principles of American history, American institutions and the Missouri and U.S. Constitutions for students who transfer from a school outside Missouri if they can document the successful completion of a course of instruction in the institutions, branches and functions of state government, including local governments, the U.S. government and the electoral process. Such instruction must have been

completed in grades nine through twelve. The district will waive the requirement to pass a civics examination when recommended by the student's IEP team. (' 170.011, RSMo. DESE Graduation Guidance)

4. Graduation requirements for foster care students will be modified or waived in accordance with law and Board policy IGBE. (' 160.1990, RSMo.)
5. Students in the household of an active duty member of the military, including students in the household of certain veterans who are deceased or injured as defined by law, who transfer to the district may have graduation requirements modified or waived in accordance with law. (' 160.2000, RSMo.)
6. Eligible students who successfully complete the Missouri Option Program will be awarded a high school diploma. (5 C.S.R. 20-500.330)

### **Earning Credit, Substituting Credit and Alternatives**

1. The superintendent or designee is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to students who transfer from a district that uses a different standard for awarding credit.
2. The Nodaway-Holt R-VII School District recognizes units of credit obtained through accredited schools and school districts, including credits earned through courses delivered primarily through electronic media, such as online courses. For the purposes of this policy, an "accredited school" is a Missouri public school, a Missouri charter school, the Missouri Course Access Program (MOCAP); a private agency where students with disabilities are placed by a public school; or any school or school district accredited by the Missouri State Board of Education, AdvancED or the Independent Schools Association of the Central States (ISACS). If a school or school district is located in another state, that school or school district must be accredited by that state's department of education, AdvancED, ISACS or the equivalent organizations. (' 161.670, RSMo, DESE Graduation Guidance)
3. Students may earn advanced-standing credit by successfully completing high-school level courses prior to entering the ninth grade. Advanced-standing credit may be counted toward meeting all graduation requirements, including state minimum requirements. (DESE Graduation Guidance)

4. The district may waive one unit of academic credit in English language arts, mathematics, science or social studies, whichever is most appropriate, for students who successfully complete an eligible three-unit career/technical program. Students must request this credit waiver prior to enrolling in the career/technical program for which the waiver is sought. Students must take the end-of-course exam required for any waived course. Unless otherwise waived by law, students who waive a social studies unit under this section are still required to complete a course of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States and the electoral process. Students are also required to meet state requirements regarding American civics. (DESE Graduation Guidance)
5. In addition to the waiver of credit above, a student may fulfill one unit of academic credit with a district-approved agriculture or career and technical education course for any English language arts, mathematics, science or social studies unit required for high school graduation in any combination up to fulfilling one requirement in each of the four subject areas. The substitution may not be made for courses that require an end-of-course assessment. Unless otherwise waived by law, students who waive a social studies unit under this section are still required to complete a course of study of at least one semester in length covering the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States and the electoral process. Students are also required to meet state requirements regarding American civics. (' 170.017, RSMo.)
6. A student may fulfill any district-required mathematics, science or practical arts unit with a district-approved computer science course as long as the student has taken or is on track to take all courses that require end-of-course examinations for math and science. The district will notify all students relying on this provision that some institutions of higher education may require four units of academic credit in mathematics for college admission. The district will require the parent, guardian or legal custodian of each student to acknowledge in writing that taking a computer science course to fulfill a unit of academic credit in mathematics may have an adverse effect on college admission decisions. (' 170.018, RSMo.)

7. Students may earn credit for a subject that has been embedded into another subject-area course in accordance with guidelines established by DESE. (DESE Graduation Guidance)
8. The superintendent or designee may approve credit earned on a proficiency basis if a student is able to demonstrate mastery of the competencies for a particular course and if state requirements are met for a quality, competency-based credit system. (DESE Graduation Guidance)
9. Students may earn credit by other means as approved by the Board and in accordance with law.

The following subject area requirements are established as part of the minimum twenty-seven (27) units of credit required for graduation.

### English Language Arts

Each student shall complete a minimum of four (4) units of credit in English Language Arts. All students are required to complete English I, English II (World Literature and Composition) English III and one English elective.

### Social Studies

Each student shall complete a minimum of three (3) units of credit in Social Studies during grades nine and above. All students are required to complete American History, World History, and American Government.

### Mathematics

Each student shall complete a minimum of four (4) units of credit in Mathematics during grades nine and above. All students are required to complete Algebra I, Geometry and two (2) math electives.

### Science

Each student shall complete a minimum of three (3) units of credit in Science during grades nine and above. All students are required to complete Physical Science, Biology, and a Science elective.

### Fine Arts

Each student shall complete a minimum of one (1) unit of credit in Fine Arts.

The Fine Arts shall be defined to include courses from the field of study of Art or Music.

### Practical Arts

Each student shall complete a minimum of two (2) units of credit in Practical Arts.

The Practical Arts shall be defined to include courses from the areas of Human Environmental Science, Business and Office Education, Vocational Education, and Agricultural Education.

### Physical Education and Health

Each student shall complete a minimum of two (2) units of credit in physical education. A student may have one year of the physical education requirement waived if they have participated all four years on the same extracurricular sport team (example: four years of Basketball).

### Personal Finance/Career Development

Each student shall complete a minimum of a half (.5) unit of credit in personal finance and a minimum of a half (.5) unit of credit in Career Development.

### Health/FACS I

Each student shall complete a minimum of a half (.5) unit of credit in Health and a minimum of a half (.5) unit of credit in FACS I.

### Electives

To complete the required total of twenty-seven (27) units of credit each student shall select from the elective course available at Nodaway-Holt R-VII School.

