

# **Northeast R-IV School District**

## **Elementary Student/Parent Handbook 2023-2024**

**301 W. Martin  
Cairo, MO 65239**

(660) 263-2788

**Adopted by the Board of Education: June 15, 2023**

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## **Foreword**

The following student handbook is provided for your information. Although it does not include all of the issues that will arise through the course of a school year, it will serve as an overall guide for students to follow.

We ask you to keep in mind that rules and regulations are designed to serve the student body as a whole and that this school is strongly dedicated to defending your right to an undisturbed, safe environment for your elementary school.

## **Letter from the Principal**

Dear Parents and Students,

Welcome! We are glad you will be with us this school year. Much thought, time, and planning has gone into making the coming school year a successful and productive one.

Please take time to read this handbook once quickly, then go over it more carefully so that you will know what our school believes and works toward. You will find many procedures outlined for the school day, the playground, and the buses. Taking the time to familiarize yourself with those procedures will make for a smoother and less stressful year.

Our elementary school vision is to create an atmosphere that is centered on “Committed Achievement Towards producing Successful bearcat citizens”. We take that very seriously and do everything in our power to help each child succeed. Many times we will be asking you, the parent, for help in this mission. Working together we can achieve great things!

If you ever have a question or a concern, please don't hesitate to contact me either in person, by phone at 660-263-2828, or by email at [kkearns@ner4.k12.mo.us](mailto:kkearns@ner4.k12.mo.us). I am looking forward to a great year, and I'm looking forward to working with you and your child!

Sincerely,  
Kelsey Kearns  
Elementary Principal

NORTHEAST R-IV SCHOOL DISTRICT  
301 W. Martin  
Cairo, Missouri 65239  
660-263-2788  
660-263-2828 (Elementary)  
www.ner4bearcats.com

### **Educational Philosophy**

We believe that the educational process should develop a feeling of self-worth and accomplishment within each student and should be built upon a thorough understanding of the basic skills.

We believe all children can learn. Therefore, we believe the role of education to be one of helping individuals achieve their greatest potential which will in turn enable them to make their greatest contribution to society.

It is, therefore, the responsibility of the Northeast Randolph County R-IV School District to provide an environment for children of the District which will foster and accelerate their intellectual, physical, social and career development.

### **Mission C-110-S**

The Northeast R-IV School District is committed to providing a challenging environment for all students to achieve their greatest potential and become productive citizens.

## NORTHEAST R-IV ELEMENTARY SCHOOL

### **We believe that...**

- All children can learn.
- Discipline should be firm, fair, and consistent.
- The school atmosphere will encourage communication, cooperation, and respect.
- Achievement is affected by effort and motivation more than by ability.
- Students achieve success when their instruction is activity oriented, student-centered, and relevant to real life.
- Every child will have a safe and positive learning environment.
- Helping students to develop responsibility, self-esteem, and independence is critical to their overall growth.

### **We believe that...**

Parents are an integral part of a child's education and should be sought and encouraged to take that role.

### **We believe that...**

It is the responsibility of educators to help all students reach their greatest potential.

Educators are dedicated to a quality education for all children.

All personnel, including bus drivers, cooks, custodians, secretaries, and aides, work to establish and maintain a positive and supportive environment for each child.

## Elementary Vision Statement

C omitted  
A chievement  
T owards  
S uccessful Bearcat Citizens

### NER-IV ELEMENTARY COLLECTIVE STATEMENTS:

#### ***C omitted***

- Northeast R-IV Elementary is committed to creating effective lines of communication between school, home and the community.
- Northeast R-IV Elementary is committed to providing a positive and safe environment.
- Northeast R-IV Elementary is committed to providing clear goals and expectations for staff and students.

#### ***A chievement***

- Northeast R-IV Elementary is committed to motivating students' through student goal setting and celebrating their achievements.
- Northeast R-IV Elementary staff is committed to collaborating, celebrating, supporting and motivating one another.

#### ***T owards***

- Northeast R-IV Elementary is committed to empowering lifelong learning through on-going professional development and continuous improvement with ever changing technology integration.
- Northeast R-IV Elementary is committed to monitoring each student's individual progress to guide instruction using priority standards and implementing the proficiency scales.

#### ***S uccessful Bearcat Citizens***

- Northeast R-IV Elementary is committed to maintaining a School Wide Positive Behavior Support program to develop good character in all students.
- Northeast R-IV Elementary is committed to modeling lifelong learning through collaboration and professional development.
- Northeast R-IV Elementary is committed to upholding quality communication and positive relationships between teachers, students and community members.



## **School District Goals and Objectives**

The Board of Education is charged on behalf of the public with the responsibility of determining the goals of the school District. In discharging that responsibility the Board has addressed four primary areas: education, professional, school environment, and operations.

It is the commitment of the Board and District administration to develop policies and rules to implement the goals within each area. Furthermore, it is the commitment of the Board to review annually and restate as necessary the goals within the area so that the programs will, at all times, speak directly to the stated goals.

### **Education**

- To improve District-wide reading, writing, and mathematical skills.
- To provide opportunities to assist students in forming attitudes and acquiring habits needed for responsible citizenship.
- To promote a plan for the organized improvement of school curriculum including the articulation between elementary and secondary schools.
- To promote a relevant and challenging secondary school curriculum which will adequately prepare the student for his vocational goals or post-secondary education.
- To provide offerings which explore a wide range of career and service opportunities.

### **Professional Personnel**

- To recruit and retain the most highly qualified personnel on all positions.
- To provide in-service training and professional growth experience for the professional staff.

### **School Environment**

- To assure each individual a physically and emotionally safe teaching and learning environment.
- To assure that each individual is treated fairly, respectfully, and without bias by all members of the school community.
- To continue disciplinary procedures that promote a positive school environment.
- To assure accessibility of all facilities and educational programs for all students and staff members.

## **Operations**

To make every effort to secure adequate funding for the District's educational program.

To operate within a balanced budget during the school year.

To maintain an up-to-date inventory of the supplies and equipment in the District.

To continually strive for more efficient use of all professional and support staff.

To maintain and review long-range plans for the efficient use of the school facilities.

To assure immediate communication between the Superintendent or his designee and the Board of Education on critical occurrences within the District.

In establishing these goals for the District, the Board does not attempt to diminish the importance of other issues facing the District in the years ahead.

**Character Traits**  
**“PAWSitive” Life Skills**

**(Sept.) Fair-Minded** - *Examining all the facts and thinking carefully before making a decision.*

Supporting values: Justice, Impartiality, Consistency, Equity, Due Process, and Reasonable  
Antonyms: Narrow-minded, Unjust, and Partisan

**(Oct.) Courage** - *Having mental or moral strength to defend one’s beliefs under difficult circumstances.*

Supporting values: Fortitude, Bravery  
Antonyms: Timidity, Cowardice

**(Nov.) Respect** - *Showing regard for self, others, property, authority, and law.*

Supporting values: Courtesy, Tolerance, Acceptance, Civility, Decency, Value, Honor  
Antonyms: Abuse, Disregard, Despise, Hate, Defiant, Rude

**(Dec.) Caring** - *Willing to give time and effort to help others/Showing concern for the well being of society.*

Supporting values: Compassion, Generosity, Service, Sharing, Kindness, Giving  
Antonyms: Indifferent, Unconcerned, Selfish, Self-centered, and Apathetic

**(Jan.) Honesty** - *Being free from deceit or fraud in actions and words.*

Supporting values: Integrity, Trustworthiness, Conscientious, Upright, Truthful  
Antonyms: Trickery, Lying, Cheating

**(Feb.) Industrious** – *Working steadily and hard for the betterment of self, family, community, and society.*

Supporting values: Diligent, Productive, Busy, Active, and Persevering  
Antonyms: Lazy, Careless, Shiftless, and Indolent

**(March) Self-Discipline** – *Making positive choices without the help of others.*

Supporting values: Temperance, and Self-restraint  
Antonyms:

**(April) Responsibility** – *Being answerable for one’s own actions and words.*

Supporting values: Accountability, Reliability, Dutiful, Upstanding  
Antonyms: Careless, Negligent

