



2023-2024

# STUDENT HANDBOOK

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NEOSHO JUNIOR HIGH



# MISSION

**We prepare the youth of our community to be people who are intelligent, driven, and make lives better for those around them.**

# VISION

**Prepare students to be a workforce that will grow the region and make Neosho School District the district of choice in southwest Missouri.**

# FOCUS GOALS

**Provide access, engagement and rigor to academic pathways that allow all students to fulfill their goals.**

**Provide and maintain first-class facilities.**

**Recruit, retain and develop the best team members.**

**Provide a physically and emotionally safe learning and working environment.**

# Neosho School District 2023-2024 School Calendar

August				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
September				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
October				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
November				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
December				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

8/8 – 8/9 – Wildcat Academy (New to District)
8/10 – 8/14 – Wildcat Welcome (New to District)
8/15 – 8/18 – All Staff Work Days
8/21 – Students' First Day of School
9/4 – No School – Labor Day
9/11 – No School/Teacher Work Day
10/13 – End of 1st Quarter
10/16 – No School/Teacher Work Day
10/26 – No School – Parent/Teacher Conf.
10/27 – No School
10/30 – No School/Teacher Work Day
11/22 – 11/24 – Fall Break
12/15 End of 2nd Quarter
12/18 – 12/29 – Winter Break

January				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
February				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	
March				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
April				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
May				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

1/1 – No School
1/2 – Teacher Work Day
1/3 – Students Return
1/15 – No School/Teacher Work Day
2/16 – No School/Teacher Work Day
2/19 – No School
3/8 – End of 3rd Quarter
3/18 – 3/22 – Spring Break
3/29 – No School
4/5 – No School
4/15 – No School/Teacher Work Day
5/23- End of 4th Quarter
5/23 – Last Day of School – ½ Day
5/24 – Teacher Work Day

 No School
  Teacher Work Day  
 Start/End Days for Students
  ½ Day  
 Quarter Ends

# Distrito Escolar de Neosho

## Calendario Escolar 2023 - 2024

Agosto				
L	M	M	J	V
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
Septiembre				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
Octubre				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
Noviembre				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
Diciembre				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

8/8 – 8/9 – Academia de los <i>Wildcat</i> (Bienvenidos al Distrito Escolar)
8/10 – 8/14 – Bienvenidos <i>Wildcat</i> (Nuevo equipo Educativo)
8/15 – 8/18 – Inicia labores el profesorado
8/21 – Primer día de clases
9/4 – No hay clases – Día del trabajo
9/11 – No hay clases/reunión profesores
10/13 – Fin del 1 <sup>er</sup> trimestre
10/16 – No hay clases/reunión profesores
10/26 – No hay clases- Reunión de padres de familia
10/27 – No hay clases
10/30 – No hay clases/reunión profesores
11/22 – 11/24 – Vacaciones de otoño
12/15 – Fin del 2 <sup>do</sup> Trimestre
12/18 – 12/29 – Vacaciones de invierno

Enero				
L	M	M	J	V
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
Febrero				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	
Marzo				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
Abril				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
Mayo				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

1/1 – No hay clases
1/2 – Reunión de profesores
1/3 – Regreso a clases para estudiantes
1/15 – No hay clases/reunión profesores
2/16 – No hay clases/reunión profesores
2/19 – No hay clases
3/8 – Fin de 3 <sup>er</sup> trimestre
3/18 – 3/22 – vacaciones de primavera
3/29 – No hay clases
4/5 – No hay clases
4/15 – No hay clases/reunión profesores
5/23 – Fin del 4 <sup>to</sup> trimestre
5/23 – Último día de clases– ½ día
5/24 – Reunión de profesores

No hay clases

Reunión de profesores  
No hay clases para los estudiantes

Inicio/final del año escolar  
para estudiantes

½ día

Fin trimestre

# NEOSHO JUNIOR HIGH SCHOOL

## School Contact Information

JH Principal  
JH Assistant Principal  
JH Activities Director  
Administrative Assistant  
Administrative Assistant  
School Counselor  
School Counselor

Mr. Michael Daugherty  
Mrs. Haylie Culp  
Ms. Catie Cummins  
Mrs. Ashley Crane  
Mrs. Danetta Morgan  
Mr. Vincent Kyser  
Mrs. Amber Bigbee

## **ADMINISTRATION**

Most routine questions can be answered through the principal's office. Questions about school policies not covered in the Student Handbook should be directed to the principal or school counselor.

## **JH OFFICE HOURS**

The office is open 7:30 a.m. - 3:30 p.m. M-F. **417-451-8660 Junior High School, 417-451-8687 Junior High Fax**

## **APPOINTMENTS-FOR PARENTS TO SEE TEACHERS**

The best time to reach teachers outside class time is from 7:30 a.m. – 7:50 a.m., during their conference period, or after school. **Another excellent way to reach a teacher is through email. Use the teacher's last name and first name and then the website address. A full listing of teacher conference times and e-mail addresses are listed on the Neosho website.**

Parents can receive information on the professional qualifications for their child's teachers and if the child is receiving services from a paraprofessional, the paraprofessional's qualifications as well (Board Policy GBL).

## **COUNSELOR AND GUIDANCE OFFICE**

The counseling office exists to assist students. Counselors offers information on career exploration and helps students with their adjustments to school life including such concerns as personal, academic, or peer related problems. Parents are encouraged to contact school counselors regarding any problem that may affect the productivity of their son or daughter's academic effort. Parents may request counseling and referral information through the school counselor.

## **ENROLLMENT AND NON-DISCRIMINATION**

Neosho school district does not discriminate on the basis of race, religion, national origin, sex, or disability. The procedures for reporting allegations of discrimination or harassment including definitions of harassment and discrimination and the contact information for the compliance coordinator are found in Board Policy AC.

Board Policy regarding homelessness may be found in Policy IGBCA.

## **PARENT/GUARDIAN PERMISSION FORMS**

Students must have a signed permission slip for the following in order to participate in various school related activities:

- Technology Student Use Agreement
- Permission to Photograph
- Field Trip Permission Form
- Medical Information Form/Health Inventory
- Student Handbook Verification Form

## GENERAL INFORMATION

### **ACCIDENT INSURANCE FOR STUDENTS**

**Board Policy: JHA**

The Board of Education recommends that all students have accident insurance. Although arranging for such insurance is the responsibility of the student and parents/guardians, the Board may name an insurance carrier each year to offer group rates. Participation in the group plan is optional. Parents/Guardians and students will deal directly with the insurance carrier.

Students participating in interscholastic athletics and certain other activities governed by the Missouri State High School Activities Association (MSHSAA) are required to have accident insurance coverage before being allowed to practice or compete for a school team. A student will not be allowed to participate in these activities, including practices, until proof of insurance coverage is received in the principal's office.

The district will provide parents/guardians enrolling students in the district information about the state children's health insurance program, MO HealthNet for Kids (MHK). A parent/guardian who, when completing an application for free and reduced-price meals, indicates that a child does not have health insurance will be notified by the district that the MHK program is available if household income is within eligibility standards.

### **CANCELLATION OF SCHOOL**

School cancellations take place during extraordinary circumstances such as extreme weather or unsafe road conditions. As a District, we are aware of the hardship that can be caused by an abrupt cancellation. When a cancellation is necessary, we will make every effort to decide in a timely manner and communicate it on all of our platforms.

Every practical means is used to notify parents of an impending school cancellation including \*text messaging, \*phone calls, \*\*push notifications, website alerts, local tv stations notifications and the use of social media. In the event of a cancellation, we will use these platforms in the following order:

- Calls, texts and push notifications will go out simultaneously.
- Social media including NSD Facebook, Instagram and Twitter
- Local tv stations
- Website

\*All parents/guardians listed as the "emergency contact" for a specific child in PowerSchool will be the contact for calls/texts. To adjust who receives these communications, please contact the student's school office.