## **Diplomas and Certificates**

Students who complete the district's graduation requirements or are otherwise entitled to a diploma in accordance with law and district policy will receive a district diploma.

### **District Diploma for Coursework Completed in Other Districts**

In accordance with law and DESE guidance, the district may be required to issue a diploma to students who did not complete their education in the district but who graduated based on the district's graduation requirements. Such circumstances include, but are not limited to, situations where a foster student transfers from the district to another school or district or a student in the household of an active duty member of the military transfers to another district, in accordance with law.

(" 160.1990, .2000, 167.019, RSMo.)

### **Diplomas from Other Districts**

Students in the household of an active duty member of the military, including students in the household of certain veterans who are deceased or injured as defined by law, who transfer to the district at the beginning of or during their senior year and who will not meet the graduation requirements of the district by the end of the senior year may receive a diploma from the school district they are transferring from if they are able to meet the graduation requirements of that district. (' 160.2000, RSMo.)

Foster care students who enroll in the district at the beginning of or during their senior year who cannot meet the district's graduation requirements by the end of the senior year, even after all alternatives have been considered, may receive a diploma from the previous school attended if they are eligible to receive a diploma from the previous school. (' 160.1990, RSMo.)

### **Certificate of Attendance**

Students with disabilities who reach age 21 or otherwise terminate their education and who have met the district's attendance requirements but have not completed the requirements for graduation may receive a certificate of attendance as directed by the student's IEP team. (DESE Graduation Guidance)

### **Career and Technical Education Certificate**

In addition to receiving their graduation diploma, students may earn a career and technical education certificate (CTE) if they meet the standards created by the State Board of Education. (' 170.029, RSMo.)

### **Seal of Biliteracy**

The district may award a Missouri Seal of Biliteracy to students who have attained proficiency in English and at least one other language before high school graduation in accordance with rules established by DESE.

Adopted: June 20, 2007

Revised: 6/15/1, 4/13/17, 8/23/18, 1/16/19, 1/15/20

**FILE: IKE**  
Critical

## **PROMOTION, ACCELERATION AND RETENTION OF STUDENTS**

The Nodaway-Holt R-VII School District is committed to the continuous development of students enrolled in the district's schools and recognizes that the pace at which students develop varies.

When determining whether students should be promoted, accelerated or retained, the district will use all available information, including results of classroom performance assessments, other measures of skill and content mastery, standardized test results and teacher observation of student performance. The principal will direct and aid teachers in developing student evaluation standards and apply those standards uniformly when making decisions regarding the promotion, acceleration or retention of students.

Decisions on whether to promote, accelerate or retain a student with disabilities will be made in accordance with the Individuals with Disabilities Education Act (IDEA) and as required by other applicable law.

### **Promotion**

Students will normally progress annually from grade to grade unless, in the judgment of the district's professional staff, it is not in the best educational interest of the student to do so. The final decision to promote a student rests with the school administration.

### **Remediation as a Condition of Promotion**

The district may require remediation as a condition of promotion to the next grade level for any student identified by the district as failing to master skills and competencies established for that particular grade level. The superintendent or designee shall determine which skills and competencies must be mastered, how they are to be assessed and what type of remediation is appropriate.

Remediation may include, but shall not necessarily be limited to, a mandatory summer school program focused on the areas of deficiency or other such alternatives conducted by the district outside of the regular school day. If the district provides remediation in this manner outside the traditional school day, the extra hours of instruction may be counted in the calculation of average daily attendance. Such remediation shall recognize that different students learn differently and shall employ methods designed to help these students achieve at high levels.

The district may require parents/guardians of such students to commit to conduct home-based tutorial activities with their children. Decisions concerning the remedial reading instruction of a student who receives special education services, including the nature of parental involvement, shall be made in accordance with the student's individualized education program (IEP).

## **Acceleration**

The district will assist students in progressing academically in accordance with their capabilities. Acceleration refers to educational strategies that provide opportunities for students to more rapidly achieve their education goals. Effective acceleration matches the level, complexity and pace of the curriculum to the readiness and motivation of the student. Acceleration will not be used as a replacement for gifted education services or programs.

Acceleration shall be considered for all students who demonstrate advanced performance or the potential for advanced performance and the social and emotional readiness for acceleration. The district will offer subject acceleration and whole-grade acceleration and, at the discretion of the superintendent, may choose to implement other types of acceleration as well.

When determining whether a student should be accelerated, the district will consider all available student assessment data, the student's social and emotional maturity and the student's academic strengths. Acceleration decisions shall be based on the best interest of the student.

Parents/Guardians or teachers who identify a student who may benefit from acceleration should contact an administrator in the student's school for more information.

## **Retention**

Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

State law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment shall be retained if the student has not adequately improved by the end of summer school. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

Adopted: 9/19/01

Revised: 1/18/17; 1/16/19

**File: IL**  
Critical

## **ASSESSMENT PROGRAM** *(K-12 Districts)*

The district will use high-quality academic assessments as one indication of the success and quality of the district's education program. Further, the Board

recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

### **Participation**

In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments.

### **District Assessment Plan**

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the district wide assessment plan are to facilitate and provide information for the following:

1. Student Achievement - To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. Student Guidance - To serve as a tool for implementing the district's student guidance program.
3. Instructional Change - To provide data that will assist in the preparation of recommendations for instructional program changes to:
  - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
  - b. Help the professional staff formulate and recommend instructional policy.
  - c. Help the Board of Education adopt instructional policies.

4. School and District Evaluation - To provide indicators of the progress of the district and individual schools toward established goals.
5. Accreditation - To ensure the district obtains and maintains accreditation.