**(May) Self-Confidence** - *Believing in yourself and your abilities.*

Supporting values: Self-assurance, Trust  
Antonyms: Doubt, Uncertain, Shy

## **Staff**

David Samuel	Superintendent
Greg Taylor	Secondary Principal
Kelsey Kearns	Elementary Principal
Amanda Huntsman	Special Education Director
Bobbi Clatworthy	Curriculum Director
Guyla Alexander	Bookkeeper/Superintendent's Secretary
Dana Crutchfield	Central Office Receptionist/Secretary
Sara Prewett	Elementary Secretary/Core Data Coordinator
Hanna Greenwood	Preschool
Emma Cruse	Kindergarten
Dawn Phillips	Kindergarten
Robyn Taylor	First Grade
Ashley Seiders	Second Grade
Carly Hesson	Third Grade
Chloe Wood	Third Grade
Tonya Jaecques	Fourth Grade
Debra Buckler	Fourth Grade
Jennifer Matthews	Fifth Grade
Megan Thomas	Title I Reading
Lauren Reisenauer	Library Media Specialist/Technology Coordinator/Stem Education Teacher
Michelle Jaecques	K-12 Counselor
Morgan Pettig	Elem/MS Special Education Teacher
Cindy Wilson	Elementary Special Education Teacher
Candace Moore	Physical Education
Kaitlin DeMint	K-12 Vocal Music
Ruby Sander	Speech Pathologist
Alexis Holman	K-8 Art
Whitney Pate	Paraprofessional
Calli Cooley	Paraprofessional/Lunch Clerk
Brenda Phillips	Preschool Paraprofessional
Kimberly Brockman	Paraprofessional
Christina Viers	Paraprofessional
Brenda Ditch	Parents as Teachers
Bobbi Smith	Interventionist
Mary Neustifter	Nurse

## **School Board Members G-100-S**

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the

Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

The citizens of the Northeast R-IV School District elect a Board of seven directors to approve policies for the operation of the public schools. To the Board of Education falls the monumental task of securing adequate funds, providing all school personnel, and building and maintaining the physical plant....all to accomplish maximum educational efficiency at minimum cost.

Your Board of Education is the primary contact between school and community. Directors meet regularly on the third Thursday of each month at 7:00 p.m. All meetings are open to the public and you're invited to attend.

BOARD MEMBERS	POSITION
Henry Westhues	President
Chad Jaecques	Vice-President
Bob Roberts	Treasurer
Molly Jaecques	Secretary
Sam Seiders	Director
Tim Lunstford	Director
Brooke Gipson	Director

### **School Song**

(Tune: Stars and Stripes Forever)

Three cheers for the Black and the Gold  
May they wave as our standards forever.  
We'll fight and we'll yell 'till we're old;  
For the Bearcats of Cairo High!

We're loyal and true to our team;  
May we lose to our adversaries never,  
We know that we'll do or we'll die'  
So watch your step - we're full of pep.

We're for the Bearcats!

MASCOT: BEARCAT

COLORS: BLACK & GOLD

**Academic Calendar I-100-S**

**NORTHEAST R-IV SCHOOL DISTRICT  
2023-2024 CALENDAR**

Adopted: 1/18/23  
Revised: 6/13/23

**AUGUST**

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

**SEPTEMBER**

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

**OCTOBER**

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

**NOVEMBER**

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

**DECEMBER**

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

First & Last Day of School  
Teacher Inservice Day- No Students  
No School- Teachers or Students  
Quarter Ends  
Gold Day  
Black Day  
Early Dismissal



**AUGUST**  
Aug 15-17- Teacher Inservice  
Aug 17- Meet the Teacher Night 7-8  
Aug 22- First Day of School

**SEPTEMBER**  
Sept 4- No School- Labor Day  
Sept 25- No School- Teacher Inservice

**OCTOBER**  
Oct 9- No School  
Oct 18- End of 1st Quarter  
Oct 23- P/T Conference 3:30-7:00  
Oct 26- Early Dismissal 12:30  
Oct 24- P/T Conference 1:00-7:00  
Oct 27- No School

**NOVEMBER**  
Nov 5- No School- Teacher Inservice  
Nov 22-24- No School- Thanksgiving

**DECEMBER**  
Dec 20- Early Dismissal 12:30  
Dec 20- End of 2nd Semester  
Dec 21-21- No School- Christmas Break

**JANUARY**  
Jan 1- No School- Christmas Break  
Jan 2- No School- Teacher Inservice  
Jan 3- 2nd Semester Begins  
Jan 15- No School- MLK Day  
Jan 20- No School- Teacher Inservice

**FEBRUARY**  
Feb 19- No School- President's Day

**MARCH**  
March 6-8- No School- Spring Break  
March 15- End of 3rd Quarter  
March 18- No School- Teacher Inservice  
March 20- Easter Break

**APRIL**  
April 1- Easter Break

**MAY**  
May 13- Commencement 2:00  
May 17- Early Dismissal 12:30  
May 18- Last Day of School

**Days Per Quarter**

- 1st Quarter- 36
- 2nd Quarter- 40
- 3rd Quarter- 43
- 4th Quarter- 43
- TOTAL- 162 days

M.A.T.C & M.A.N.T. students will follow  
Moberly & Macon School Attendance Calendars

Adopted:

**JANUARY**

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

**FEBRUARY**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

**MARCH**

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

**APRIL**

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

**MAY**

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

## **Attendance and Absence Procedures S-115-S**

### *Expectations for Attendance*

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused.

Success in school cannot be achieved without prompt and regular attendance. School begins at 8:00 a.m. and students should be at school and in the classroom at that time. The first few minutes of class set the tone for the rest of the day. Students will be successful when that tone is one of being prepared and ready for class. Set the habit of being punctual the first day and maintain it.

### *Procedures for Reporting an Absence*

If your child will be absent, it is your responsibility to contact the office or the elementary principal; call 660-263-2828. If we have not heard from you by 9:00 A.M., we will make every effort to contact the parents. We are taking these actions to make sure we do not have a student absent while their parents think they are at school. Upon returning to school the student must provide a parent note or doctor's excuse to have the absence excused.

Absences will be accumulated for the entire year. A letter will be sent home after five absences, eight absences and eleven absences. After the eleventh absence a meeting will be scheduled with the principal, the parent, the students, and a Randolph County Juvenile Officer.

### *Excused Absences*

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be excused. It is the responsibility of the student to make up work with teacher support when a student's absence is excused. The timelines for turning in make-up work will be determined with the teacher.

Parents must report a student's absence by 9:00 A.M. on the day of the absence. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. The administration may request documentation to determine whether an absence is excused. Excused absences are allowed for:

- Illness of the student
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from, will be immediately deployed, or immediately returned with notification and approval of the principal
- Suspensions
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

### *Unexcused Absences*

Absence for reasons other than the categories of excusable reasons, or that does not have the proper documentation for an excused absence as determined by the principal, will be considered unexcused. Excessive, unexcused absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

### *Late Arrival/Tardiness*

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence.

The first bell rings at 7:55, the second at 8:00 a.m. Students entering school after 8:00 will be considered tardy.

Tardies will be accumulated by semester. A letter will be sent home after five unexcused tardies in a semester and then again after seven unexcused tardies; at the tenth unexcused tardy, a meeting will be scheduled with the principal, the parent, the student, and a Randolph County Juvenile Officer.

Excused tardies include doctor or dentist appointments, or a late bus. Additional reasons may be excused on an individual basis.

### *Truancy*

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences



that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Families are entitled to appeal assigned consequences to the Superintendent or designee.

If it is necessary for a student to leave during school hours permission will not be granted unless:

1. The principal is notified either by telephone or in writing.
2. A note is sent to the classroom teacher.
3. Permission is secured by the principal before departing.