\*\*To receive push notifications from the app, download the **ParentSquare app** from your Apple or Google Play store. The NeoshoSD app is no longer applicable as of July 1, 2023. If you have downloaded the NeoshoSD app, you can delete, it as it will no longer be in use.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

It is very important for emergency and administrative reasons that every student maintains an updated address record, including telephone number at the school office. Notify the school immediately if you have a change of address or phone number during the school year.

### **DELIVERIES**

Deliveries will not be accepted for students during the school day. That would include food, drinks, flowers, gifts, etc. (Please see Food Service if you would like to have lunch with your child.)

### **DISMISSAL FROM SCHOOL**

**Board Policy: JEDB**

**If you need to change the way your child goes home, parents/guardians will need to call the office or send a signed note stating the change of transportation plans. This change must be made BEFORE 2:45 p.m. (M-Th) or 11:45 a.m. (F). No changes will be made after this time.**

When a student needs to ride a bus other than his/her assigned bus, a signed note from parent/guardian must be brought to the office. This note must include the student's name, grade, destination, and bus number the student needs to ride.

### **DISMISSAL FROM SCHOOL ACTIVITIES**

If an activity occurs immediately after school, the district will follow the same procedures used for dismissing students from the regular school day. Otherwise, students are expected to return from activities with the student's parents or the same person(s) who transported them to the activity. If the district provides the student transportation to an activity, the student is expected to return using district transportation. However, district administrators may develop procedures for releasing students from a school activity to parents or other authorized persons, keeping the safety of students in mind.

### **EARLY DISMISSAL**

Students shall not be excused into any person's custody without the direct prior approval and knowledge of the building principal or designee. Each building principal will establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and only to authorized persons.

### **DRESS CODE**

**Board Policy: JFCA/ JFCA-AP(1)**

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

An important goal of a dress code is to teach young adults that in the larger arena of life, different types of dress are appropriate for different settings. With this goal in mind, we have developed a dress code that we feel is necessary to develop the best atmosphere for students to learn with minimal distractions.

- **No head coverings in the building during the school day. This includes ball caps (hats), hoods, stocking caps, etc.**
- **No clothes that advertise or display the following:**
  - alcohol, drugs or tobacco
  - nudity or improper language
  - ethnically derogatory messages/gang or violent images
  - double meaning slogans or sayings that can be interpreted to be inappropriate.

Clothing must conceal undergarments at all times. Appropriate shoes must be worn at all times (Health code regulations). To create the best learning environment in our school, that is conducive to the learning of all students, the following guidelines are in place.

- **Shirts/tops/dresses need to meet the following guidelines:**
  - All tops must have a minimum 2-inch strap covering the shoulders.
  - Undergarments should not be showing.
  - No clothing that has a low cut or revealing neckline or that exposes the midriff or backside.
  - No strapless shirts/dresses
  - Excessively large arm openings are not allowed.
  - Clothing that is worn underneath and is visible should meet the above guidelines.

- **Shorts, pants, dresses, and skirts must be visible.**
  - A student's shorts/skirt that measures fingertip length may not always yield an acceptable shorts/skirt length on all students due to the different lengths of each individual student's arms, therefore, the 5 inches above the knee policy was developed for clarity and uniformity.
  - Dresses, skirts, and shirts worn with leggings and jeggings must cover the backside while walking, sitting, and standing.
  - Holes above the knee must be at an appropriate length or covered.
- **Students are prohibited from wearing or displaying attire that is disruptive or distracting to daily academic progress. This includes but is not limited to:**
  - Excessive or extreme hairstyles, hair colors or make-up
  - Sunglasses, dark glasses or distracting contact lenses.
- **Any attire that constitutes a threat to the student's health or safety will not be allowed. This includes but is not limited to:**
  - Clothing and accessories that suggest any type of gang association. No bandanas are allowed due to the association of colors by gang affiliates.
  - Trench coats or long jackets.

## **ELECTRONIC COMMUNICATION**

## **Board Policy: GBH**

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'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. (See policy GBH for more information).

## **EMERGENCY DRILLS**

The superintendent or designee, in cooperation with the building principals, will develop emergency drills for fires, tornados, bus emergencies, bomb threats and armed intruder/active shooter situations. Additional emergency drills may be developed and practiced at the discretion of the superintendent. Instruction on all emergency drills shall be given early in the school year, and emergency drills shall be held regularly throughout the year. The district will conduct emergency drills as required by law and policy and will ensure that the number of emergency drills conducted are sufficient to give instruction and practice in proper actions by staff and students during lockdown, shelter-in-place and evacuation. Emergency exiting procedures will be posted near the door in each building.

The superintendent or building principal will schedule and execute emergency drills. Principals who schedule emergency drills will provide the superintendent advance notice of the drills. The district will cooperate and coordinate emergency drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees. Pursuant to law, armed intruder/active shooter drills will be conducted and led by law enforcement professionals.



Emergency evacuation drills on school buses will be conducted for all students in grades kindergarten through six at least once per semester with the first drill completed prior to October 31 annually.

There are designated times each semester when we will practice fire, tornado, intruder on campus (IOC), and earthquake drills. It is clearly explained to students, “this is a drill” but we want every student to know what to do in case of an emergency. Each Elementary School also has a detailed plan of what each class will do if we have an “intruder on campus” during the school year. We will practice the IOC drill twice a year.

#### **FEDERAL PROGRAMS (COMPLAINTS REGARDING)**

#### **Board Policy: KL**

The Neosho 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 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. If the complaint is regarding a federal program listed above, the complaint must specify the federal law or regulation alleged to have been violated and the facts supporting the allegation. The principal will provide a written response to the individual raising the concern 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 individual voicing the concern 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. 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.

### **HALL PASSES:**

No student is to be out of class without a hall pass. Students in the halls without a pass will be sent back to class. Students should use the restroom, get a drink, and go to their locker during the passing period.

**Teachers will not allow students to leave class unless it is an emergency.**

### **LOCKS FOR LOCKERS**

Combination locks are available in the office. It is STRONGLY recommended that students use a lock. Students may use personal locks on their locker, but the combination must be given to the office. Locks may be cut off if unable to obtain entry into lockers.

### **LOST AND FOUND**

Lost and found is located in the office. Students should not bring items of monetary value to school. If it is necessary, students should keep the item with them, locked up, or leave it in the office for safekeeping.

**Leaving purses, bags, equipment, etc. in classrooms, lockers, or in any unsecured area is not recommended.**

### **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION** **Board Policy: KB-AC**

The Neosho 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 Neosho School District is an equal opportunity employer.

### **Notice of Obligation to Identify and Provide Education and Assistance to Students**

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 educational 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. For more information, contact assistant superintendent of curriculum at 417-451-8600.

### **PUBLIC INFORMATION PROGRAM** **Board Policy: KB-AP(1)**

In addition to the information addressed in the district's communications plan and notices provided to district employees, the district will provide information to the public and the media as required by law, including the Missouri Sunshine Law.

### **SAFETY INFORMATION** **Board Policy: EBC**

As part of the implementation of the district's adopted crisis intervention plan, the superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules.

### **SCHOOL CEREMONIES AND OBSERVANCES** **Board Policy: IND**

The Board of Education recognizes the value of district-sponsored programs and ceremonies during school hours and at other appropriate times. Recognizing achievement and talent encourages further learning. District-sponsored programs, ceremonies and observances also provide an opportunity to involve the community in public education.

**SURVEYING, ANALYZING, OR EVALUATING STUDENTS****Board Policy: JHDA**

Periodically surveys may be given to students. Parents will be notified prior to the survey being given. Parents have the right to review the survey prior to participation and may opt their child out of surveys.

**INSPECTION**

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teacher's 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 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.