There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

### **Reading Assessment**

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method or combination of methods of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

### **English Proficiency Assessments**

The district will annually assess the English reading, writing and oral language skills of district English Learner students in kindergarten through grade 12.

### **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the challenging academic standards set forth by the Missouri State Board of Education. The assessments will be the same for all students in the district, including those students identified as migratory or homeless, students in foster care and students with a parent/guardian who is an active duty member of the armed forces or who serves on full-time National Guard duty.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine

what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

EOC examinations may be waived for:

1. Students receiving special education services whose IEP teams have determined that the MAP-A alternative is the appropriate assessment;
2. English learner students who have been in the United States 12 or fewer months at the time of administration, in some circumstances; and
3. Foreign exchange students.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

### **National Assessment of Educational Progress**

If chosen, the district will participate in the National Assessment of Educational Progress as required by law.

### **Assessments in Preparation for Postsecondary Education and Work Opportunities**

The district encourages students to prepare for postsecondary education or work opportunities prior to graduating from the district. District staff will encourage students to take assessments necessary for pursuing postsecondary education, career training and employment. Such assessments may include, but are not limited to, the ACT, the ACT Plus Writing Assessment, the ACT WorkKeys assessments (WorkKeys) and the SAT. When the district determines it is economically feasible, the district may provide access to assessments at the district's expense. The superintendent or designee will work with testing companies to provide eligible students access to fee waivers and other resources so that all district students may access these assessments.

### **ACT/WorkKeys at State Expense**

DESE may require school districts to administer the ACT as part of statewide testing requirements. When that occurs and the state funds the test, any student who would be allowed or required to participate in the ACT will have the opportunity, on any date within three months before the ACT administration, to participate in the WorkKeys at the state's expense in lieu of taking the ACT. Any student who participated in a state-funded administration of the WorkKeys shall not participate in any state-funded administration of the ACT.

### **ACT/WorkKeys at District Expense**

Students who are required or allowed to participate in the ACT at district expense will have the opportunity, on any date within three months before the ACT administration, to participate in the WorkKeys at district expense. The district may also require the student to take the ACT.

### **High School Equivalency Examination**

The district participates in the Missouri Option Program, a competency-based program that allows eligible students to earn a district diploma if the student passes the state high school equivalency examination.

### **Parental Notice**

At the beginning of each school year, the district shall notify the parents/guardians of each student that the district will provide, upon request and in a timely manner, information regarding any state or district policy regarding student participation in any assessments. Such notice shall include information about state or local policies that would allow students to opt out of assessments. Missouri has no such policy, and the district expects all students to participate in all district or statewide assessments.

The district shall post on the district's website and, where practicable, on the website of each school in the district for each grade level in the district, information on any assessments required by state or federal law, including any assessments required by the district. The information shall include the subject matter being assessed, the purpose for the assessment, the source of the requirement for the assessment, and where the information on the assessment is available. The information shall also include the amount of time students will spend taking the assessments, the schedule for the assessments, and the time and format for disseminating the results, when available.

If the district does not operate a website, the district shall determine how to make the information widely available, including dissemination through the media, public agencies or directly to the parents/guardians.

The district will provide parents/guardians information, if available, on the level of achievement and academic growth of the student on each of the statewide

assessments in which the student participates. The district will provide the information in an understandable and uniform format and, to the extent possible, the information will be written in a language the parent/guardian can understand. If it is not practical to provide written translations to parents/guardians, the information shall be orally translated for them. Upon request by a parent/guardian with a disability, the district will provide the information in an alternate format that is accessible to the parent/guardian.

### **Access to Assessments by Students Not Enrolled in the District**

In order to foster positive community relationships and to promote the academic progress of all students located within the district, the district may, at its discretion, allow private and home-schooled students who reside within district boundaries but who are not enrolled in the district to participate in grade-level, end-of-course or other assessments if the assessments are funded by the state. These student scores shall not affect district accountability.

Adopted: 9/19/04

Revised: 04/14/10; 3/17/14; 10/18/17; 01/16/19

**FILE: JO**

Critical

## **STUDENT RECORDS**

### ***(K-12 Districts)***

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, develop appropriate procedures for maintaining student records, and standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

### **Definitions**

*Eligible Student* - A student or former student who has reached age 18 or is attending a postsecondary school.

*Parent* - A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

*Student* - Any person who attends or has attended a school in the school district and for whom the district maintains education records.

### **Health Information**

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

### **Parent and Eligible Student Access**

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law unless a court order, statute or legally binding document prohibits such access. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record. The district will annually notify parents and eligible students of their rights in accordance with law.

### **Directory Information**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the

district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

*General Directory Information* - The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information* - In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities for the purposes of encouraging membership or participation in the group or club; parents of other students enrolled in the same school as the student whose information is released when the release is for the purpose of facilitating communication between parents; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services for official governmental purposes:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

The district may require a person or entity that requests limited directory information to certify in writing that the information will not be redisclosed without the prior written consent of the parent or eligible student.

### **Law Enforcement Access**

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

### **Children's Division Access**

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

### **Military and Higher Education Access**

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student. The district will notify parents, and secondary school students who are at least 18, that they may opt out of these disclosures.

## **Volunteer Access**

District staff will not allow volunteers to access student records unless the volunteer has completed a criminal background check and the district has determined that the volunteer should have access. A volunteer who has completed a criminal background check may access student education records only under the supervision of staff members and when necessary to assist the district.

## **Records Retention**

The district shall retain all student records in accordance with applicable federal and state law, as well as the current version of the Missouri Secretary of State's Public School Records Retention Schedule and General Records Retention Schedule.