If there is any change in the child's usual transportation home, the principal and teacher must be notified either by a written note or by phone. *If changes need to be made throughout the day while the child is at school, parents must notify the office no later than 2:40 to allow school personnel time to make such changes. Any changes after that time are not guaranteed.*

Generally a student will have one day for each day absent to make up his/her work. Students who miss any part of the school day will not be permitted to attend any school related extracurricular functions on the day absent, or on the weekend if the absence occurs on Friday. Exceptions made to this rule will be at the discretion of the principal. **(Exceptions may include attending a funeral or a doctor's appointment with note for partial day absence prior to coming to school. Students missing any portion of the school day because of sickness without visiting a doctor will not be allowed to attend extracurricular activities.)**

#### Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

#### *Dress Code Expectations and Prohibitions*

You are expected to display personal cleanliness, neatness, and appropriateness of attire at all times. Students are expected to dress appropriately. Any forms of conspicuous dress are discouraged, and disciplinary action will be taken when the student's dress becomes disruptive. Shirts and shoes, boots, or other types of footwear, must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. Flip-flops for students preschool through first grade

3. See-through garments;
4. Tops that are backless, strapless, low-cut, bare-midriff, halter-tops, swimsuits, mesh, razor back, muscle shirts, have overly-large arm openings; or spaghetti straps;
5. Clothing that does not cover undergarments when a student is sitting or standing;
6. Undergarments worn as outerwear;
7. Clothing that does not reach to mid-thigh;
8. Holes or tears in pants that are above the knee unless patched;
9. Clothing that will cause disruptive or undue attention to an individual;
10. Clothing with profane, obscene, or otherwise inappropriate language;
11. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
12. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
13. Language or symbols that promote gangs;
14. Hats and hoods (hooded sweatshirts worn up);
15. Do-rags;
16. Handkerchiefs;
17. Sunglasses;
18. Face paint;
19. Overly-dramatic make-up;
20. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);
21. Blankets carried or worn as coats or wraps while in the building;
22. Heavy or loose chains, or straps that create a safety risk;
23. Coats worn inside buildings during the school day;
24. Bookbags carried class to class. Bookbags must be kept at the coat rack;
25. Jeans/pants with the waist below the hips. Sagging pants are not allowed.

#### *Additional Dress Code Information*

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

## Food Service Program F-285-S

### Breakfast Program

Breakfast will be served from 7:40 until 8:00 a.m. Students desiring to eat breakfast should do so as soon as they arrive at school. Those qualifying for free or reduced price lunches will also qualify for free or reduced price breakfasts.

Pupil breakfast with milk	\$1.55
Reduced price breakfast	30¢
Extra milk	40¢
Adult breakfast	\$1.85

### Lunchroom Procedures

The Northeast R-IV Food Service Program will continue to operate through Opaa!. Opaa! is a food management program that assists our District in handling our food service program. Students will continue to be offered three choices for breakfast and lunch. Each of those choices will be listed on the school's menu. Along with each meal, at no additional cost, students also have the option of receiving fruit from the fresh fruit bar.

The school District hot lunch program is designed to serve a nutritious, balanced, and appetizing meal at nominal cost. In striving to provide a healthy atmosphere for the lunchroom, these procedures must be observed:

- All students are required to eat in the cafeteria.
- Students may purchase their meals or may bring their lunch from home. Extra milk may be purchased with the regular meal, or students who bring lunches may purchase milk.
- Milk must be taken when eating the hot lunch. All children are encouraged to drink milk daily as part of a nutritious lunch.
- Students eating the hot lunch are expected to drink the milk provided, or are welcome to drink water. Students are not allowed to bring soda, juice, kool-aid, etc. to drink with the hot lunch.
- Students will not be allowed to buy drinks from the vending machine during the lunch hour or before school. Students may purchase a drink from a vending machine if they are staying for an after school program.
- **Students may not bring soda from home as part of their sack lunch.**
- No fast food or drink deliveries allowed.
- If there is a medical reason for dietary restrictions, a form must be completed signed by the doctor stating those restrictions. This form will be kept on file in the office and cafeteria.
- Students may charge **up to \$21.00, or 10 days of lunches**. After that amount, students will not be allowed to charge any meals or food items.

### **Lunch Program**

Pupil lunch with milk	\$2.40
Adult lunch with milk	\$2.65
Extra serving milk	40¢
Reduced price lunches	40¢

Lunch and breakfast records are computerized. Each student will be issued his own individual account number. As a student receives his meal tray, his number will be entered and that meal fee will be entered into his account.

Elementary students should enclose their lunch money in a sealed envelope with their names on the outside and place this in a basket in the classroom for collection and entry into their computer account.

Free lunch applications will be given to each student upon enrollment or as requested. If your financial situation changes throughout the year, an updated free lunch application may be filed.

### **Allergy Prevention and Response S-145-S**

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including non academic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

#### *Building-Wide and Classroom Approaches*

If there are food restrictions within a particular class or grade level, parents bringing snacks or food will be notified of any restrictions. All snacks/ treats provided must be store bought/pre-packaged items. No homemade treats will be permitted.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions,

information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

### *Individual Approaches*

The District will evaluate and determine whether a student's allergies rise to the level of a disability that require accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

### Health Services S-215-S

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may not be physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

### *Illnesses/Injuries*

Children may become ill or injured while at school. If a child needs medical attention beyond what can be provided at school, or if he / she needs to be sent home, the school nurse will contact the parent or guardian. Parent/Guardian contact information is collected at the beginning of the school year on the Health form during student registration. This form also lists the emergency contact phone numbers in the event a parent is unable to be reached.

If your child is treated for minor injuries or illness at school, the school nurse will either send a note home or directly contact the parent/guardian advising them of the action(s) taken. In the event of a major injury, parents will be notified as soon as possible.

Emergency services will be contacted if needed. An accident will be filled out by the school nurse and kept in the permanent health file. If your child is ill at home, he or she should remain at home to avoid the spreading of the illness to other children.

Students exhibiting the following symptoms will be sent home and/or should remain at home if they exhibit any of the following:

- Temperature of 100.4 degrees or greater
- Vomiting with associated signs of illness
- Diarrhea
- Unusual or unexplained rash
- Ongoing symptoms of discomfort or immobility from an injury
- A concerning health condition that may require further medical evaluation

Students may return to school when:

- Fever free for 24 hours without the use of fever-reducing medication
- Vomiting and/or diarrhea free for 24 hours
- Other conditions (rash, injury or health concern) subside or with provider's note

### *Health Screenings*

The Northeast R-IV School District's school nurse will conduct the following screenings for students. School health screenings can help in the early detection of health conditions and promote good learning. School screenings do not take the place of an examination by a licensed health care provider.

#### Hearing & Vision Screenings

- Given to students in PK, K, 1, 3, 5, 7, 9, 11 grades
- All new students
- Special education evaluation requests
- Any student referred by a teacher, parent or self

#### Dental Screenings

- Given to all elementary students once per school year.
- Provided by a local licensed and certified family dentistry practice.

If a potential concern is discovered, the school nurse will contact the parent/guardian to recommend further evaluation.

### *Health Office*

If you have any questions, please contact Mary Neustifter, School Nurse, 301 West Martin Street Cairo, Mo 65239, 660-263-2788, [mneustifter@ner4.k12.mo.us](mailto:mneustifter@ner4.k12.mo.us).

### **Administration of Medication S-135-S**

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Giving of medicine to children during school hours shall be discouraged and restricted to necessary medication that cannot be given on an alternative schedule. When this is not possible,

medication should be brought directly to the health office and must be accompanied by a label affixed by a pharmacy, physician or parent(s)/guardian. In addition, written instructions signed by the parent will be required and will include:

1. Child's name
2. Name of medication
3. Purpose of medication
4. Time to be administered
5. Dosage
6. Possible side effects
7. Termination date for administering the medication

The administration of medicine to a pupil, when all above conditions have been met, shall be limited to the school nurse, the principal or other designated person(s). All medication shall be kept in the nurse's office or the principal's office. The parents of the child must assume responsibility for informing school personnel of any change in the child's health or change in medication.

It is necessary that we know whom to contact, if you cannot be reached, in the event your child becomes ill and needs to go home or in case of emergencies. We make every effort to notify parents regarding any injury we feel may need further care or observation.

#### *Administering Over the Counter Medications to Students*

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (See the Handbook's section on Administration of Medication for more information.)

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need to know basis. Please contact the school nurse Mary Neustifter.

### **Communicable Diseases F-245-S**

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline in accordance with the discipline code, and state and federal law.

#### *Immunizations and Vaccinations*

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

### **Asbestos F-215-S**

Our school District went through our three year asbestos re-inspection during the summer of 2021. The re-inspection was conducted by Mead Environmental Associated Inc.