## **VISITORS**

**Board Policy: KK**

**Students will NOT be checked out of school by anyone who is NOT listed on the student profile of the student section of the school software.**

Parents/Guardians and patrons of the district are welcome to visit district schools and attend district events; however, all visitors during business hours, including Board members, must sign or check in at the building office prior to proceeding elsewhere in the building. The district discourages parents/guardians or others from using district property or events as places for visiting students and may refuse the use of district property for that purpose.

The principal or designee of each school building will post appropriate signs to direct visitors to designated doors nearest the building office. It is the responsibility of all district employees to direct visitors to the office and report any person in violation of district rules.

The Board and administration will not tolerate any person whose presence disturbs classes or district activities or hinders the instructional process. Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy.

## **APPROPRIATE BEHAVIOR**

The Neosho School District believes that district events are a vital part of the total educational program and should be used as a means for developing positive social interaction, good sportsmanship and appropriate behavior, in addition to knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body and strengthen school-community relations.

To this end, the Board encourages district patrons to exhibit good sportsmanship, citizenship, ethics and integrity at all district events and at all times while on district grounds. The district will work with the Missouri State High School Activities Association (MSHSAA) and other organizations to promote good behavior by patrons at athletic and other events. The Board will work with parents/guardians, alumni associations and local service organizations to keep appropriate behavior a top priority. The superintendent will establish procedures for crowd control at district events consistent with this policy.

## **REGISTERED SEX OFFENDERS AND PERSONS PROHIBITED ON OR NEAR DISTRICT PROPERTY**

Sex offenders required to be listed on the Missouri Highway Patrol's sex offender registry, or who have pled guilty, pled nolo contendere or been convicted of crimes for which the law currently requires offenders to be listed, regardless of when those crimes were committed, are not allowed on district property or transportation or at district activities, regardless of whether those activities are held on or off district property, unless access is required by law.

In accordance with law, the district also prohibits all persons who have pled guilty or nolo contendere to or who have been convicted of or found guilty of violating the following provisions from being on or within 500 feet of any school building, district property, district activity or any vehicle used to transport students:

1. Any of the provisions in Chapter 566 of the Missouri Revised Statutes
2. Incest, § 568.020, RSMo.
3. Endangering the welfare of a child in the first degree, § 568.045, RSMo.
4. Use of a child in a sexual performance, § 573.200, RSMo.
5. Promoting a sexual performance by a child, § 573.205, RSMo.
6. Sexual exploitation of a minor, § 573.023, RSMo.
7. Promoting child pornography in the first degree, § 573.025, RSMo.

8. Furnishing pornographic material to minors, § 573.040, RSMo.
9. Any offense committed in another state, a foreign country, or under tribal, federal or military jurisdiction that, if committed in this state, would be a violation listed above.

Despite the prohibitions in this section, the superintendent may grant permission for a parent, guardian or custodian of a student to be on district property for the limited purpose of attending meetings with district staff or in other situations where the student may benefit. Permission will be granted sparingly, if ever, and only in situations where the parent, guardian or custodian will be supervised at all times or will not be alone with a child. If the superintendent does not grant permission, the parent, guardian or custodian may seek permission from the Board. The superintendent will inform the principal and other relevant district staff of the scope of the permission granted.

This section may not apply to a student entitled by law to be on district property for educational services if the student's presence is necessary to obtain those services and the student is not otherwise prohibited by law from being on district property. The exceptions cited in this section do not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

### **DISRUPTIVE CONDUCT**

If a visitor's conduct becomes disruptive, threatening or violent, the superintendent, principal or a designee of either may require the visitor to leave. The superintendent or designee may inform the visitor that he or she is not welcome back on district property or at district events indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on district property. The superintendent may make exceptions for parents, guardians or custodians of students enrolled in the district if the person's presence is necessary to transport the student or may benefit the student educationally, or in situations where the parent, guardian or custodian will be supervised at all times. The superintendent may make an exception for visitors to attend a meeting of the Board or its committees but is not obligated to do so. This paragraph does not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

### **ENFORCEMENT**

If a visitor prohibited from district property or events under this policy is on district property, district staff will contact law enforcement and/or escort the person from district grounds and inform the person of the district policy prohibiting his or her presence.

The superintendent, principal or a designee of either may file a report or sign a complaint with law enforcement on behalf of the district. The Board grants the superintendent or designee the authority to consult an attorney for guidance or to seek a court order banning the visitor from district property. A visitor denied access to district property may communicate with the Board in writing but will not be allowed back onto district property unless allowed by the Board.

### **VOLUNTEERS**

**Board Policy: IICC-AP(1)**

#### **Definitions**

*Volunteer* – Any parent or person in the community who provides uncompensated service to the district. As used in this procedure, a “volunteer” does not include students participating in a district-sponsored program, such as tutoring or acting as an office or teaching assistant.

*Chaperone* – A volunteer, usually a parent or guardian, who assists the district staff and is under the direct control of district staff but is never left alone with a student. Chaperones include room parents or persons who volunteer to assist with field days, field trips, class parties or other special occasions.

*Screened Volunteer* – A volunteer who may periodically be left alone with students. Usually, screened volunteers commit to assist the school on a regular basis. Examples of a screened volunteer include persons who regularly assist in the office or library, mentor or tutor students, coach or supervise a school-sponsored activity before or after school, or chaperone students on an overnight trip.

# ATTENDANCE

## ABSENCES AND EXCUSES

**Board Policy: JED**

Regular and punctual patterns of attendance will be expected of each student enrolled in the school district. Students should strive to maintain a good attendance record, because there is a direct relationship between school attendance and grades, citizenship and success in school.

### PROCEDURES FOR ABSENCES:

1. **Procedure for absences:** Upon returning to school, a **written note or phone call is required**. We ask that you include a work phone number where we can verify any absences with parents directly. Please list the date and reason for the absence. If the note covers more than one date, **please list each date separately**. This should be delivered to the office the NEXT day after the absence(s). If a note is not received, students will be called to the office and asked to present this note within 24 hours. Office personnel will issue an Admit slip which entitles the student to return to class. Parents/guardians will be contacted daily regarding student absences.

**If a student is attending a doctor or dentist appointment, it is important that a note from that professional be placed in their file.**

2. **Admits for students that have missed the preceding day(s) must be obtained PRIOR to the start of school.** If a student reports to a class without an admit slip, the student will be sent to the office to receive an admit slip. **The student will be given a tardy in that class for not taking care of this during the appropriate time.** Students may obtain admits from 7:30 a.m. to 7:50 a.m.
3. **Procedure for entering and leaving school:** A parent/guardian must sign a student out in the office for a student to be released during the school day for any reason. **No Note admits will be given to any student checking back into school without a note or phone call. That student will be given 24 hours to provide a note to the office. Failure to abide by this may result in disciplinary action.**

### ATTENDANCE POLICY | GRADES K-8 (A)

Our school district recognizes the importance of regular and consistent attendance for academic purposes and as the building blocks of a successful future. The goal of this plan is to stress the importance of attendance, provide consistent communication, and better partner with our parents/guardians. In cases of extreme circumstances, efforts will be made to understand the uniqueness of each student's situation.

#### ALL ABSENCES

Parents/Guardians will be contacted by an automated messaging system by phone when their student misses a day of school.

#### (6) Six Absences\*

Parents/Guardians will be contacted (phone call or electronic communication) from the student's classroom teacher and receive written notice from the building where the student is in attendance.

#### (12) Twelve Absences\*\*

Parents/Guardians will receive a phone call and a written notice from the administrator of the building where the student is in attendance. The parent/guardian must also schedule an attendance hearing with the building administrator and may be referred to the superintendent of schools and/or board of education for a hearing at the superintendent's discretion. The purpose of this meeting is to develop an attendance contract for the family and school to follow.