Adopted: 9/15/04

Revised: 6/20/05; 4/15/13; 4/13/17

**FILE: IGAEB**  
Critical

## **SEX HEALTH INSTRUCTION**

The Board of Education recognizes that parents/guardians should be the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

The district will offer instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction.

## **Notice and Opt-Out**

The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction.

## **Human Sexuality and Sexually Transmitted Diseases**

As required by state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papillomavirus (HPV), hepatitis and other sexually transmitted diseases.
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
6. Teach students about consent, sexual harassment and sexual violence. Specifically, students will be taught that:

A) *Consent* is a freely given agreement to the conduct at issue by a competent person, and that:

An expression of lack of consent through words or conduct does not constitute consent.

Lack of verbal or physical resistance does not constitute consent.

Submission resulting from the use of force, threat of force or fear does not constitute consent.

A current or previous dating, social or sexual relationship between two parties does not by itself constitute consent.

The manner of dress chosen by a person does not constitute consent.

- B) *Sexual harassment* is uninvited and unwelcome verbal or physical behavior of a sexual nature, especially by a person in authority toward a subordinate.
- C) *Sexual violence* is causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress or without the person's consent.
7. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of Missouri law pertaining to statutory rape and statutory sodomy.
  8. Teach students about the characteristics of and ways to identify sexual predators.
  9. Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, e-mail and instant messaging.
  10. Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "CyberTipline."
  11. Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. No district personnel or agents, acting in their official capacities, will encourage any student to have an abortion.

### **Sexual Abuse**

In accordance with law, the district will provide trauma-informed, developmentally appropriate training to students in grades 6B12 regarding sexual abuse including, but not limited to, instruction on:

1. How to recognize sexual abuse;
2. How to report an incident of sexual abuse;
3. How to obtain assistance and intervention; and
4. Resources for students affected by sexual abuse.

Adopted: 12/15/99

Revised: 1/23/08; 5/24/16; 1/16/19; 1/15/20

**FILE: KKB**

### **AUDIO AND VISUAL RECORDING**

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy.

Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

### **Definitions**

*Audio Recording* - Registering sounds on tape, digitally or by other mechanical or electronic means.

*Outside Entity* - Any individual, group, organization or corporation other than the administration, officers, staff or students of the Nodaway-Holt R-VII School District or individuals authorized to act for the district.

*Visual Recording* - Registering visual images on film, tape, digitally or by other mechanical or electronic means.

## **Recording by Outside Entities**

The Nodaway-Holt R-VII School District prohibits the use of visual or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to:

1. Performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Nodaway-Holt R-VII School District Board of Education or committees appointed by or at the direction of the Board.
4. Recording of an event sponsored by an outside entity using or renting district facilities in accordance with Board policies and established administrative procedures.

## **Recording by District Personnel or District Agents**

The district or designated agents of the district may make audio or visual recordings to provide security, to maintain order, for professional staff development use, for educational purposes or for other purposes related to furthering the educational mission of the district. This may include the use of visual recording equipment in district buildings and on district transportation. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

## **Pre-Service and Student Teachers**

The district may allow student teachers or pre-service teachers to record themselves teaching or otherwise interacting with students when the recording is used for educational purposes in the student teacher or preservice teacher preparation program. The student teacher or pre-service teacher must obtain permission to do so from the cooperating teacher and the building principal and must have signed Missouri Pre-Service Teacher Assessment permission forms from all students and adults who will appear in the recordings if those recordings will be viewed by any person who is not employed by the district. The district reserves the right to refuse to allow recording or to limit the time and place for such recordings in order to minimize disruption to the educational process.

## **Recording by Students**

The Nodaway-Holt R-VII School District prohibits the use of visual or audio recording equipment on district property or at district activities by students except:

1. If required by a district-sponsored class or activity.
2. At performances or activities to which the general public is invited, such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

### **Recording of Meetings**

The Board of Education prohibits the use of audio, visual or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings among district employees and between district employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras.

### **Secretive Recording or Transmission**

The district prohibits secretive recordings where persons involved do not consent to the recording and it is not otherwise obvious that recording equipment is present or being used, unless the superintendent or designee determines in rare circumstances that such recordings are necessary for educational or security reasons. The district prohibits the simultaneous electronic transmission of any conversation by any person to a third party without the consent of all involved in the conversation, even if the conversation is not recorded.

### **Use of Unmanned Aircraft Systems**

All unmanned aircraft systems (UAS) operators seeking to operate a UAS on or over district property or at a district event must receive authorization from the superintendent or designee. Authorization will be granted only when such operation is on behalf of the district, supports the mission of the district or otherwise serves a public purpose.

All UAS with the potential to capture or produce visual images of district property or district events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines.

Adopted: 3/16/08

Revised: 5/24/16

## **PUBLIC CONCERNS AND COMPLAINTS**

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

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

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

### **Complaint Process**

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Complaints involving federal programs will be processed in accordance with policy KLA. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure. If no other policy or procedure applies, the complaint may be brought as described below.

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

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

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern ("complainant") within five business days of

receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.

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

### **Prohibition against Retaliation**

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

Adopted: 9/17/03

Revised: 10/20/15; 10/18/17

**FILE: AC**

## **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT & RETALIATION**

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

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
  - a) Make complaints of prohibited discrimination or harassment.
  - b) Report prohibited discrimination or harassment.
  - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such persons association with a person protected from discrimination or harassment in accordance with this policy.

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

### **Additional Prohibited Behavior**

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

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

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

## **School Nutrition Programs**

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

## **Interim Measures**

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

## **Consequences and Remedies**

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

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

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

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

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting

the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

## **Definitions**

**Compliance Officer** - The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

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

**Grievance** - A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

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

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

**Sexual Harassment** - A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to

alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days - Days on which the district's business offices are open.