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act (AHERA) was enacted by Congress in 1986.

In March of 1984, our building was first inspected for asbestos. Crysolite asbestos was found in the hallway, office, cafeteria and classrooms of the 1965 addition. This asbestos was removed (7/16/86) by Interstate Insulation. The building was re-inspected on May 12, 1988, by Roth Asbestos, Inc. The District employees trained personnel for asbestos removal.

A copy of the asbestos management plan for our facilities is available for your inspection in our administrative office during regular office hours. We are intent, not only with complying with, but exceeding federal, state and local regulations. We plan to take whatever steps are necessary to insure your children and our employees have a healthy, safe environment in which to learn and work.



### **Student Insurance S-140-S**

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries. The District does, however, make an optional student accident group plan available for students, for which a carrier is named and rates established annually. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

### **Student Records S-125-S**

#### *Access to and Release of Student Information*

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's Elementary Secretary. Requests to amend education records may be directed to the District's Elementary Secretary to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

### *Directory Information*

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1<sup>st</sup> of each school year.

The District designates the following items as directory information:

*General Directory Information:* The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Athletic Performance Data
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

If you do not want this type of information about your child released, please send a note to that effect to your child's principal.

*Limited Directory Information:* In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

#### *School Officials with a Legitimate Educational Interest*

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

#### *Release of Records to Other Agencies or Institutions*

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

#### *Release*

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form from Sara Prewett, Elementary Secretary.

#### *Notice*

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

### **Personnel Records E-190-S**

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide 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 statute 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 student 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 have 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.

This information may be requested by contacting: Kelsey Kearns, Elementary Principal  
[kkearns@ner4.k12.mo.us](mailto:kkearns@ner4.k12.mo.us)  
(660) 263-2788

### **Parent and Family Involvement and Engagement (Title I, Part A) I-135-S**

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.

6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The School Parent and Family Engagement Plan is distributed to all Title 1 participating students and their families at the annual Fall Title 1 Parent Meeting.

### **Title I**

The Northeast R-IV District participates in the federal Title I program. The Title I program helps to support the District preschool and helps to support additional reading instruction.

The Title I preschool is designed for students residing in the District who will attend kindergarten in the next school year. It meets four days a week (Monday – Thursday), operates from 8:00 a.m. – 3:00 p.m. each day, and is free to District residents. The preschool follows the Project Construct curriculum model. The teacher is a state certified, highly qualified teacher as per Every Student Succeeds Act of 2015 (public Law 114-95). Enrollment is limited to a total of 20 students, and may enroll up to 30 eligible students with an aide. The aide shall have 60 college hours or an Associate’s degree.

The Title I program helps to provide extra support in the area of reading for grades K-5. Northeast R-IV School is a targeted Title I school, serving only students who qualify through multiple criteria. Parents will be notified if their child is eligible to receive Title I services. The Title I teacher is state certified and highly qualified as per Every Child Succeeds Act of 2015 (Public Law 114-95) guidelines.

The District strives to identify Migrant, English Language Learners, and Homeless students and to provide appropriate services and support. Anyone believing they require these services or know of someone who does, contact Kelsey Kearns, Elementary Principal, or the District Superintendent at 660-263-2788.

### **Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S**

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District’s liaison for students who are homeless, migrant, English learners, or in foster care is:

Name:	Kelsey Kearns, Elementary Principal
Phone #:	(660) 263-2788
Email Address:	<a href="mailto:kkearns@ner4.k12.mo.us">kkearns@ner4.k12.mo.us</a>

### **Visitor Procedures C-155-S**

Parents are welcome at all times to visit classes or call the office to discuss any school problems or to arrange a conference with a teacher. **All parents and other visitors must sign in at the MAIN office before proceeding to the Elementary office.** Each person checking in will be required to pick up a visitor's badge prior to proceeding elsewhere in the building. After checking in at the main office visitors must then report to the elementary office. The Board of Education and administration will not tolerate any person(s) whose presence disturbs classes or school activities. If such person(s) will not leave the school premises upon request, the administration may refer charges to the proper legal authorities.

We discourage any other visitors, such as small children, visitors from other school buildings, or persons not directly involved with the school system.

With the safety of all students and faculty in mind, all outside doors will be locked during the school day. All parents and visitors must enter through the main entrance doorway.

If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit 2 days in advance.

### **Transportation Services F-260-S**

Rules and regulations regarding transportation of school children have been adopted by the Northeast R-IV Board of Education. Pupils who ride the bus are expected to abide by these rules:

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
2. Pupils must be on time, the bus cannot wait for those who are tardy.
3. Never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Outside of ordinary conversation, classroom conduct is to be observed. A driver is required to report rowdy conduct or improper language.
6. The use of tobacco on buses is prohibited.
7. Pupils must not throw waste paper or other rubbish on the floor of the buses.

8. Pupils must not at any time extend arms or head out of the bus windows.
9. Pupils must take their places upon entering the bus and under no circumstances shall they move about the bus while it is in motion.
10. Any damage to the bus is to be reported at once to the driver.
11. When leaving the bus, pupils must observe directions of the driver.
12. Pupils will not be permitted to board or leave the bus at any point except the destination.
13. Pupils must keep out of the driver's seat and not tamper with the bus in any way.
14. We would appreciate your letting the driver know ahead of time when there is a deviation from your regular riding pattern. This may be done days in advance, the driver may be called between 6:15 and 6:30 a.m., or you may notify any child who boards the bus ahead of you.
15. Drivers have no authority to deliver children to any place other than school or home without written permission by a parent. The request must be accepted by the driver who may disallow entry if the bus will be overloaded.
16. Each student will have an assigned seat and they are expected to sit in this seat only.
17. No food or drink is allowed on the buses without permission of the driver.

The bus driver will report to the principal any student who chooses to break any of the above mentioned rules. Results of violations are as follows:

### **Bus Misconduct Discipline Procedure**

Misbehavior by a student on any bus at any time will not be tolerated. Any misconduct may be punished by temporary or permanent removal from the bus.

First offense-	Discussion with student & parents notified
Second offense-	Parents notified, student bus privilege revoked 3 days
Third offense-	Parents notified, student bus privilege revoked 5 days
Fourth offense-	Parents notified, student bus privilege revoked 10 days
Fifth offense-	Parents notified, student bus privilege revoked for remainder of school year

**ANYONE WHO KNOWINGLY AND UNLAWFULLY ENTERS A SCHOOL BUS COMMITS A CRIME OF TRESPASS OF A SCHOOL BUS.**

## **Student Discipline S-170-S**

### *Student Code of Conduct*

Development of self-discipline is the goal for all students. To help foster that self-discipline, the Northeast R-IV Elementary School is dedicated to teaching and reinforcing the expectations we have of students through our Positive Behavior Support program. Our commitment to PBS will create an environment of cooperation, respect, safety, and academic excellence.

### **Be Safe, Respectful and Responsible**

These are the expectations of students:

#### **Be Safe**

- Exhibit appropriate behavior that assures the right of every teacher to teach, every student to learn, and every student and staff member at school to live and work in a safe environment.
- Exhibit appropriate use and care of the buildings, facilities, ground, and materials.

#### **Be Responsible**

- Arrive at school and to class on time.
- Have daily school and class attendance.
- Bring the required learning materials and be prepared to participate in class activities.

#### **Be Respectful**

- Cooperate with school staff.
- Cooperate with fellow students.
- Behave with the standards of courtesy, decency, morality, and good character.

Students will be taught these expectations in the classrooms, hallways, cafeteria, and all other areas of school or its facilities. Students performing to the expectations will be recognized and rewarded both individually and as a group.

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.



Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan

(IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

#### *Standards of Conduct and Consequences*

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

#### *District Policy for Discipline*

##### *Definitions*

*Acts of violence or violent behavior* - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

*Corporal Punishment* – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

*Detention* – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity. Detention is assigned by the principal, assistant principal, or teacher in the room assigned before or after school and 50 minutes in duration. Students will receive a detention notice that is to be signed by a parent and returned to the office. Students failing to return the signed notice will not be allowed to serve detention and will face additional consequences. Students are expected to bring homework or an appropriate book that will keep them busy and quiet during the time. Disruptive students will not receive credit for serving the detention and will be referred to the office for additional consequences.