#### (16) Sixteen Absences or Lack of Parental/Guardian Response\*\*\*

Parents/Guardians will receive a phone call or home visit from the School Social Worker, Director of Safety and Security or a School Resource Officer. A report will be made to the superintendent's office. The

superintendent or designee will then determine whether or not the issue needs to be forwarded to Missouri Children's Division Hotline or the Juvenile Office.

*In situations where chronic illnesses occur, the building administrator will work with parents/guardians to handle each student's situation on a case-by-case basis. Absences are cumulative for the entire school year unless otherwise noted in an attendance contract.*

In an effort to better serve families and students, we will be prorating our attendance calls and procedures in the following way:

\*February - No more six-day absence contacts will be made.

\*\*April - No more twelve-day absence contacts will be made.

\*\*\*May - No more sixteen-day absence contacts will be made.

## **DEVELOPMENT OF RULES AND PROCEDURES**

**Board Policy: JED**

The superintendent, with the assistance of building-level administrators and other administrative and professional staff, shall establish rules and procedures for student attendance within the district. The primary purpose of the district's attendance rules and procedures shall be to change behavior, not to punish students. Such rules and procedures shall be published on the district's website and in appropriate handbooks and shall be subject to review by the Board of Education.

The building administration will maintain a comprehensive system of attendance records for each student. Each teacher is responsible for the accurate reporting of daily attendance in the classroom. The building principal is responsible for supplying information to parents/guardians about student absences and for submitting attendance information to the superintendent's office.

If a student in foster care is absent from school due to a decision by a court or child-placing agency to change the student's placement or due to a verified court appearance or related court-ordered activity, the grades and credit of the student will be calculated as of the date the student left school, and no lowering of the student's grades shall occur as a result of the absence under these circumstances.

## **TARDIES**

Students must be in the classroom when the tardy bell rings. Tardies are included in the school citizenship plan as well as consequences for cumulative tardies. The Principal's Office will assist teachers with students who are chronically tardy. Only school personnel can excuse a tardy to school or to a class. Tardies are cumulative through a 9-week quarter.

Students arriving to school late with a parent note are considered tardy if they are less than 10 minutes late to school. Anything over 10 minutes is considered an absence. The only EXCUSED tardies are tardies to class where the student presents a note to the office from a professional (doctor/dentist).

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## **ACADEMIC SERVICES**

### **ACADEMIC AND STUDENT RECORDS:**

#### **STUDENT RECORDS AND RIGHT TO PRIVACY**

Parents and legal guardians of students have the right to examine the permanent record of the student, have them explained, secure a copy, and challenge the contents. Generally, a student's records may not be released to any agency or individual outside the school system without the permission of the parent or legal guardian.

Students acquire all rights afforded parents at age 18 or by attending an institution of postsecondary education.

## **CHARACTER AND EXPECTATIONS**

The purpose of the Neosho Junior High school wide positive behavior support plan is to assist our students in becoming productive members of our school by practicing respect, acting safely, working hard, and showing responsibility.

SW-PBIS is a process for creating a better learning environment leading to a safer and more effective school. A set of behavior expectations is posted throughout the school, so students are aware what is required of them in any school setting. These expectations are taught, reviewed, and positively recognized throughout the year.

SW-PBIS is an ongoing approach using a variety of strategies with the goal of teaching positive behavior skills to all students so that they know what is expected of them and know how to succeed during their time at Neosho Junior High.

## **STUDENT RECOGNITIONS**

**Positive Referral:** Recognition of students caught being good by staff members for following or being a role model of our four pillars.

**Short Term Goals/Rewards:** These goals will vary in length of time as well as what will be monitored. Rewards will be attached to these goals.

**Character Celebrations:** Character celebrations will occur at the end of each quarter. Qualifications will be based on grades, attendance, and behavior.

## **CHARACTER EDUCATION**

### **Board Policy: IGAA**

The Neosho School District supports strong intellectual and ethical discipline. We believe that the educational system should support each child's ability to communicate clearly, problem-solve creatively, reason independently and work cooperatively. The goal of creating lifelong learners who are also responsible citizens is an essential element of our school district's mission. These goals will be supported through the Neosho School District character education program, PAWS (Positive Attitudes Worth Sharing).

The Neosho School District encourages all stakeholders in the educational process to work in partnership to teach, demonstrate and promote ethical behavior. We identify character education as including, but not limited to, the following traits of exceptional character: self-control, responsibility, cooperation, caring, respect, honesty, courage, perseverance and integrity. We hold these principles to be the foundation for an ethical code of behavior. This policy will be reviewed on an ongoing basis in accordance with the Board of Education's policy review process.

## **COMPUTER USE AND TECHNOLOGY**

### **Board Policy: EHB/EHB-AP**

Before students may use technology (equipment, software, etc.), the student and his/her parents or guardians must sign a contract regarding appropriate use of technology. Student's usage of technology will be monitored; there is no expectation of privacy when using district computers or other technology. Personal computers/technology are not allowed at school. Misuse of technology equipment, software and other technology materials will result in loss of technology privileges and/or other appropriate disciplinary action. For additional information, review your copy of the Student Use Agreement or Discipline Technology Policy. It should be noted that appropriate District Personnel may inspect a student's technology at any time.

Students should return a signed "Permission to Photograph" form if they wish to be included in the Wildcat News and other photo publishing activities.

All 7th and 8th grade students will be issued a laptop for academic purposes. These devices are considered part of the curriculum and will be used regularly to enhance the existing curriculum. Students are responsible for the care of their device as if it were any other textbook or school provided instructional



resource. Insurance will be offered. Damage to the device will be covered under insurance however, the deductible will have to be paid for each repair.

### **CURRICULUM**

Classroom teachers will be instructing in alignment with the Missouri Standards. Please contact the school if you have questions regarding student standards or if you would like to view any aspect of our curriculum.

### **GRADE REPORT CARDS**

Grades will be stored approximately every three weeks. The three-week reporting cycles as well as communication with the classroom teacher should help parents and students monitor their progress on class standards throughout the semester. Student grades through the semester can be accessed on PowerSchool. Semester grade cards will be mailed to parent/guardian.

### **GRADE REPORTING DATES**

Report cards will be sent home with students every three weeks and will be mailed home at the end of both semesters. Student grades will be cumulative through the semester with the final grades posted at the end of each semester.

### **GRADES AND STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

By Missouri State High School Activities Association (MSHSAA) and Neosho guidelines, a student can become ineligible for participation in extracurricular activities. Each club, organization or team sponsor will provide guidelines regarding eligibility standards. In many cases, progress reports, quarterly or semester grades and behavior standards are all part of these standards. Be sure to look closely at these standards for each group for which you are a member.

### **NJH GRADING PRACTICES**

The gradebook will reflect the content standard and substandards to track student progress.

Homework will be included as 25% of the student's final grade. The remaining 75% will include activities/projects/assessments, etc.

#### **Reassessing Guidelines:**

- Teachers can require students to enter into a reassessment contract.
- All tasks/assignments for that unit must be completed before a student can reassess.
- Students must be able to provide information to the teacher demonstrating growth before they are able to retake an assessment (tutoring, reassessment agreement, etc.).
- Students will have two weeks following an assessment to redo work or retake assessments (unless otherwise stated in a contract or other agreement between teacher, student, parent, administration). A grade will be posted at the time it is due. If work is made up or redone within the two-week window the grade will be updated to reflect the new score.
- Teachers will post the deadline in plain sight throughout the year.
- The student's highest score on any assessment will be recorded on PowerSchool.
- Reassessments must be approved through the teacher and students must schedule a time with the teacher to complete the reassessment.
- If a student achieves mastery on a standard, the missing assignment tag will be removed. The grade on those assignments would remain the same.
- The "missing task" marker will be removed when the student is ineligible to make up that task.

It is an expectation that students complete all assigned work both in and outside of class.

Extra credit will not be used since it affects grades but does not reflect learning.

\*Deadlines subject to change based on pacing of the class.

