

Northeast R-IV School District

Middle School/High School Student/Parent Handbook 2023-2024

**301 W. Martin
Cairo, MO 65239**
(660) 263-2788

Adopted by the Board of Education: June 15, 2023

Contents	
Welcome Letter	8
Introduction	9
Foreword	9
Mission Statement C-110-S	9
Vision Statement	9
Educational Philosophy	9
School District Goals and Objectives	9
Board of Education G-100-S	10
Administrative Officers	11
Teaching Personnel	11
Non-Certified Personnel	12
Sponsors	12
Athletic Coaches	12
Academic Calendar I-100-S	13
Student Information	14
Study Tips for Students	14
What Parents Can Do	15
Student Residency Requirements	15
Arrival and Dismissal Procedures S-165-S	16
Class Schedules/Bell Schedules	16
Lockers	17
Attendance and Absence Procedures S-115-S	17
School Attendance Philosophy	17
Excused/Unexcused Absences	18
Absentee Policy	19
High School- 5-Day Absence Policy	20
Middle School- 10-Day Absence Policy	21
Makeup Work	21
Part-Time Attendance Policy	21
Sign-In/Sign-Out	22
Withdrawal From School	22

Dress Code S-180-S	22
Food Service Program F-285-S	24
Lunchroom Procedures	24
Breakfast Program	25
Allergy Prevention and Response S-145-S	25
Health Services S-215-S	26
Illnesses/Injuries	26
Health Screenings	27
Health Office	27
Administration of Medication S-135-S	27
Communicable Diseases F-245-S	28
Asbestos F-215-S	29
Student Insurance S-140-S	29
Student Records S-125-S	30
Personnel Records E-190-S	32
Parent and Family Involvement and Engagement (Title I, Part A) I-135-S.....	33
Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S	33
Visitor Procedures C-155-S	34
Transportation Services F-260-S	34
Student Discipline S-170-S	35
Discipline Code of Conduct	40
Bullying, Hazing, and Cyberbullying S-185-S.....	48
<i>S-185-A Bullying Incident Report Form</i>	52
Violence Hotline	54
Complaints or Concerns C-120-S	54
Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures	55
Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S	57
Title IX C-131-S	58
Student Searches S-175-S	59
Student Alcohol/Drug Abuse S-195-S	59

Student Alcohol and Drug Testing S-196-S	60
Weapons in School S-200-S	65
Instruction	65
A+ Program S-130-S	65
Assessment Program I-195-S	66
Testing	67
Teaching About Human Sexuality I-120-S	67
Graduation Requirements I-190-S	68
Early Graduation	69
Graduation Honors	69
Guidance Department	70
Student Schedules	70
Section 504 I-125-S	70
Special Education I-125-S	71
Alternative Methods of Instruction	72
Tutoring	72
Late Work	72
Credit Recovery Program	72
Academic Dishonesty	73
Vocational Technical School	73
Dual Credit Programs	74
Virtual/Online Courses I-160-S	75
Promotion and Retention Policy I-185-S	75
Alternative Education	76
Technology F-265-S	76
Building Information	78
Grading and Reporting System	78
11-Point Grading Scale	78
Weighted Classes	78
Grade Placement	78
Grades – Grade Reporting	78

Grading Periods	79
Academic Letters	79
Honor Roll	79
National Honor Society	79
Academic Probation	80
Off-Campus Students	81
Missouri State High School Activities Association (MSHSAA) Activities	81
Athletics & MSHSAA Sponsored Activities	81
Philosophy	81
Objectives	81
Interscholastic Athletics	81
MSHSAA Athletics	82
Conference Schools	82
Sportsmanship	82
Parent/Athlete Pre-Season Meeting	83
Parent/Coach Communication	83
24-Hour No Contact with Coach Policy	84
Eligibility Requirements	84
Academic Probation	86
Parental Permission	87
Physical Examinations And Insurance Requirements	87
Athletic Emergency Action Plan	87
Conditioning Requirements	87
Transportation	87
Uniforms	87
School Attendance	88
Absences from Practice/Contests	88
Summer Dead Period	88
Sport-Specific Instruction (In & Out of Season)	88
Amateur & Award Requirements	89
Athletic Disciplinary Policy	89