*Expulsion* – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

*Extended Suspension*- Suspension from school for the remainder of the present semester, or up to 90 days as recommended by the principal and assigned by the Superintendent. The student is not to attend school-sponsored activities or to be on school grounds during the term of the suspension.

*In-school suspension* – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time. Suspension is assigned by the principal or assistant principal for an entire or partial school day. The student will not attend his/her regular classes and is isolated in a classroom where privileges are limited. Students are to work quietly on school assignments and will receive full credit for those assignments. Students not following school rules while in ISS are subject to having days added to his/her suspension or to the suspension becoming out-of-school. Students are unable to participate in or attend extracurricular activities on days of suspension.

*Interventionist* - As part of helping students become self-disciplined, Northeast R-IV School has an interventionist available to work with students. The interventionist meets with students throughout the day to assist them with thinking through their choices, the consequences, and making positive behavioral decisions.

*Need to know* – A requirement to report acts of school violence to school personnel who are directly responsible for a student’s education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

*Other Disciplinary Responses* - May be used as deemed necessary. These include but are not limited to restitution, student conferences, time out, parent conferences, and/or reporting to the Division of Family Services or the Juvenile Office.

*Out-of-school suspension* – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights. The student is not to attend school-sponsored activities or to be on school grounds during the term of the suspension. Any 10-day out-of-school suspension may include recommendation to the Superintendent for further action.

*Physical Restraint* – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student’s torso, arms, legs, or head

freely. It does not include briefly comforting or calming a student, holding a student’s hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

*Recovery Room* - The recovery room is where students go when they need an extended time to think about their behavior choices or to regain self-control. A recovery room referral can be assigned by a teacher for up to one hour of time. Extended time assigned in the recovery room is given by the principal.

*Restitution* – The requirement of a student to return or pay for stolen goods or damaged property.

*Seclusion* – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school district. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

*Serious violation of the District’s Student Discipline Policy* – Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2, RSMo](#), or any other violation of the District’s Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

<b>Prohibited Conduct</b>	<b>Definition</b>
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to contribute to a team project, or other misconduct related to academic work.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.

<p>Assault, Third or Fourth Degree</p>	<p>Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.</p>
<p>Automobile/Vehicle Misuse</p>	<p>Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.</p>
<p>Bullying and Cyberbullying</p>	<p>Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.</p>
<p>Bus or Transportation Misconduct</p>	<p>Any misconduct committed by a student on transportation provided by or through the District.</p>
<p>Dishonesty</p>	<p>Any act of lying, whether verbal or written, including forgery.</p>

Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult’s direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District’s policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Weapons and Firearms	<p>A) Possession or use of a firearm as defined in <a href="#">18 U.S.C. § 921</a> or any instrument or device defined in <a href="#">§ 571.010, RSMo</a>, or any instrument or device defined as a dangerous weapon in <a href="#">18 U.S.C. § 930(g)(2)</a>.</p> <p>B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include, mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.</p>

	C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not

	apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.



## **Steps to Resolving Discipline Disputes:**

Students who do not meet these expectations have a Continuum of Response ranging from a Think Sheet to Expulsion. This Continuum is:

- Student receives a warning from a classroom teacher.
- Students completes a Think Sheet
- Parent is contacted by the student's teacher or principal
- Student goes to the recovery room for intervention.
- Principal's Office
- In School Suspension
- Out of School Suspension
- Expulsion
- Other responses necessary

Minor referrals will follow the continuum listed above. Minor referrals include, but are not limited to the following:

- Property Misuse
- Disruption
- Incomplete Homework
- Inappropriate Language
- Non-Compliance

Major Office Referrals forego the continuum and result in immediate referral to the Principal's office. Major referrals include, but are not limited to the following:

- Disrespect Towards a Teacher
- Verbal threats. Non-Compliance Towards Another Student/Staff Member
- Minor referrals will follow the continuum listed above. Minor referrals include, but are not limited to the following:
  - Property Misuse
  - Disruption
  - Incomplete Homework
  - Inappropriate Language
  - Non-Compliance
- Major behavior referrals forego the continuum and result in immediate referral to the Principal's office. Major Behaviors include, but are not limited to the following:
  - Disrespect Towards a Teacher
  - Verbal Threats/Non-Compliance Towards Another Student/Staff Member
  - Physical Aggression
  - Danger to Self or Others
  - Weapons
  - Bullying/Harassment

- Continuous Disruption
- Destruction of Property
- Continuous Incomplete Homework

Discipline for major referrals are assigned according to the severity of the behavioral incident, and is given at the discretion of the Principal.

- 1<sup>st</sup> Offense-1 Day of In-School Suspension
- 2<sup>nd</sup> Offense-3 Days of In-School Suspension
- 3<sup>rd</sup> Offense-3 Days of Out of School Suspension

**Bullying, Hazing, and Cyberbullying S-185-S**

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

*Definitions*

*Bullying* – Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

*Cyberbullying* – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school’s campus or at a District activity using the student’s own person technological resource.

*Anti-bullying Coordinator* – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is: Michelle Jaecques, Elementary Guidance Counselor and can be reached at 660-263-2788.

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

### *Reporting Bullying or Cyberbullying*

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

### *Investigation*

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

### *Retaliation*

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

### *Consequences of Bullying, Cyberbullying, or Retaliation*

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

*Public Notice*

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

Your Name (Person Completing Form): \_\_\_\_\_

Your Role: (Circle one)

Student

Parent/Guardian

Community Member

Your Telephone Number: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

Victim's First Name:

Victim's Last Name:

Victim's Student ID:

Victim's School:

Name of person(s) you believe committed bullying: \_\_\_\_\_

State the nature of your report. Please describe the action(s)/incident(s) you believe may be in violation of the District's anti-bullying policy as clearly as possible, including such things as what physical force or contact, if any, was used and any verbal statements that were made (i.e. threats, requests, demands, etc.). Definitions of 'bullying', 'hazing', and 'cyberbullying' under District Policy can be found in the Student/Parent Handbook.

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If others are affected by this possible violation, please also give their names and/or positions:

\_\_\_\_\_

Date of alleged incident(s): \_\_\_\_\_

Where did the incident(s) occur? (Circle response)

On School Property

School Bus



### **School Violence Hotline**

Your safety at school is a top priority for us. If you are aware of a situation that jeopardizes the safety of anyone at school, immediately notify a member of the school staff or your parent/guardian. If you are uncomfortable bringing this situation to the attention of an adult you know, call the Missouri School Violence Hotline at 866-748-7047. Your call may be anonymous.

### **Complaints or Concerns C-120-S**

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Greg Taylor, MS/HS Principal  
Phone #: (660) 263-2788  
Email Address: gtaylor@ner4.k12.mo.us

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: David Samuel, Superintendent  
Phone #: (660) 263-2788  
Email Address: dsamuel@ner4.k12.mo.us

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b>	
<ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li> </ol>
<b>Appeals</b>	
<ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> <li>10. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>	

**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 include:

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements 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:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **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.
- **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).
- **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 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.

**Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S**

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer, unless the Compliance Officer is unavailable or the subject of the report. In that case, the report should be made directly to the alternative Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Greg Taylor, MS/HS Principal  
Phone #: (660) 263-2788  
Email Address: gtaylor@ner4.k12.mo.us

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: David Samuel, Superintendent  
Phone #: (600) 263-2788  
Email: dsamuel@ner4.k12.mo.us

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

### **Title IX C-131-S**

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name or Title: Kelsey Kearns  
Address: 301 West Martin, Cairo, MO., 65239  
Email Address: kkearns@ner4.k12.mo.us  
Phone #: (660) 263-2788

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the

Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

### **Student Searches S-175-S**

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination of facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

### **Student Alcohol/Drug Abuse S-195-S**

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to a school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (*See the Handbook's section on Administration of Medication for more information.*)

Any drug/alcohol offense may result in one or more of the following:

Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (*See the Handbook's section on Student Discipline for more information.*)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline. If you have questions or want to

discuss the use of medical marijuana, please contact Dave Samuel, District Superintendent.