## **INSTRUCTIONAL PROGRAMS**

## **Board Policy: IGA**

The educational program of the Neosho School District will provide for both formal studies to meet the general academic needs of students, as well as opportunities for individual students to develop specific talents and interests in the performing arts, practical arts, vocational-technical education and other specialized fields.

### **LIBRARY**

The library is open from 7:30 a.m. until 4:00 p.m. Monday through Thursday. Students are encouraged to use this facility during free time and/or during class time as designated by the classroom teacher.

We encourage our students to use the library frequently. The library offers flexible time in the form of open check-out time for teachers to send students to the library as needed. Please help your child learn the responsibility of taking care of school property. **All lost or damaged books must be paid for by the student to order replacement books.**

#### **Library Procedures:**

1. Each student will have an individual library account that will record the bar-coded materials as they check in and out.
2. Materials are checked out for a period of two weeks and are renewable on-line or upon request in accordance with library procedures.
3. Materials checked out to any student are the responsibility of that student. Check-out privileges may be suspended if a student has outstanding overdue books or if the materials have been damaged or lost. Replacement costs for those materials will be charged.
4. All lost or damaged books must be paid and all accounts need to be cleared at the end of the year before grade cards are released. We will send periodic reminders throughout the year to notify you of any problems your child might have or any materials still checked out.

### **MAKE-UP WORK**

When a student has been absent, it is **the responsibility of the student** to contact the teacher regarding make-up assignments. The amount of time allowed to complete the work is up to the discretion of the teacher and may vary from class to class. As a guide, a student is given the same number of days to make up the work as the number of days absent. When it appears that a student will be absent for two or more days, parents are encouraged to contact the office to make arrangements to pick up assignments. While absences resulting from participating in approved school activities are not counted as days absent, students are expected to keep up with their studies and do make-up work as assigned by the teacher. **Students suspended out of school will receive credit and are encouraged to stay caught up on work.**

### **PHYSICAL EDUCATION AND HEALTH EDUCATION**

Students enrolled in Physical Education are expected to meet the following clothing requirements:

- 1 pair gym shorts/pants (must meet school dress code)
- 1 top/t-shirt
- 1 pair gym shoes
- deodorant

It is advisable to mark each item with the student's name in order to ensure identification. Any student with difficulty in obtaining these items should see their gym instructor as soon as possible. **All students should check out a lock from the physical education teacher and secure all personal property during class.** Students **CANNOT** wear any jewelry during gym class. Students will be asked to remove earrings, watches, necklaces, etc. for safety reasons.

Students are expected to dress out for PE each day. Failure to dress out does not exempt participation in PE and may result in a failing grade.

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

### **SCHEDULE CHANGES**

Schedules will not be changed after school starts unless it is an incorrect placement or classes need to be balanced. Schedule changes for the second semester will be made in December.

### **STATEWIDE ASSESSMENTS:**

### **Board Policy: IL**

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).

### **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.

When possible, the district will provide parents/guardians information 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.

### **STUDENT RECORDS**

Parents or legal guardians of students have the right to examine the permanent records of their children, have them explained, secure a copy, and challenge the contents. Generally, students' records may not be released to any agency or individual outside of the school system without the permission of the parent or legal guardian.

### **TEACHING ABOUT HUMAN SEXUALITY**

### **Board Policy: IGAEB**

The Board of Education recognizes that parents/guardians are 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. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate and shall:

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

### **TESTING PROGRAM**

All 7<sup>th</sup> and 8<sup>th</sup> grade students will be involved in standardized testing in the spring.

### **TEXTBOOKS**

Each teacher will use a variety of resources including textbooks in order to teach the district's curriculum to students. Certain texts will be checked out to the student. The student will be responsible for the care/condition of the textbook and the return of the textbook when collected by the teacher. Textbooks which are not checked out to the student but used for lessons will be made available to the students during class, team time, and may be checked out according to the teacher's specifications if enough copies are available. Whenever a textbook is checked out to a student, the student is liable for damaged or lost textbooks according to the book's value. Parents who have questions regarding the textbooks used may contact their child's teacher and/or the principal's office.

### **TRACKING STUDENT'S PROGRESS**

Parents may also access their student's grades via POWERSCHOOL. The POWERSCHOOL link is <https://neosho.powerschool.com/public/home.html>. Clicking on this link will bring you to a login screen that will require the student's school ID number and a pre-assigned password. To obtain this information, contact the school office. In most cases, a student receiving a progress report is able, with effort, to raise the grade before the grading period ends. Parents are encouraged to visit with the classroom teacher regarding academic or behavior concerns about their student.

### **TUTORING**

Students that require extra assistance academically will have opportunities Monday through Thursday to receive tutoring from teachers both before and after school.

### **VIRTUAL LEARNING**

### **District Policy**

#### **Senate Bill 603 At a Glance**

In the spring of 2018, SB 603 was passed, thereby expanding the virtual learning opportunities for students in Missouri. Highlights of this legislation are below.

- The school district must adopt a policy that creates a process for students to enroll in virtual courses and may include consulting with a school counselor.
- The school district must pay for eligible K-12 students to take virtual courses as long as the student: one, resides in the district; two, is currently enrolled in the district and, three, was enrolled full-time

in a public school the previous semester. \*\*Exceptions for homeschool students who reside in the district are referenced below in the 'homeschool student' section of this document.

- School districts are not required to pay for courses beyond full-time enrollment. Therefore, if a student is already enrolled in seven courses in a semester during the regular year (or two courses during the summer school session), the district will not be required to pay for additional courses. School districts are able to determine a student's eligibility to enroll in a virtual course and can refuse enrollment based on 'the best educational interest of the child'. Should the parent disagree with the district's determination, an appeal may be made to the local school board.

Missouri Course Access and Virtual School Program (MOCAP) was established in 2007 as the state's virtual learning school. It was previously known as Missouri Virtual Instruction Program (MoVIP). Currently, MOCAP offers courses for grades K-12. Students can take courses from any internet-connected computer, available 24-hours a day, seven days a week. MOCAP's mission is to offer Missouri students equal access to a wide range of high-quality courses, and interactive virtual learning that is neither time nor place dependent.

Local school districts and charter schools may use their own preferred virtual learning provider. The Neosho School District's preferred providers are Launch and Edgenuity. Launch is operated and overseen by the Springfield, MO School District and currently offers over 120 courses. Courses are designed by Missouri teachers and aligned to the state standards. A formal review process is built into all course development to ensure high quality and rigor.

Edgenuity is a leading provider of K-12 virtual learning solutions, partnering with schools and districts throughout the country to provide the tools and support needed to leverage technology to improve student outcomes.

Students wishing to take advantage of virtual learning opportunities will do so through Launch or Edgenuity. All information/procedures that follow in this document are in reference to Launch and/or Edgenuity.

If a student wishes to pursue a virtual class offering through other MOCAP options outside of Launch, he/she will need to contact the counselor/admin to discuss the enrollment process.

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## STUDENT SERVICES

### **BUS AND SCHOOL TRANSPORTATION'S EXPECTATIONS**

**Board Policy: JFCC-AP(1)**

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this procedure and students who violate these rules may be denied access to school transportation for a specified period of time in relation to the severity of the violation.

Video cameras may be in operation on the school buses.

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.

8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Permission to open windows must be obtained from the driver.
11. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
12. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
13. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
14. Students shall not throw objects about the vehicle nor out the windows.
15. Students shall keep feet off the seats.
16. The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.

#### **STUDENT CONDUCT ON SCHOOL TRANSPORTATION**

**Board Policy: JFCC/EEA**

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents.

#### **FOOD SERVICE MANAGEMENT**

**Board Policy: EF-AP(1)**

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

1. A student may not accumulate more than 10 unpaid charges for complete meals.
2. Students may not charge à la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

#### **Alternative Meals**

If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated ten unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

#### **LUNCHROOM RULES**

If you would like to eat lunch with your child during the lunch shift, please check-in at the main office. Food cannot be brought in the school and distributed to any students unless you are eating with your child.