### **Compliance Officer**

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

Superintendent  
318 South Taylor, Graham MO  
(660) 939-2137

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

District Bookkeeper  
318 South Taylor  
(660) 939-2137

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Nodaway-Holt R-VII School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.

11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

### **Public Notice**

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

### **Reporting**

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

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

written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

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

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

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. Administrators will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

### **Investigation**

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

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

### **Grievance Process Overview**

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the

superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.

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

## **Grievance Process**

### **1. Level I**

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

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

designee will evaluate all relevant information and documentation relating to the grievance.

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

2. **Level II**

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

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

3. **Level III B**

Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the

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

### **Confidentiality and Records**

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

### **Training**

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

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

Adopted: 12/20/2000  
Revised: 7/17/07; 2/15/12; 6/15/14

**FILE: EHB**  
Critical

## **TECHNOLOGY USAGE**

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

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

### **Definitions**

For the purposes of this policy and related procedures and forms, the following terms are defined:

*Technology Resources* - Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multimedia resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

*User* - Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

*User Identification (ID)* - Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

*Password* - A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

### **Authorized Users**

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

### **User Privacy**

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

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

## **Technology Administration**

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

## **Content Filtering and Monitoring**

The district will monitor the online activities of minors and operate a technology protection measure (content filter) on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

## **Online Safety, Security and Confidentiality**

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct

electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

### **Closed Forum**

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

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

### **Records Retention**

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

### **Violations of Technology Usage Policies and Procedures**

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

### **Damages**

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

### **No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, non-deliveries, misdeliveries or service interruptions. The district does not endorse the content

nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Adopted: 09/19/01

Revised: 01/23/08 02/15/12 06/20/12

**FILE: JHDA**

Critical

## **SURVEYING, ANALYZING OR EVALUATING STUDENTS**

### **Inspection**

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

### **Consent Required**

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.

6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

### **Notice and Opportunity to Opt Out**

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

### **Notification of Policy and Privacy**

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

Adopted: 8/21/02

Revised: 6/20/05

## **DISTRIBUTION OF NON CURRICULAR STUDENT PUBLICATIONS**

### **I. Guidelines**

Students may distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges, or other insignia. If the district allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material which is delivered or accessed using district technology resources is also subject to this policy. However, students cannot distribute expressions which:

- a. Are obscene to minors.
- b. Are libelous.
- c. Are pervasively indecent or vulgar (secondary schools)/contain any indecent or vulgar language (elementary schools).
- d. Advertise any product or service not permitted to minors by law.
- e. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin).
- f. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school procedures.

### **II. Procedures**

Anyone wishing to distribute unofficial material must first submit for approval a copy of the material to the principal or designee 24 hours in advance of desired distribution time, together with the following information:

- a. Name and phone number of the person submitting the request.
- b. Date(s) and time(s) of day of intended distribution.
- c. Location where material will be distributed.
- d. The grade(s) of students to whom the distribution is intended. Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the

material submitted.

If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in Section III.

If the person is dissatisfied with the decision of the principal (or designee), the person may submit a written request for appeal to the superintendent of schools or his or her secretary.

If the person does not receive a response within three days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in Section III.

At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by relevant witnesses and material, as to why distribution of the unofficial material is appropriate.

### **III. Time, Place and Manner of Distribution**

The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

- a. No unofficial material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- b. Distribution of unofficial material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or when it disrupts the use of district technology resources.

### **IV. Definitions**

The following definitions apply to the following terms as used in this policy:

- a. *"Obscene to minors"* is defined as:
  1. The average person, applying contemporary community standards, would find that the unofficial material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or

2. The unofficial material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or
  3. The unofficial material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
- b. "*Minor*" means any person under the age of 18.
- c. "*Material and substantial disruption*" of a normal school activity is defined as follows:
1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out or other related forms of activity.
  3. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the material in question.
- d. "*School activities*" means any activity of students sponsored by the school and includes -- by way of example, and not by way of limitation -- classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
- e. "*Unofficial material*" includes all written or pictorial communications except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, buttons, badges, insignia, brochures, flyers, petitions, placards, underground newspapers, websites, links to websites, and emails, whether created by students or others.
- f. "*Libelous*" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation, or to lower him or her in the esteem of the community.

- g. *"Distribution"* means circulation or dissemination of unofficial material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies or delivery via district technology. It includes displaying unofficial material in areas of the school which are generally frequented by students.

## V. **Disciplinary Action**

Distribution by a student of unofficial material prohibited in Section I or in violation of Section III may be treated as a violation of the student discipline code.

## VI. **Notice of Policy to Students**

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

Adopted: 12/20/00

**File: JHCD**  
Critical

# **ADMINISTRATION OF MEDICATIONS TO STUDENTS**

## **Definitions**

*Authorized Prescriber* - Includes a healthcare provider licensed or otherwise authorized by state law to prescribe medication.

*Diabetes Medical Management Plan* - A document developed by the student's personal healthcare team that sets out the health services needed by the student at school and that is signed by the student's personal healthcare team and parent/guardian.

*Medications* - For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

## **General**

The Nodaway-Holt R-VII School District is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an individualized education program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's education services. Parents/Guardians are encouraged to submit any relevant information

regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an IEP, Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities.

The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices. The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and the school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text. Except for the medications that are only used in an emergency situation, the district will not knowingly administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Staff, students and all other individuals are prohibited from possessing or administering any medication, while on district grounds, on district transportation or during district activities, that is illegal pursuant to state or federal law.