**Weapons in School S-200-S**

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

**Instruction**

**Assessment Program I-195-S**

All students will participate in the required statewide screening and assessment program or an alternative assessment as determined by a student’s Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District’s website. The assessment plan is as follows:

**Testing**

Students are tested annually at Northeast R-IV School. The results will be used to identify students for the Title I, Special Services, and the At-Risk programs.

Tests are kept in the central office vault. They are handed out by the elementary principal on the morning of the test and picked up by the principal after the given time period.

	Comm. Arts	Math	Science
Pre-K	Brigance Preschool Screen	Brigance Preschool Screen	

K	Heggerty LETRS Spelling Screener Really Great Reading iReady Benchmark Assessment Brigance	SuccessMaker Program Brigance	
1	Heggerty LETRS Spelling Screener Really Great Reading iReady Benchmark Assessment	SuccessMaker Program	
2	Heggerty LETRS Spelling Screener Really Great Reading iReady Benchmark Assessment	SuccessMaker Program	
3	LETRS Spelling Screener Really Great Reading iReady Benchmark Assessment MAP	SuccessMaker Program MAP	
4	LETRS Spelling Screener Really Great Reading iReady Benchmark Assessment MAP	SuccessMaker Program  MAP	
5	LETRS Spelling Screener Really Great Reading iReady Benchmark Assessment MAP	SuccessMaker Program  MAP	MAP

The Northeast R-IV School District conducts a screening every year for students entering pre-school and kindergarten. A screening is conducted to obtain a broad sampling of a student's skills and behaviors to assist the teacher in planning a more appropriate program for the student.

The instrument used for the preschool screening is the Brigance Preschool Screen and for the kindergarten screening is the Brigance K Screen, a criterion-referenced screening assessment. Readiness for school should be thought of as a continuous, ever-evolving process resulting from normal development and from instruction in and exposure to a continuum of various skills and activities. A criterion-referenced assessment provides greater insight into a child's development and provides increased opportunity for a curriculum more tailored to student needs.

## Testing Calendar

Date	Assessment	Grades
Spring	Brigance Preschool	Pre-K
Spring	Brigance	K
Fall	Pure Tone Hearing	PreK, K, 3, 5, 7, 11, New students
Fall	Snellen & +1.50 Lens	K, 1, 3, 5, 6
Spring & Summer	Coston & Reidenbach	Preschool
Fall	Speech Ease	K
Fall	LASE	1, 2, New students
Fall	Denver II	6 months - 3 years
Spring	MAP	3 - 8
Beg, Middle & End	iReady Benchmark	K-5
Beg, Middle & End	Heggerty	K-2
Beg, Middle & End	LETRS Spelling Screener	K-5
Beg, Middle & End (Sept., Jan., April)	Really Great Reading Assessment	K-5

### **Section 504 I-125-S**

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Amanda Huntsman, Northeast R-IV School District 504 Coordinator, 301 West Martin Street, Cairo Mo 65239 660-263-2788, [ahuntsman2@ner4.k12.mo.us](mailto:ahuntsman2@ner4.k12.mo.us). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

### **Special Education I-125-S**

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, 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 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 District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The District assures that personally identifiable information collected, used, or maintained by the District 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 District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed Monday – Friday (8:00 am – 3:30 pm) in the office of the Amanda Huntsman, Northeast R-IV School District 504 Coordinator, 301 West Martin Street, Cairo Mo 65239 660-263-2788, [ahuntsman2@ner4.k12.mo.us](mailto:ahuntsman2@ner4.k12.mo.us). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

### **Virtual/Online Courses I-160-S**

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.



For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at [ner4.k12.mo.us](http://ner4.k12.mo.us) and District Policy.

### **Technology F-265-S**

#### *Technology Devices and Acceptable Use Policy*

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

#### *Acceptable Use*

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

#### *Unacceptable Use*

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

#### *User Agreements*

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

#### *Safety and Cybersecurity*

The District monitors the online activities of students and operates a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are

child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

### **Building Information**

#### **Parent Involvement**

The Northeast R-IV Elementary School believes that parents are a critical part of each child's education. We welcome parent involvement and plan several events throughout the year to help that happen. Parent nights for Title I that explain the program, teach parents how to help their child with reading, and help to evaluate the Title I program will be held throughout the year. Parents are invited to attend the PTO carnival, Family Game Night, and Family Fun Night that are scheduled for the 2023-2024 school year. Parent-teacher conferences will be scheduled with each elementary teacher in October.

We believe firmly in frequent communication. Parents can expect newsletters, phone calls, emails, and information on the school website. The school will also expect frequent communication from parents on concerns or questions. In addition to these, parents can explore the website [www.missouri-pirc.org](http://www.missouri-pirc.org) for ideas on how to impact their child's education. Working together, the school, home, and student can achieve great things!

#### **Parent – Teacher Organization**

The Northeast R-IV School District has a Parent Teacher Organization. (PTO) The PTO actively works to raise funds that will further enrich the educational environment for students at Northeast R-IV Elementary School. They meet monthly to facilitate fundraising projects, classroom parties, etc. All parents of the Northeast R-IV School District are welcome to join the PTO. Meetings are open for all parents.

If you are new in the community and want to get acquainted fast, just volunteer to serve on the P.T.O.! Contact any PTO officer at [ner4pto@gmail.com](mailto:ner4pto@gmail.com) to express your interest in helping out!

#### *Grading and Reporting System*

#### **Entrance into School**

Students seeking admission to kindergarten are required to be five years old before August 1 of the kindergarten year.

Parents registering their child for school are asked to provide the state-issued birth certificate, current immunization records, and a proof of residency. The proof of residency can be a utility bill, rental agreement, or driver's license showing the current address.

## **Student Coursework**

To best learn course material and to be successful in school, students are encouraged and expected to do and turn in all of their assignments on the assigned date. Assignment books will be issued to all third, fourth and fifth grade students. Teachers will advise students on filling them out and will check to make sure they are completed. Parents are encouraged to look over their child's assignments daily and contact the teacher if any concerns arise.

## **Grades – Grade Reporting**

As a District, we believe that the purpose of grading is to communicate, to all stakeholders, student achievement toward specific standards at a certain point in time and to inspire future achievements to positively impact change. The District believes that communicating a student's progress through progress reports and grade cards is meaningful, accurate, and actionable for students, their families and educators. These progress checks communicate a snapshot of a student's current learning and helps identify areas of strength and weakness.

## **Standards Based Grading**

The Northeast R-IV School District is a community of learners guided by the beliefs that every student can learn when put into a learning environment that is catered to reaching all academic needs in the classroom. Through working with shareholders in our educational community, the Northeast R-IV School District has developed shared values about the purpose of grades, students, and learning that moves us beyond the traditional, single letter grade system. Upholding the District's mission and vision, Northeast R-IV Elementary, has transitioned to a standards-based system of reporting students' performance and progress. The purpose of this transition is to accurately communicate how students are doing in school. This transition will provide a more specific, accurate, and understandable description of student learning for children, parents and teachers.

In a standards-based classroom, students concentrate on mastery of skills and content toward rigorous priority standards. Teachers provide instruction based on a learning progression that includes supporting standards, but ultimately focuses on mastery of the priority standards. Teachers chunk the learning into "learning targets" that are used to inform students of the goal(s) they must meet to reach mastery of the rigorous priority standards. Learning targets are clear and students are aware of the targeted outcomes (success criteria) for each lesson(s). Learning targets allow teachers to differentiate instruction, guide students in goal-setting, and provide criteria for timely interventions. Teachers provide multiple opportunities for students to meet their specified learning targets.

A pretest and posttest assessment are given for each priority standard, with cumulative interim formative assessments given to measure progress toward each learning target throughout the learning progression. The student is not expected to demonstrate learning on the pretest. It is used simply as a basis for differentiation for the teacher and a baseline for future learning of the student. Students will have different types of informal assessment opportunities and will be assessed in a variety of ways. An assessment is any way in which a student's performance is measured in comparison to a learning target.

### **Standards Based Instruction**

- Indicates what students know and are able to do
- Provides feedback on a student's progress toward the attainment of a standard
- Clearly communicates expectations ahead of time
- Is based on complex tasks as opposed to rote memory
- Emphasizes the more recent evidence of learning

### **Standards Based Reporting Approach**

Families will see a report card structure that is familiar but new. The descriptors of grade level learning have been updated and are fully aligned to the Missouri State Learning Standards. The learning descriptors listed on the report card identify the priority standards specific to each grade level. This instruction is directed towards student mastery of the Missouri Learning Standards, as determined by the Missouri Department of Elementary and Secondary Education.