**No outside food or drink may be brought to the Junior High Office to be distributed to a student during the school day.**

#### **SCHOOL MEALS ACCOUNTING PROCEDURES:**

School Meals Accounting Procedure Parents can monitor their student's lunch account at [www.myschoolbucks.com](http://www.myschoolbucks.com)

YOU CAN USE THIS SYSTEM TO MAKE PAYMENTS OR TO CHECK YOUR STUDENT'S ACCOUNT BALANCE. School meals should be paid in advance. All schools use the My School Bucks Point of Sale (POS) system, a computer system for collecting and recording lunch money. All student accounts use student ID numbers, including those receiving free or reduced meals (this will assure the confidentiality of all students). Parents may make payments to the school by check or cash or make payments online.

**Instructions for making lunch account payments online:**

1. You need to know your student's ID number. You may get this number by contacting the school or the food service office (417-451-8603).
2. Be sure to use the same name that the school uses for your student when setting up the account.
3. If you have more than one child in the district, you can handle all online prepayments from the same online account.
4. Payments may be made through an existing PayPal account or with a major credit or debit card.
5. In order to use the online prepayment service, a small convenience fee of \$1.75 will be assessed to cover the bank fees. Parents placing money into multiple accounts will only be assessed the \$1.75 fee once per deposit transaction. The Neosho School District will not profit from the use of this site.

**PRICING:**

Breakfast will be available at **no cost** to all students, regardless of their household income. Additionally, students will be able to take advantage of the *Grab-n-Go* breakfast program. *Grab-n-Go* is an alternative meal service model where students pick up conveniently packaged breakfasts from mobile service carts in hallways and/or entryways or in the cafeteria when they arrive at school. If students take a second breakfast, the second meal is at full price of \$2.65, regardless of meal status, i.e., free or reduced.

Lunch: If a student takes a second meal, regardless of meal status, i.e., free or reduced, the second meal is at full price.

**MEAL PRICES**

Building	Breakfast			Lunch			Milk
	Full Price	Reduced	Second Breakfast	Full Price	Reduced	Second Lunch	Per ½ Pint
Elementary	FREE	FREE	\$2.65	\$2.90	\$0.40	\$2.90	\$0.45
Middle School	FREE	FREE	\$2.65	\$3.15	\$0.40	\$3.15	\$0.45
Junior High	FREE	FREE	\$2.65	\$3.15	\$0.40	\$3.15	\$0.45
High School	FREE	FREE	\$2.65	\$3.40	\$0.40	\$3.40	\$0.45
Adults	\$2.65	NA	NA	\$3.50	NA	NA	\$0.45

Good nutrition is an important part of learning. Healthy meals provide fuel for the brain and will help your student have a successful school year. Thank you for your support of the food service program. If there are any questions, or if help is needed, please contact the food service department directly at 417-451-8603.

## **HEALTH SERVICES**

The Neosho School District student health services mission is to help each student attend school in optimum health; obtain academic success and lifelong achievement from the school experience.

A RN, LPN, or trained health assistant is assigned to each school. Nurses supervise the health services at their assigned buildings. All students and employees shall serve under the direction of the RN supervisor, the building Principal and the District Administrator. The health nurse, principal, RN or district administrator will make all parent/guardian contacts regarding student health.

A Health Inventory form is to be completed by parent/guardian at the time of enrollment and annually. Emergency contact information and confidential health information must be kept updated to assure each student receives needed health services.

Parents/guardians should notify the school nurse or principal of any health concern that could require emergency services, (history of food allergies, environmental allergies, asthma, seizures, diabetes, etc.), interfere with the student's educational process or require health intervention during the school day. The students with chronic health condition will have an Emergency Action Plans (EAP) and Individual Health Plan written.

**Fever:** Body temperature greater than 100.4 (AAP) is considered a fever. Parent/guardian will be notified to pick up the student from school. The student may return to school if the temperature is less than 100.4 without the use of fever reducing medication for at least 24 hours.

### **Administration of Medication to Students:**

### **Board Policy: JHCD**

The Neosho 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:
  - The medication was prescribed or ordered by the student's physician.

- 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.
  - The student has demonstrated proper self-administration technique to the school nurse.
  - 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.

### **Students with Known Allergies**

Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An individualized health plan (IHP), including an emergency action plan (EAP), may be developed for students with allergies that do not rise to the level of a disability.

All staff members are required to follow any Section 504 plan or IHP/EAP developed for a student by the district. Staff members who do not follow an existing Section 504 plan or IHP/EAP will be disciplined, and such discipline may include termination.

### **Confidentiality**

Information about individual students with allergies will be provided to all staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual students with allergies will not be shared with students and others who do not have a legitimate educational interest in the information unless authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA).

## **STUDENT HEALTH SERVICES AND REQUIREMENTS**

### **Board Policy: JHC-AP(1)**

The health screening programs of the Neosho School District are designed to examine the populations at

highest risk at a time when early intervention has the most benefit. The following guidelines govern the district's health screening program:

1. The district will examine past screenings and assess them for effectiveness in order to ensure future screening programs effectively meet the needs of the district. The district plan for assessing the district's screening needs is: Based on school nursing practice in association with the Missouri Department of Health and Missouri Department of Education vision, hearing and scoliosis are screened.
2. Based on the district's assessment plan above, the district's screening plan is:

**Other Screening** – Vision and hearing screenings are conducted at enrollment and for grades K, 1, 3, 5, 7 and 8 annually. New students screened by teacher and parent referrals in all grades, and all new students in grades K and 1.

3. The nurse will produce a calendar reflecting the approximate dates for screenings, re-screenings and screening follow-up that is coordinated with the overall school calendar.
4. The nursing staff will assist the superintendent or designee in identifying individual personnel to be utilized in the screening process.

### **DENTAL HEALTH**

A professional dental team with the permission of the parent/guardian performs dental screenings services. Parents receive a letter with recommendations. If fluoride is applied, the school nurse or assistant will perform a second treatment.

### **HEAD LICE**

#### **Board Policy: JHC-AP(2)**

In keeping with the Neosho School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. *To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:*

1. Schools will not perform routine school-wide head lice screening. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. If the student was infected with live head lice, the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment.
5. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and re-instructed concerning treatment. The student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice.
6. A student who was identified as having nits but not a live head lice infestation will be re-examined within five (5) calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.
7. The school nurse will keep accurate and confidential records of students infected with head lice or nits.
8. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with

these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services.

#### **Fact About Head Lice**

1. Lice and Nits do not jump. The only way a nit or louse can make it to your head is if it is placed there via a vessel (hat, brush/comb, hair accessory, etc.).
2. Lice cannot live without a human. Nits do not live in the grass, animals, or on inanimate objects. They survive on human blood only. No human host means no feast.
3. Lice is an equal opportunity offender. Lice are found in all socioeconomic areas, and no amount of money can buy protection.
4. Schools do not exclude for lice because it is not contagious and do not impair cognitive function.

#### **IMMUNIZATIONS**

#### **Board Policy: JHCB**

It is the policy of the Neosho School District that all students attending the district schools shall be immunized in accordance with law.

The district will not allow a student to attend 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.

A student is exempted from obtaining immunizations if the district has on file the completed, original forms necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed Doctor of Medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written certification from one parent or guardian that immunization of the student violates his or her religious beliefs.

Homeless students who cannot provide proof of immunization will be immediately enrolled, and the district's homeless coordinator will work with the students to obtain the necessary immunizations as soon as possible. Students who are in the household of an active-duty member of the military and who cannot provide evidence of having received immunizations required under Missouri law shall be immediately enrolled and given 30 days to obtain the required immunizations or, if the immunization is a series, to begin the series.