### **Over-the-Counter Medications**

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

### **Prescription Medications**

Unless otherwise authorized in this policy, the parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

### **Possession and Self-Administration of Medications**

The district will permit a student to possess and self-administer medications as required by law, except for substances that are illegal under state or federal law, and as allowed in this section. Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of other persons. Such permission is required for students to possess and self-administer medications while at school, at a district-sponsored activity and on district-sponsored transportation. Such permission shall be effective only for the same school and school year for which it is granted.

A student with an IEP or Section 504 plan may possess and self-administer medications in accordance with the IEP or Section 504 plan. Students who do not have an IEP or Section 504 plan may possess and self-administer medications in accordance with 1) or 2) below:

1. Students with Diabetes: Upon written request of the parent/guardian and upon authorization by a student's diabetes medical management plan, the district will permit a student with diabetes to perform blood glucose checks, administer insulin through the student's insulin delivery systems, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes. The district will permit the student to possess on his or her person at all times all necessary supplies and equipment to perform these monitoring and treatment functions. The student shall have access to a private area for performing diabetes care tasks should the parent/guardian or student

request such access. Students with diabetes who wish to possess and self-administer medications are subject to the same requirements (below) as students with other health conditions.

2. Students with Other Chronic Health Conditions: Students may possess and self-administer medications for the treatment of asthma, anaphylaxis and other chronic health conditions in accordance with this policy and law. The district will not permit students to possess and self-administer medications unless all of the following requirements are met:
  - a. The medication was prescribed or ordered by the student's physician.
  - b. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
  - c. The student has demonstrated proper self-administration technique to the school nurse.
  - d. The student's parent/guardian has signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

### **Emergency Medications**

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode. A prescription or written permission from a parent/guardian is not necessary to administer this medication in an emergency situation.

Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies and replacing expired syringes and medications.

The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times.

### **Consequences**

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

Adopted: 12/15/99

Revised: 12/20/06; 2/15/11; 3/17/14; 5/19/15

**File: IGC**  
Critical

## **EXTENDED INSTRUCTIONAL PROGRAMS**

The Nodaway-Holt R-VII School District shall attempt to provide continuous progress in education to fit the needs of individuals of the community. In meeting these needs, the district may provide programs beyond those offered during the regular school day. The district will pursue all available state or federal aid for its extended instructional programs.

### **Adult Education**

The Board may provide school facilities for the purpose of maintaining and expanding programs and services for persons interested in adult education. Such programs shall be commensurate with the needs of the community. The Board may provide administrative, ancillary and other supportive services needed to enhance the quality of the adult education program; however, the program shall be provided only out of revenue derived by the school district from sources other than state appropriations.

### **Early Childhood**

The Board recognizes the critical importance of the early years in determining the educational development of children and, insofar as resources permit, encourages programs designed to help meet the physical, emotional, social and intellectual needs of preschool- age children.

The district will provide services to students with disabilities beginning at age three in accordance with the Individuals with Disabilities Education Act (IDEA) and as required by other applicable law.

### **Extended School Year**

Extended school year (ESY) services may be necessary to provide a child with a disability a free appropriate public education pursuant to law. A student's individualized education program (IEP) team will determine whether ESY services are necessary and the length, nature and type of services to be provided.

### **Extended-Day Child Care**

The district may establish before- and after-school child care programs for students and may charge a fee for such programs.

### **Reading Improvement Instruction (Grades K-3)**

The district may provide a program of reading improvement instruction for students in kindergarten through third grade who do not meet the district's objectives for reading. Students receiving such instruction can be counted toward additional average daily attendance for extra hours of instruction falling outside the traditional school day.

### **Reading Improvement Instruction (Grades 3-6)**

The district will administer reading assessments and implement reading improvement plans for students in grades three through six in accordance with law. Reading improvement plans will include at least 30 hours of additional reading instruction or practice outside the regular school day.

### **Remediation as a Condition of Promotion**

The district requires remediation as a condition of promotion to the next grade level for any student identified by the district as failing to master skills and competencies established for that particular grade level. The superintendent or designee shall determine which skills and competencies must be mastered, how they are to be assessed and what remediation is appropriate. The district may operate remediation programs outside the regular school day, including summer school. Such remediation shall recognize that different students learn differently and shall employ methods designed to help those students achieve at high levels. The district will pursue all available state or federal aid for such programs.

### **Summer School**

The district shall establish a summer school program for reading instruction with a minimum of 40 hours of reading instruction and practice for all students with a reading improvement plan. The district may offer a pre-kindergarten summer school to students who will reach the age of five before August 1 of the school year beginning in that calendar year. Summer school may also be utilized for remediation as a condition of promotion.

### **Violence Prevention**

The district may provide a violence prevention instructional program. The program shall instruct students of the negative consequences of membership in or

association with criminal street gangs or street gang activity, encourage nonviolent conflict resolution of problems facing youth, present alternative constructive activities for the students and encourage community participation in program instruction. The program shall be administered as appropriate for different grade levels and shall not be offered for academic credit. The district will contact the Department of Elementary and Secondary Education for guidance in establishing a violence prevention instructional program and will apply for any available state or federal aid.

Adopted: 8/21/02

Revised: 5/21/09 2/15/13

**FILE: JFCH**  
Critical

## **STUDENT ALCOHOL/DRUG ABUSE**

The Nodaway-Holt R-VII School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

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

Adopted: 08/21/02

Revised: 02/22/06

**FILE: JG**  
Critical

## **STUDENT DISCIPLINE**

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R1, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

### **Application**

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

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law. No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

## **Enforcement**

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

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

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

Adopted: 8/21/02

Revised: 4/14/10; 10/15/15

**FILE: JFCF**  
Critical

## **BULLYING**

### **General**

In order to promote a safe learning environment for all students, the Nodaway-Holt R-VII School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

### **Definitions**

*Bullying* - In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling,

put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

*Cyberbullying* - A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

*School Day* - A day on the school calendar when students are required to attend school.