Traditionally, student performance for a quarter was based on averaging scores from the entire quarter. Early scores could be averaged together with later-quarter performance, in which a student demonstrated proficient performance. Typically, student work habits affected the overall grade such as incomplete or missing homework or participation points being averaged into the overall grade.

Standards-based grading communicates how a student is doing on a set of performance goals. It takes into consideration consistent performance, as well as the most recent data collected and separates behavior and work habits. The process of standards-based grading is to identify what a student knows, or is able to do. Students are graded using a 4 point rating scale. This scale is used to indicate the extent to which the goals and objectives (standards) have been met.

### **Standards-Based Proficiency Scale Grading**

Standards-based grading measures mastery of priority standards in each content area. These are a specific set of rigorous priority standards that students need to meet for each grade/content area. The level of learning is not a comparison of one student to

another, but rather a way to measure how well students are performing on grade-level/content area standards. A standards-based approach allows parents and students to understand more clearly what is expected of students and how to help them be successful.

It is important for parents to understand that a standards-based Proficiency Scale does not correlate to the traditional letter grades of A, B, C, D, F. Often traditional grades are based on the average of points from many assignments (including participation and extra credit points) rather than demonstration of proficiency of what the standard actually says the student should know and be able to do. Considering that the priority standards are rigorous and mastery is based on the expectation of the grade level, it is not uncommon for students to receive a level 2 during the learning progression. A level 2 in no way represents failure or not moving forward. It simply means that the student has not received enough instruction or had enough time to master the standard yet. This is due to the depth of instruction.

### **Standards Based Proficiency Scale**

- The scale is based on the following levels of learning:
- 4 – In addition to mastery of level 3, the student demonstrates in-depth inferences or applications that go beyond what was taught
- 3 – The student exhibits no major errors or gaps in the learning goal of the grade-level priority standard
- 2 – The student exhibits no major errors or gaps in the simpler details and process of level 3, but has not yet mastered the rigor of the standard
- 1 – With help, the student has a partial understanding of the level 2 content and some of level 3 content

### **Standards-Based Levels of Learning for the Report Card**

- 4 – Exceeds Priority Standard
- 3 – Meets Priority Standard
- 2 – Approaching Priority Standard
- 1 – Below Priority Standard
- SA – Still Assessing

### **Definitions of Terminology**

- **Assessment** - Any way in which a child's performance is measured in comparison to a learning target.
- **Formative Assessment** - An active and intentional learning process that partners the teacher and the students to continuously and systematically gather evidence of learning with the expressed goal of improving student performance.
- **Summative Assessment** - Assessments that happen after definitive periods of learning. After teaching, performance, and feedback have taken place, summative assessments are measures or audits of attainment. Summative assessments are more rigid and unchanging measures of what students have

achieved. Summative assessment results are used to make final decisions about grades.

- **Feedback** - Information provided to learners that is timely, specific, and provides direction towards growth and improvement.
- **Learning Targets** - Accessible outcomes or objectives for a lesson that are based on the standards and are used to inform students of the goal(s) they must meet. Learning targets are oftentimes presented in the form of an “I Can” statement.
- **Mastery** - Consistent, independent (based on standards) demonstration of the knowledge and skills included in the grade level learning targets.
- **Rubric** - A set of general and/or specific criteria used to evaluate a student's performance on a task. Rubrics consist of a fixed measurement scale/performance level (e.g., 4-point) and a list of criteria that describe proficiency on tasks. Rubrics applied to student work products provide evidence and feedback on the level of proficiency the student has reached in addressing the standards.

2023-2024

Grading Periods – Academic Probation Dates

Sept. 19 Mid-Quarter (1st)

Sept. 21 Progress reports go out. New academic probation period begins

Oct. 18 End of 1st Quarter

Oct. 23 New AP period begins

Oct. 25-26 Parent-Teacher Conferences- grade cards distributed

Nov. 16 Mid-Quarter (2nd)

Nov. 20 Progress reports go out and new AP period begins

Dec. 20 End of 2nd Quarter & 1st Semester

Jan. 3 Grade cards distributed and new academic probation period begins

Feb. 6 Mid-Quarter (3rd)

Feb. 8 Progress reports and new AP period begins

March 13 End of 3rd Quarter

March 15 Grade cards distributed. New academic probation period begins

April 15 Mid-Quarter (4th)

April 17 Progress reports and new AP period begins

May 17 End of 4th Quarter & 2nd Semester

Grade cards may be picked up in the office by Wednesday, May 22

### **Promotion and Retention I-185-S**

The purpose of promotions and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in school will be promoted annually from one grade level to another upon completion of satisfactory work. However, a student may be retained when his/her standards of achievement or social, emotional, mental or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

### **Reading Proficiency**

It is the goal of Northeast R-IV Elementary School that all students exit the fifth grade reading at or above grade level. This vision takes commitment from teachers, parents, and students.

All elementary students have frequent formative assessments to help define reading instruction. Students in grades K-5 will be tested 3 times a year with the iReady benchmark assessment tool. Title I reading services are available for identified students in grades K-5.

Individual Reading Plans will be written for all students identified in the “Yellow” and “Red” categories. All students will receive reading intervention instruction during our schoolwide intervention time. Plans will be adjusted based on the assessment results throughout the year.

Reading proficiency requires much time and practice. By working together, all students should become competent readers.

### **Withdrawal from School**

In the event a student withdraws from school, the student must follow this procedure:

1. Notify the principal of the student’s intent to leave school.
2. Return all books and equipment owned by the school.
3. Pay all fees, dues, and other bills outstanding.
4. Request that the student’s official records be forwarded to the school to which he is transferring. No transcripts or any other records will be sent anywhere until all school property is returned and all debts paid.

### **Physical Education**

Students may be excused from participation in physical education classes with a doctor's excuse, stating the reason for lack of participation. All other excused reasons for participation will be at the discretion of the physical education teacher and principal.

### **District Sponsored Extracurricular Activities and Clubs I-210-S Sportsmanship**

Remember: It takes years to make a good name for our school, but only a few minutes to make a bad one! We have a reputation for good sportsmanship and let's strive to improve it.

### **Spectator's Code of Ethics**

Be cooperative and show good sportsmanship at all times.

Respect the referee's decision.

Never boo - even though you do not agree.

Be courteous to visiting teams and coaches.

Refrain from using profane language. Remember that you represent your team and school.

Be as quiet as possible during free throws at basketball games.

Be graceful losers as well as graceful winners.

Respect the property of the local school.

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

### ***School Cancellations and/or Early Dismissal***

School will be closed when weather conditions are such that buses are unable to run safely. Textcaster alerts will be sent out to staff, students and parents for all District notifications. (Patrons can sign up for textcaster by visiting the schools webpage at [www.ner4bearcats.com](http://www.ner4bearcats.com).) This includes school dismissals due to inclement weather conditions. Notifications will also be posted on the District Facebook page. School closings will also be listed on television stations KOMU and KMIZ. Local radio stations



will also be notified. (KRES 104.7 and KWIX 1230AM). Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

### **Emergency Parent Information**

Dear Parent/Guardian:

We want you to be aware that Northeast R-IV School has made many preparations to deal effectively with emergency situations that could occur in or around the school while classes are in session. While we hope that a natural disaster or other serious incident never occurs, our goal is to be prepared for any potential emergency. At all times, our first priority is to protect all students and staff from harm.

In order for our emergency-response plans to be effective, we depend on the cooperation and assistance of many people, such as the police and fire department. We also depend on you, as parents, to support our disaster-response efforts. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees.

Therefore, we ask parents to observe the following procedures:

1. Do not telephone the school. We understand and respect your concern, but it is essential that the telephone system be available for emergency communications.
2. Tune your radio to KWIX (1230 AM) or KRES (104.7 FM), for emergency announcements and status reports. You also will receive instructions on where you should go and how/when you may be able to pick up your child.
3. Do not come to the school until instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If evacuation is required, students may be transported to a location away from the school. You will be notified of this through the media bulletins.
4. Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.
5. Carefully read all information you receive from the school. You may receive updates about our safety procedures from time to time.