The district will exclude from school all students who are not immunized or exempted as required by law. When immunization is in progress, failure to meet the next scheduled appointment constitutes noncompliance with the immunization law, and the student should be excluded from school immediately.

The district must report to the Department of Health and Senior Services (DHSS) the name of any parent or guardian who neglects or refuses to permit a non-exempted student to be immunized. The district will also report to the Children's Division (CD) of the Department of Social Services any instance of educational or medical neglect.

The superintendent or designee shall institute procedures for the maintenance of health records, which are to show the immunization status of every child enrolled or attending in the district, and for the completion of all necessary reports in accordance with guidelines prepared by DHSS.

## **STUDENT BEHAVIOR GUIDELINES**

#### **STANDARDS OF PUPIL CONDUCT**

#### **Board Policy: JG**

The District has the authority to control student conduct which is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from

school or in non-school activities which affect school discipline. More information regarding Board Policy JG can be found on the website.

### **DUE PROCESS**

A student has the right to:

1. An explanation of the charges against him/her.
2. An opportunity to present his/her side of the case.
3. An opportunity to appeal as provided by school policy or state laws.

### **STUDENT CONSEQUENCES**

#### **After School Detention**

After School Detentions will be held throughout the school year. If a student needs to reschedule an ASD, the reschedule must occur by 2:30 p.m. the day of the detention. Failure to attend ASD on the scheduled day/time may result in additional consequences.

#### **In School Suspension**

Students assigned In School Suspension will be required to report to the Room assigned and must serve all days scheduled prior to being released back to class. Students must work on schoolwork and are not allowed to sleep, play games, or write notes as well as other specific rules students will be informed of at the beginning of their ISS time. Failure to comply with ISS rules will result in OSS. Upon return, the student will be required to complete their ISS assignment before they return to regular classes.

#### **Out of School Suspension**

Students assigned Out of School Suspension will be removed from school for the dates determined by the policies of the Neosho R5 School District. Students will be able to make up work for full credit.

### **ALCOHOL/DRUG ABUSE**

#### **Board Policy: JFCH**

The Neosho 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.

### **DRUG TESTING POLICY**

The Neosho Athletic Department in conjunction with the Neosho School Board in an effort to promote the health and safety of all students participating in extracurricular activities from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Neosho School District, adopts the following policy for drug testing of students participating in extracurricular activities. This policy is intended to supplement and complement all other policies, rules and regulations of the Neosho School District regarding possession or use of illegal drugs.

It is the desire of the Board of Education, administration and staff that every student in the Neosho School District refrains from using or possessing illegal drugs.

Participation in school sponsored extracurricular activities at the Neosho School District is a privilege.

The purpose of this policy is to prevent illegal drug use, to educate students as to the serious physical, mental and emotional harm caused by illegal drug use; to alert students with possible substance abuse problems to the potential harms of illegal drug use; to prevent injury, illness and harm as a result of illegal drug use; and to strive with the Neosho School District for an environment free of illegal drug use and abuse. For safety, health, and well-being of the student participants in the Neosho School District, this policy will be in effect for all students' grades 7-12.

"Extra-curricular activities" are those activities which are recognized by the District, for which grades are not assigned.

### **Refusal to submit to Drug Test**

If a student in an extracurricular activity refuse to submit to a drug use test authorized under this policy, such student shall be considered the same as if the student tested positive. Any student who has a positive initial test and refuses to complete the required paperwork for a confirmation test will be treated as a refusal to submit to testing.

For a full copy of the district's extracurricular drug policy please see the school's website, or the athletic director.

## **BULLYING**

### **Board Policy: JFCF**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the ongoing or repetitive intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

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

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4. Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the

superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Student safety is very important to us! If a student ever needs to report any issues with other students, they will need to pick up a Student Statement form from any teacher or anyone in the office and return it to any school employee. We will then take care of these issues through the office and guidance office. The School Violence Hotline number is: 1-866-748-7047

### **CELL PHONES**

**Unless provided by the school, cell phones and electronic devices are not to be used during the school day unless approved by the classroom teacher for instructional purposes.**

Misuse of the device could result in school discipline. Cell phones confiscated due to disciplinary action may require guardian retrieval of the device.

### **Electronic Devices And/Or Recreational Objects**

Students should not use electronic devices and/or recreational objects at school. The following are examples, but not limited to: cellular phones, laser pointers, iPods, MP3 players, external speakers, nooks/kindles, iPads, radios, and electronic games.

- 1) Students may use devices prior to the first bell ringing at 7:50 a.m.
- 2) Devices are only permitted during approved times.
- 3) Students may use the devices after the last bell rings.

It is still STRONGLY suggested that students do NOT leave these items in unlocked lockers, locker rooms or any other unsecured area. Students should NOT leave these items unattended at any time as there is a possibility of the item(s) being stolen. NJH is NOT responsible for any lost or stolen items. If a student needs to secure an item during the school day, they can bring the item to the office.

## **DISCIPLINE AND BEHAVIORAL EXPECTATIONS OF STUDENTS**

**Board Policy: JG-R1**

### **STUDENT CODE OF CONDUCT**

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

### **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.

## **INTERROGATIONS, INTERVIEWS AND SEARCHES:**

**Board Policy: JFG**

### **Searches by School Personnel**

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

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

#### **School Resource Officers**

The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

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

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

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

#### **Removal of Students from School by Law Enforcement Officials**

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

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

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

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

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

### **PARTICIPATION IN ACTIVITIES**

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



### **PROHIBITION AGAINST BEING ON OR NEAR SCHOOL PROPERTY DURING SUSPENSION**

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

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

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.
5. If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

### **REPORTING TO LAW ENFORCEMENT**

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

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

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

### **PROHIBITED CONDUCT**

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

#### **Academic Dishonesty:**

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

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

#### **Arson:**

Starting or attempting to start a fire or causing or attempting to cause an explosion.

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

**Assault:**

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

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

**Assault:**

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

First Offense:	Expulsion.
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**Automobile/Vehicle Misuse:**

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

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

**Bullying (reference Board Policy JFCF):**

Repeated and systemic intimidation, harassment and attacks on a student or multiple students perpetrated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group.

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 (reference Board Policy JFCF):**

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.

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**Dishonesty:**

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

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

**Disrespectful or Disruptive Conduct or Speech (reference Board Policy AC, if illegal harassment or discrimination is involved):**

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

**Drugs/Alcohol (Reference 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.

**Drugs/Alcohol (Reference Board Policies JFCH and JHCD):**

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

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

**Drugs/Alcohol (Reference Board Policies JFCH and JHCD):**

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

**Excessive Referrals:**

Consistent discipline issues resulting in multiple referrals.

5-9	1-5 days ISS, 3-5 Days OSS
10+	5-10 days OSS, referral to superintendent

**Extortion:**

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

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

**Failure to Meet Conditions of Suspension:**

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

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

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

**False Alarm (reference "Threats or Verbal Assault"):**

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

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

**Fighting (Reference "Assault"):**

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

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

**Gambling:**

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

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

**Hazing (Reference Board Policy JFCF):**

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

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

**Incendiary Devices:**

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

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

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

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

**Sexual Activity:**

Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

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

**Sexual Harassment (Reference Board Policy AC):**

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

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

**Sexual Harassment (Reference Board Policy AC):**

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

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

**Sexually Explicit, Vulgar or Violent Material:**

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

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

**Technology Misconduct (Reference Board Policies EHB and KKB and procedure EHB-AP):**

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

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

**Technology Misconduct (Reference Board Policies EHB and KKB and procedure EHB-AP):**

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices from 7:30 a.m. – 3:15 p.m.

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.

**Technology Misconduct (Reference Board Policies EHB and KKB and procedure EHB-AP):**

3. Violation other than those listed in (1), (2) or of Board Policy EHB and procedure EHB-AP.

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

**Technology Misconduct (Reference Board Policies EHB and KKB and procedure EHB-AP):**

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.