### **Designated Officials**

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the district wide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

### **Reporting Bullying**

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

### **Investigation**

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

## **Consequences**

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

## **Policy Publication**

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

## **Training and Education**

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health

professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

### **Additional School Programs and Resources**

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

Adopted: 2/19/04

Revised: 12/20/06; 10/18/16

**FILE: JGA  
Critical**

### **CORPORAL PUNISHMENT**

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or

volunteering on behalf of the Nodaway-Holt R-VII School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

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

Adopted: 09/18/96

Revised: 02/15/11

**FILE: JGF**  
Critical

## **DISCIPLINE REPORTING AND RECORDS**

In compliance with state law, the Board of Education establishes clear channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors that endanger the welfare or safety of students, staff or patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators and/or law enforcement officials as well as those actions that must be documented in a student's discipline record.

### **Definitions**

The following definitions and terms apply to this policy:

*Act of School Violence/Violent Behavior* - The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.

*Need to Know* - Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

*School or District Property* - Property utilized, supervised, owned, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school transportation and any property on which any school activity takes place.

*Serious Physical Injury* - Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.

*Serious Violation of District's Discipline Policy* - One or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence/violent behavior.
2. Any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten school days.

### **Reporting to School Staff**

School administrators shall report acts of school violence to all teachers at the attendance areas in which the involved students are educated and to other school district employees with a need to know the information to adequately supervise the students and to protect themselves or others. In addition, any portion of a student's individualized education program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teachers and other district employees with a need to know the information.

The superintendent or designee will inform district employees with a need to know of any criminal act committed or allegedly committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Children's Division (CD) of the Department of Social Services, sheriff, chief of police or other appropriate law enforcement entity in accordance with state law. Such reports shall not be used as the sole basis for denying educational services to a student.

### **Reporting to Law Enforcement Officials**

School administrators are required by law to report certain crimes to law enforcement. In an effort to support timely and accurate reporting, the Board encourages all employees who have information about any criminal act to share that information with their supervisors. The Board expects employees to share information regarding serious criminal acts, and employees must report criminal acts when required by law and Board policy.

Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section, that is committed on school property, on any school transportation or at any school activity must be reported immediately by the appropriate school administrator to the appropriate law enforcement entity. The following criminal acts are subject to this reporting requirement:

1. First- or second-degree murder under " 565.020, .021, RSMo.

2. Voluntary manslaughter under ' 565.023, RSMo.
3. Involuntary manslaughter in the first or second degree under " 565.024, .027, RSMo.
4. First- or second-degree kidnapping under " 565.110, .120, RSMo.
5. First-, second- or third-degree assault under " 565.050, .052, .054, RSMo.\*
6. Rape in the first or second degree under " 566.030, .031, RSMo.
7. Sodomy in the first or second degree under " 566.060, .061, RSMo.
8. Burglary in the first or second degree under " 569.160, .170, RSMo.
9. Robbery in the first degree under ' 570.023, RSMo.
10. Possession of a weapon under chapter 571, RSMo., 18 U.S.C. ' 921
11. Manufacture of a controlled substance under ' 579.055, RSMo.
12. Delivery of a controlled substance under ' 579.020, RSMo.
13. Arson in the first degree under ' 569.040, RSMo.
14. Property damage in the first degree under ' 569.100, RSMo.
15. First-, second- or third-degree child molestation under " 566.067, .068, .069, RSMo.
16. Sexual misconduct involving a child pursuant to ' 566.083, RSMo.
17. Sexual abuse in the first degree pursuant to ' 566.100, RSMo.
18. First-degree harassment under ' 565.090, RSMo.
19. First-degree stalking under ' 565.225, RSMo.

\* Immediate reporting of third-degree assault under ' 565.054, RSMo., may not be required if an agreement with law enforcement exists.

If the district is aware that a student who is suspended for more than ten days or expelled is under court jurisdiction, the superintendent shall notify the appropriate division of the juvenile or family court of the suspension or expulsion.

All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first-, second- or third-degree assault, rape in the second degree or sodomy in the second degree against a student or school employee, while on school property, school transportation or at school activities. Employees shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these listed offenses to the appropriate law enforcement entity and the superintendent. However, if the district has entered into an agreement with law enforcement regarding the reporting of third-degree assaults, the district will report third-degree assaults to law enforcement in accordance with that agreement.

School districts may report or disclose education records to law enforcement entities and juvenile justice authorities if the disclosure concerns the law enforcement entity's or juvenile justice authority's ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in state and federal law.

### **Reporting Third-Degree Assault**

The superintendent and the appropriate local law enforcement entity may develop a written agreement outlining the procedure for reporting any incident in which a student is believed to have committed an act that if committed by an adult would be third-degree assault. If such an agreement exists in the district, the principal shall report third-degree assaults to the appropriate local law enforcement entity in accordance with the agreement.

### **Student Discipline Records**

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to all district employees with a need to know and shall be provided to any school district in which the student subsequently attempts to enroll within five business days of receiving the request, in accordance with state law. If a student is placed in another school by the CD, the records will be transferred to the new school within two business days after notification by the CD. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

Pursuant to Department of Secondary and Elementary Education (DESE) data reporting requirements, the district shall report rates and durations of, and reasons for, student suspensions of ten days or longer and expulsions.

## **Confidentiality**

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

## **Liability**

Teachers and authorized district personnel, including volunteers selected with reasonable care by the district, shall not be civilly liable when acting in accordance with the Board's policies, including the Board's discipline policies, or when reporting acts of school violence or threatened acts of school violence to the appropriate supervisor or other person, pursuant to law and district policy.