We are proud that Northeast R-IV Elementary is a safe school, and we are doing

everything possible to keep it that way. We appreciate your cooperation and support. If you have any questions about this letter or other aspects of our safety procedures, please contact 660-263-2788.

Sincerely,  
David Samuel, Superintendent

## **Emergency Procedures F-225-S**

### **Earthquake**

#### **A. Inside the school building**

1. If inside the school building at the time:
  - a. Turn and move away from windows or other potential hazards.
  - b. Get under a desk or tables or other shelter or against an inside wall. If shelter moves, move with it and stay under.
  - c. Assume the drop position and be silent so directions can be heard above the noise of the earthquake.
  - d. Stay in drop position until the earthquake is over and/or until further instructions are given.
  - e. School will remain open indefinitely until every child has been released to parents or to an authorized person.

#### **B. Outside the school building**

1. If outside the school building or walking to or from school when an earthquake occurs:
  - a. Get clear of all buildings, trees, exposed wires, or other hazards that may fall. The safest place is in the open.
  - b. Assume a drop position until the quake is over.
2. After the earthquake, if on the way to school, continue to school. If on way home, continue home.

### **Fire and Tornado**

The school has adequate emergency facilities for the entire student body. Instructions for evacuation of buildings in case of fire, or for assigned areas in case of severe weather have been given to all teachers and posted in all rooms. You are to follow the instructions explicitly. Remember, walk to the designated area. Move quickly and quietly. No talking.

Fire alarm: Siren tone

Tornado Alert Alarm: Civil defense tone

### **Bomb Threat Procedure**

In case of a credible bomb threat, students will be evacuated from the building and will assemble at the Christian Church recreation center. Students and faculty will not be allowed to re-enter the building until a complete search has been conducted and the building has been declared safe by proper authorities.

### **Intruder Procedure**

In the event an intruder enters the building who poses a threat to the safety of others, the following procedure will be followed:

Students and staff will be notified of an intruder by an intercom message - code: "CLEAR THE HALLWAYS".

Teachers will keep all students in the classroom and lock classroom doors. Blinds in the rooms will be pulled and all students will be moved to the most secure area of the classroom. Any students in the hallways or restroom should proceed to the nearest classroom.

Students in the gymnasium and/or cafeteria will be assembled in the new locker-rooms unless otherwise instructed by their supervising teacher.

All outside doors will be locked during the school day except the southeast door by the main office in the secondary school.

### Toxic Material Evacuation

<u>Grade &amp; Teacher to Load</u>	<u>Bus #</u>
PreK & K	4
1 & 2	9
3 & 4	7
5 & 6	3
7 & 8	8
9 & 10	5
11 & 12	6

**The Superintendent and/or principals will be the media spokesperson(s).**

**Upon notification from authorized personnel that toxic materials spill has occurred:**

- Buses (4, 9, 7) will line up on Highway Z facing west.
- Buses (3, 8, 5, 6) will line up east of the building facing south.
- Announcement over intercom to evacuate the building.
- Students Pre-K-5 will exit south doors by fourth & fifth grade rooms & board buses.
- Students 6-12 will exit east middle school doors & board buses.
- Principals will assist with loading buses.
- All employees not assigned to a bus will drive their private vehicle, following the buses.
- Supervision staff will assure all students and personnel have evacuated the building.

### Route for Evacuation

Buses will travel west on Highway Z to Route DD, turn south, (left) and proceed to Highway 24. At Highway 24 turn west, (right).

After passing under railroad overpass, buses will turn left (Route JJ) at stoplight. Proceed south past Rothwell Park to the MACC Activity Center.

#### Upon Arrival to Evacuation Destination

- Students will unload in an orderly manner remaining with their class and teachers.
- Roll will be taken.
- Sara Prewett and Dana Crutchfield will provide names of students absent from school at time of evacuation.
- Students will be released to parents/guardians after signing the student out with the teacher.
- School personnel will attempt to reach parents/guardians who have not arrived in a reasonable amount of time.
- Administration will release employees depending on the need for their assistance.

**Classes will resume the next day unless announced via emergency school dismissal methods described above.**

#### **Arrival and Dismissal Procedures S-165-S**

School will open its doors at 7:40 a.m. each morning. The first bell will ring at 7:55 a.m., with the tardy bell at 8:00 a.m. School will be dismissed at 3:00 p.m. each day unless otherwise announced. Students are not allowed to stay after school unless they are under direct supervision of an adult.

All students should go to their assigned seat in the elementary gymnasium upon arrival on **MONDAY** mornings. TUESDAY-FRIDAY students will report directly to their classrooms. Bus riders will be escorted to the buses at the end of the day; students walking will exit the main office doors after the buses have left the parking lot. All students being picked-up by a parent, will be picked-up via the valet line in the north parking lot by the high school gymnasium.

#### **Room Parties (Elementary)**

Parents wishing to bring or send refreshments for a child's birthday should make arrangements with the child's teacher. Invitations to personal parties are not to be distributed at school unless all children in the class are invited.

**\*All snacks/treats provided must be store bought pre-packaged items.**

#### **Lost and Found**

Lost articles and ones that have been found are in a designated space near the office. The owners may claim them in the office.

Please do not bring large sums of money or valuable possessions to school. Cell phones, Ipods, CD players, radios and video games are not allowed without permission from the principal.

Please mark all your child's belongings with their name and address.

### ***Telephone***

The office telephone may be used only in emergency situations. Students will not be called out of class unless an emergency exists. Students are not to bring cell phones to school.

### **District Policy Information**

#### **English Language Learners I-150-S**

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website.

For more information about the programs for students with LEP or assistance for families, please contact:

Name of Coordinator:	Kelsey Kearns
Address of Office:	301 West Martin, Cairo, MO 65239
Phone #:	(660) 263-2788
Email:	kkearns@ner4.k12.mo.us

#### **Physical Examinations and Screenings S-146-S**

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

Screenings Scheduled to be offered to students each school year include:

Dental Screenings - offered to students in the fall of each school year.

Dental Varnish Application - offered in the Fall & Spring of each school year.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

#### **Surveying, Analyzing, and Evaluating Students S-150-S**

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District’s collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact: Kelsey Kearns at kkearns@ner4.k12.mo.us or by phone at 660-263-2788.

All District policies can be located at: <https://egs.edcounsel.law/northeast-randolph-county-r-iv-school-district-policies/>

**School Nutrition Program F-290-S**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **Student Transfers S-120-S**

The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. The District will not generally grant requests for transfers but the District will make limited exceptions based upon educational needs of the student. Resident parents/guardians may request a transfer to another school within the District by completing the transfer request form available on the website. All transfer requests will consider a school's space and class sizes. The District may rescind a transfer for any reason, including but not limited to, disciplinary issues and absenteeism. Any student who transfers to a school outside the student's attendance area based upon residence will be subject to all eligibility rules of the Missouri State High School Activities Association (MSHSAA). The final decision regarding a student transfer rests with the District administration. The District will not provide transportation outside the student's attendance area unless required by law. The Board authorizes the Superintendent to establish student transfer procedures.
2. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.
3. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
4. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.



### **Trauma-Informed Schools Initiative**

The Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative” and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

### **Tobacco-Free Policy C-150-S**

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times, including bleachers, the playground, and sidewalks, and at any District-sponsored event or activity while off campus.

### **Firearms and Weapons F-235-S**

Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

### Signature and Form Requirements

- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

*F-265-P Technology Usage Agreement Form Form B*

*Student Technology Usage Agreement*

*Students (for ages --- and above)*

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy, my access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal action.

Student Signature:

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Student Name (please print):

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Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent Technology Usage Agreement Permission Form*

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy, access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

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Parent/Guardian Name (please print):

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Date: \_\_\_\_\_

\*Students 18 years of age or older may sign this release form for themselves.

*C-105-P District Rules and Guides Form A  
Student/Parent Handbook Acknowledgment*

I acknowledge that I have received and reviewed the 2023-2024 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

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Parent/Guardian Name (please print):

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Date: \_\_\_\_\_

\*Students 18 years of age or older may sign this release form for themselves.