**Technology Display Misconduct: Electronic Device (school-issued or personal)**

**Class 1 Inappropriate Use:** Any use of an electronic device to record, publish or display audio or visual images of faculty, staff, students, or other persons when the subject would have a reasonable expectation of privacy is strictly prohibited, regardless of the material. Individuals have a reasonable expectation of privacy, specifically with respect to this policy only, in a restroom or locker room, but other locations may also be subject to the same reasonable expectation of privacy. This policy also applies to areas of the body over which a person has a reasonable expectation of privacy. This policy is applicable to all district locations and facilities and also to extracurricular and district-related activities that are and are not on the premises of the district.

First Offense:	1-180 days OSS (junior high)
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**Class 2 Inappropriate Use (school-issued or personal):** Act of using an electronic device to record, publish, or display audio or visual images of faculty, staff, or other students in or around school premises in areas where no reasonable expectation of privacy exists, without prior approval or school personnel, and recorded, published or displayed material depicts things such as, but not limited to: faculty or staff in the classroom; acts of violence; disruptions to the school environment; or other acts prohibited by the district disciplinary guidelines.

First Offense:	1-3 days ISS / 1-3 days OSS (junior high)
Second Offense:	3-7 days OSS
Third Offense:	10 days OSS

**Theft:**

Theft, attempted theft or knowing possession of stolen property.

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

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

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

**Tobacco**

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



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

### **Tobacco**

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

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

### **Truancy (Reference Board Policy JED and procedures JED-AP1 and JED-AP2):**

Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

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

### **Unauthorized Entry:**

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

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

### **Vandalism (Reference Board Policy ECA):**

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

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

### **Weapons (Reference 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.

**Weapons (Reference Board Policy JFCJ):**

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

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



## Neosho Jr. High Discipline:

Creating a positive learning environment through the **preventative** practices of **RELATIONSHIPS**, **ORGANIZATION**, and **CONSISTENCY**.

*Use this chart to guide student behavior management:*

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<b>Behaviors that should be addressed in the classroom.</b>	<b>Teacher assigned consequences with parent contact and documentation.</b>	<b>Disciplinary Referral:</b> Removal of student IF necessary to the office or commons area.	<b>Immediate need for Administration and removal of student.</b>
Inattention (sleeping, simple off task)	Persistent Level 1 behavior	Persistent Level 2 behavior: <i>Requires prior documentation &amp; parent contact within 4 weeks</i>	Suspicion of under the influence or possession of drugs, alcohol, or tobacco
Irresponsibility (missing school work, lack of effort, unprepared for class, etc.)	Minor disrespect to an adult. (gestures, offensive comments, refusal to reply to a directive)	Severe disrespect towards an adult.	Possession of a weapon or other dangerous item.
Mild disruptions (out of seat, talking without permission, noises, rolling in chair, etc.)	Inappropriate or offensive language or gestures. (cursing, peer interactions)	Racial, sexual, cultural harassment; verbal or physical Note: ----->	Bullying: REPEATED instances of Level 3 harassment.
Minor student conflicts, verbal disagreements.	Off-task technology use (cell phones, earbuds, unauthorized gameplay, etc.)	Unauthorized technology usage (security breaches, bypassing firewall, explicit material)	Fighting or heated arguments between students that could lead to fighting without intervention.
Minor Dress Code Violation: <i>Major violations send to the nurse.</i>	Horseplay: poking, pushing, friendly banter, etc.	Physical aggression without injury.	Physical violence toward adult/student with injury
Public Display of Affection		Truancy	Terroristic or student threats with intent to harm.
		Vandalism (graffiti, destruction of property)	Theft
		Disrespect towards substitutes. <i>(investigated/documented)</i>	Self abuse, injury, suicidal dialogue
		Direct defiance and/or refusal to directives.	
	Tardies (3 per class)	Tardies (5 per class)	

*Note: This plan is intended as a guide for addressing behavioral issues. Incidents may occur that do not fit into these levels. Teachers may contact administrators at any time to discuss students or specific situations.*

## **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Neosho 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, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Neosho 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 Neosho 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 Neosho 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 notice will be provided in native languages as appropriate.



To parents and employees:

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress in 1987. AHERA was enacted to determine the extent of and develop solutions for any problem schools may have with asbestos.

We continue to have our facility inspected by the Asbestos Program Manager and their representatives. In addition, a certified inspector inspects the facilities every three years as required by AHERA. All areas at this time are in good condition (non-friable) and show no change.

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. Our Asbestos Program Manager will answer all inquiries regarding the plan.

We will continue to implement the asbestos management plan. Our intent is not only complying with; but also exceeding federal, state and local regulations in this area. We plan on taking whatever steps are necessary to ensure our children and our employees have a healthy, safe environment in which to learn and work.

Sincerely,

Asbestos Program Manager

Dear Parent or Guardian:

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

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

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

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

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

Sincerely,

Superintendent of Schools  
Neosho School District

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

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

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

1. **What is a complaint?**  
For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
2. **Who may file a complaint?**  
Any individual or organization may file a complaint.
3. **How can a complaint be filed?**  
Complaints can be filed with the LEA or with the Department.
4. **How will a complaint filed with the LEA be investigated?**  
Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.
5. **What happens if a complaint is not resolved at the local level (LEA)?**  
A complaint not resolved at the local level may be appealed to the Department.
6. **How can a complaint be filed with the Department?**  
A complaint filed with the Department must be a written, signed statement that includes:
  1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
  2. The facts on which the statement is based and the specific requirement allegedly violated.
7. **How will a complaint filed with the Department be investigated?**  
The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

**The following activities will occur in the investigation:**

1. **Record.** A written record of the investigation will be kept.
  2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
  3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to resolve the complaint at the local level.
  4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
  5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
  6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
8. **How are complaints related to equitable services to nonpublic school children handled differently?**  
In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).



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

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

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

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

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<sup>1</sup> Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V  
Revised 4/17

<sup>2</sup> In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a comprehensive law that applies broadly to information collected in public agencies or schools that receive federal education funds; thus, FERPA applies to information collected and maintained by public elementary, secondary, and postsecondary education institutions. The school district must have prior written information (consent) from a parent or a student that has turned 18 years of age, before disclosing any information upon request. FERPA defines education records as information:

- Directly related to a student, specifically any information recorded in any way, including, but not limited to: **verbal conversation, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche**
- Maintained by education agencies or institutions, or by parties acting for the agency or institutions, or by parties acting for the agency or institutions (e.g., special education schools, and health or social services institutions)
- Information should not be disclosed (verbal or written) which could identify a student as one who receives special services outside the scope of those who need to know in order to provide such services. This includes but is not limited to such examples as: **1. Conversations with family and friends, 2. Conversations with staff members without “need to know,” 3. Newsletters, 4. Memos to staff, 5. Faculty bulletin boards, 6. Newspaper articles and/or photos.**

# INFORMATION FOR SCHOOL-AGE YOUTH



## IF YOU LIVE IN ANY OF THE FOLLOWING SITUATIONS:

In a shelter



In a motel or campground due to the lack of an alternative adequate accommodation



In a car, park, abandoned building, or bus or train station



Doubled up with other people due to loss of housing or economic hardship

*You may qualify for certain rights and protections under the federal McKinney-Vento Act.*

### Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference.
  - \* If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to the students' needs.

*If you believe you may be eligible, contact the local liaison to find out what services and supports may be available.*



#### Local Liaison

Nathan Manley, Neosho School District  
417-451-8600, ext. 1186

#### State Director

Misty Dothage, DESE  
573-522-8763

If you need further assistance with your educational needs,  
contact the National Center for Homeless Education:

1-800-308-2145 \* [homeless@serve.org](mailto:homeless@serve.org) \* <http://nche.ed.gov>