School Song	90
Dual Sport Participation	91
District Sponsored Extra-curricular Activities and Clubs I-210-S	92
Activity Guidelines	92
Transportation to School Activities	93
Clubs and Organizations	93
Emergency Parent Information	94
Dear Parent/Guardian,	94
School Cancellations and/or Early Dismissal	95
Emergency Procedures F-225-S	95
Earthquake	95
Fire and Tornado	96
Bomb Threat Procedure	96
Intruder Procedure	96
Toxic Material Evacuation	97
Route for Evacuation	97
Upon Arrival to Evacuation Destination	97
Textbooks	98
Library Media Center	98
Printing/Photocopying Fees	98
Telephone	99
Student Parking	99
Lost and Found	99
District Policy Information	99
English Language Learners I-150-S	99
Physical Examinations and Screenings S-146-S	100
Surveying, Analyzing, and Evaluating Students S-150-S	100
School Nutritional Program F-290-S	101
Student Transfers S-120-S	101
Trauma-Informed Schools Initiative	102
Tobacco-Free Policy C-150-S	102

Firearms and Weapons F-235-S 102
 F-265-P Technology Usage Agreement Form Form B 103
 C-105-P District Rules and Guides Form A Student/Parent Handbook
 Acknowledgment..... 104
CONSENT FORM STUDENT ACTIVITIES DRUG-TESTING POLICY 105

Welcome Letter

Dear Parents and Students,

This handbook has been developed to give each of you a better understanding of the school rules and regulations for the 2023-2024 school year. This is necessary in order to create a positive learning atmosphere for all students attending Northeast R-IV School.

The goal of our school is to develop each student into a productive citizen now and throughout life. Students have many different options upon graduation. Some may choose to attend a college or university or a technical school. Some may choose to immediately enter the work force or the military. It is our job as parents, teachers, and administrators to prepare our students for each possibility.

We urge each student to get involved and participate in extracurricular activities and thus find things in our school which will help him/her to develop responsibility and positive peer relationships. Make these days of your life as fulfilling and as memorable as possible.

We suggest that each student discuss the rules and regulations in the handbook with his or her parents or guardian. The student is responsible for all content in this handbook. I sincerely hope that this will be a very enjoyable and worthwhile year for all students and parents. Please let me know if I can be of assistance in any way.

Sincerely,

Greg Taylor
Principal

Introduction

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 education.

Mission Statement 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.

Vision Statement

Northeast R-IV High School work will collaboratively as professional staff, students, and patrons dedicated to ensure....

- The motivation of students to be responsible in all aspects of their life
- The effective use of technology
- The development of essential critical thinking skills to locate, evaluate, and communicate information

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 potentials which will in turn enable them to make their greatest contribution to society.

It is therefore, the responsibility of the Northeast Randolph Co. 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.

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 personnel, 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

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

Professional Personnel

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

School Environment

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

Operations

1. To make every effort to secure adequate funding for the District's educational program.
2. To operate within a balanced budget during the school year.
3. To maintain up-to-date inventory of the supplies/equipment in the District.
4. To continually strive for efficient use of all professional and support staff.
5. To maintain and review long-range plans for the efficient use of the school facilities.
6. To assure immediate communication between the Superintendent or his designee and the Board 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.

Board of Education 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.

Henry Westhues	President
Chad Jaecques	Vice-President
Molly Jaecques	Secretary
Tim Luntsford	Director
Sam Seiders	Director
Bob Roberts	Director
Brooke Gipson	Director

Administrative Officers

David Samuel	Superintendent
Greg Taylor	Secondary Principal / Athletic Director
Kelsey Kearns	Elementary Principal
Michelle Jaecques	Guidance Counselor / A+ Coordinator
Bobbi Clatworthy	Curriculum Director
Amanda Huntsman	Special Education Director
Lauren Reisenauer	Library / Media Specialist
Dana Crutchfield	Main Office Secretary
Sara Prewett	Elementary Secretary
Guyla Alexander	Superintendent's Secretary / Bookkeeper

Teaching Personnel

Kyna Billue	6-8 Social Studies
Jamie Bishop	7-8 Choir
Jennifer Bond	6-8 Language Arts
Danni Clover	9-12 Social Studies
Kaitlin DeMint	6-12 Instrumental Music
Cathy Ferguson	9-12 Science
Brian Gates	9-12 Math
Alexis Holman	6-8 Art
Jullie Johnson	10-12 Language Arts
Heather Kirkendoll	8-12 Math
Morgan Matthews	7-12 Physical Education
Candace Moore	6, 9-12 Physical Education
Andrea Mullinix	6-8 Math
Morgan Pettig	6-8 Special Education
Brandon Riley	9-12 Business
Ruth Smoot	9-12 Art
Jennifer Vestal	9-12 Social Studies / 6-8 Exploratory
Stephanie White	7-9 Science
Brian Winkler	9 Health / 6-8 Keyboarding / 7-8 Health
Denise Winkler	9-12 Special Education
Jonna Wortmann	9-12 Spanish / FACS