Adopted: 9/18/01

Revised: 1/21/09; 2/15/11; 3/17/14; 1/18/17

**JG-R1**  
Critical

## **STUDENT DISCIPLINE**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or board of education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

## **Reporting to Law Enforcement**

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

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

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

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

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

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

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

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of the student's residence.

Students who violate the prohibitions in this section may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Pursuant to law, no student will be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel.

### **Impact on Grades**

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

### **Prohibited Conduct**

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and board policy.

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

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

**Arson** – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

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

**Assault**

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

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

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

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

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

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

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

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

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

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

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

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
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Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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**Drugs/Alcohol (see Board policies JFCH and JHCD)**

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

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

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

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

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

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

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

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

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

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Detention or in-school suspension.

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation

titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

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

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

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

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

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

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

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

**Harassment, including Sexual Harassment (see board policies AC and ACA and note that additional provisions of the code of conduct may apply to the student's behavior)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

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

- Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

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

- Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.

Any Offense:	10-180 days of out-of-school suspension or expulsion.
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**Hazing (see board policy JFCG)** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

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

**Incendiary Devices or Fireworks** – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an

educational exercise and supervised by district staff; possessing or using fireworks.

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

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

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

**Public Display of Affection** – Consensual physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

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

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material (see board policies AC and ACA)** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including,

but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

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

**Sexual Activity** – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

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

**Technology Misconduct (see board policies EHB and KKB and procedure EHB-API)**

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

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

- Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

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

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

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

4. Use of audio or visual recording equipment in violation of board policy KKB.

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

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

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

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

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

**Tobacco**

1. Possession of any tobacco products, electronic cigarettes (vaping products), other nicotine-delivery products or imitation tobacco

products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy JHCD.

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

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

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

**Truancy or Tardiness (see board policy JED and procedures JED-API and JED-AP2)** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
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Subsequent Offense:	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.
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**Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

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

**Vandalism (see board policy ECA)** – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

**Weapons (see Board policy JFCJ)**

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

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

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

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

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

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

Adopted: 2/19/04

Revised: 1/21/09; 2/15/11; 2/19/13; 10/18/16; 5/19/21

## STUDENT DRESS CODE

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere that does not distract or disrupt from the educational process within the school district. Garments worn such as tails, fake ears, and any other items that detract from the educational process or that do not comply with all health and safety standards will not be tolerated.

Student dress and grooming will be the responsibility of the individual and parents/guardians. In order to promote a professional atmosphere, students will adhere to the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. Students will remove hats, hoods, and other head apparel as they enter the building and will not be put back on until exiting the building.
3. All students must wear shoes, boots or other types of footwear. Bare or sock feet are not acceptable.
4. Excessive or inappropriate areas of skin or undergarments may not be exposed. This includes, but is not limited to, halter tops, razorbacks, transparent blouses, backless, spaghetti-strapped, cut-off, sleeveless, or strapless t-shirts or shirts, tank tops, or any garment that exposes midriff or cleavage.
5. No see through clothing that will expose tank tops, undergarments, or any other type of apparel listed in this policy is permitted.
6. No metal nor other adornments on clothing (such as chains), that could possibly damage school equipment, school furniture, or be a safety hazard will be allowed. This includes, but is not limited to, wallet chains, pliers, and any other objects causing damage to school property or others.
7. Any clothing worn shall not have writing, drawings, or emblems that are obscene, derogatory, or that propagate alcoholic beverages, tobacco, or drugs. This includes apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or that makes reference to minorities or ethnic groups.
8. Tight fitting shorts such as bicycle shorts or spandex shorts are not

acceptable. Yoga pants, spandex pants and leggings must be accompanied by a shirt that is long enough to cover the buttock.

9. The allowable length of shorts, skirts, rompers, dresses, etc. must be within the bounds of good taste, modesty, and appropriateness.

**SHORTS, SKIRTS, ROMPERS, DRESSES, ETC. MUST REACH, AT MINIMUM, MID-THIGH WHEN ARMS ARE HANGING AT THE SIDE.**

10. Shorts and jeans may not have rips or holes in them that go above a student's mid-thigh when arms are hanging at the side. Tears and rips should be from mid-thigh level down.
11. Pants or shorts must be worn at waist height. Sagging or other wear that would suggest gang-like association is not permitted.
12. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
13. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

Due to the fact that school issued uniforms are purchased as a majority and not on an individual basis, they will fit individuals differently as they are used from one season to the next. When it comes to uniforms most extracurricular activities also have strict guidelines of what can and cannot be worn. It is because of this, that any unaltered school issued uniform will be acceptable under this policy at the discretion of the coach and/or district administration. If the school issued uniform is altered, this policy will not only be followed, but the student may also be charged for the purchase of a new uniform to replace the one that was altered.

The above descriptions are in no way definitive. The administration and staff have the responsibility and reserve the right to determine apparel that is unacceptable and/or disruptive. Students who wear unacceptable clothing will either be given the opportunity to change into clothing that will meet school standards, given school-issued garments provided by the administration, or be sent home to change during which they will be counted absent for that time. Students that continually wear unacceptable clothing may receive disciplinary measures. Continuous violations of the dress code will result in further disciplinary action.

Adopted: 06/20/2019

## PUBLIC NOTICE

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

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

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

The Nodaway-Holt School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Special Education Director's Office at the Nodaway-Holt Elementary School between the hours of 8:00-4:00 Monday thru Friday.

This notice will be provided in native languages as appropriate.

Last revised and board approved: June 2018