Non-Certified Personnel

School Nurse	Mary Neustifter
Recovery Room / ISS	Bobbi Smith
Aides	Whitney Pate, Kim Brockman, Christina Viers
Maintenance	Richard Roberts
Custodians	Robert Chaloupka, Janet Pagliai, Drew Harmon
Cafeteria Staff	Tannia Rolls, Erin Gordy, Danny McAlister
Bus Drivers	Brian Gates, Morgan Matthews, Larry Simmerman, Dan Taylor, Brian Winkler, Ryan Taylor, Chad Crutchfield
Bus Maintenance	Darron Shrum

Sponsors

Freshmen	Kirkendoll, Vestal
Sophomores	DeMint, Riley
Juniors	Holman, Gates, Johnson
Seniors	Clover, Ferguson, Wortmann
Scholars Bowl	HS- Clover MS- White
School Play	DeMint, Alexander
FBLA	Riley
NHS	Ferguson
NJHS	Mullinix
Pep Band	DeMint
Student Council	HS- Vestal MS- Bond
TALK	Jaecques
Top 10%	Ferguson

Athletic Coaches

Baseball	M. Matthews, Riley
HS Softball	J. Matthews, C. Crutchfield
MS Softball	R. Taylor, DeMint
Boys Basketball	B. Winkler, Bailey
Girls Basketball	B. Winkler, R. Sander
MS Boys Basketball	B. Winkler, Bailey
MS Girls Basketball	B. Winkler, Bailey
Girls Golf	D. Winkler
Boys Golf	C. Crutchfield
MS/HS Cross Country	Pate
MS/HS Track	Pate, J. Sander, R. Sander, Mullinix
MS Cheerleading	D. Winkler
HS Cheerleading	White, Kirkendoll

NORTHEAST R-IV SCHOOL DISTRICT 2023-2024 CALENDAR

Adopted: 1/18/23
Revised: 6/15/23

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 25-27- Teacher Inservice
Aug 27- Meet the Teacher Night 7-8
Aug 28- First Day of School

SEPTEMBER

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

OCTOBER

Oct 9- No School
Oct 26- End of 1st Quarter
Oct 25- 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 8- No School- Teacher Inservice
Nov 22-24- No School- Thanksgiving

DECEMBER

Dec 20- Early Dismissal 12:30
Dec 20- End of 2nd Semester
Dec 21-31- 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 26- 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 28- 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
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	

Student Information

Study Tips for Students

First - take stock of yourself! WHY are you in Northeast R-IV Public School? WHAT do you expect to get from this school? WHERE do you expect to go from here? HOW do you expect to make the most of your opportunities here?

Whatever your answers are to these questions, this much is sure - success in school depends very greatly upon how well you have learned to study. Good study habits become good work habits outside school. Such habits help many a student of average ability to succeed, and will help every student to a more successful life and career.

Here are a few suggestions which, if followed, will improve your methods and habits of study:

1. Keep in good physical condition, get plenty of sleep and rest and eat wholesome food, take proper amounts of exercise, form habits of cleanliness.
2. Be sure you understand your assignments. The best way is to write them in an assignment book and do this as soon as the assignments are given by the teachers.
3. Secure the best study conditions for you.
4. Always review the previous lesson before going on to new material.
5. Start working at the very beginning of the study session and continue an assignment without interruption.
6. Develop good attitudes toward study - interest in your lessons and in your progress in learning, desire to succeed, willingness to persevere and to assume responsibility for good work.
7. Learn how to do two kinds of reading and when to use each kind. Read rapidly when seeking to find major points. Always read carefully and perhaps more slowly all explanations and directions for any material that you must master.
8. Study the whole lesson; then study again the more difficult parts; and finally, review the whole lesson.
9. Make a definite attempt to develop ability to remember, to make use of notes and outlines, to determine the most important facts, and to organize facts.

REMEMBER, THIS IS YOUR EDUCATION!

What Parents Can Do

Almost every parent wants to cooperate with the school. Frequently parents inquire, "How can I work with the school?" The answer is too vast to briefly document. However, here are some ways parents can help:

1. **Support the school. Maintain a positive attitude about education,** the school and the teachers. If a problem occurs at school, get the FACTS from both sides, then cooperate with the school to effect a workable solution to the problem.
2. **Insist upon regular attendance and punctuality.** Most parents go to great lengths to see that their children are in school on time every day except when illness, death in family, or another type of emergency necessitates their absence. Transportation problems, bad weather, and other involvement often make "getting the kids to school" a difficult task, but the dividends to the child's education are well worth the effort.
3. **Become acquainted with your child's teachers and cooperate closely with them.** You may help tremendously by coming to school for a conference when requested to do so. Make a point of seeing grade reports at each grading period. Attend all meetings for parents. Learn "what is going on at school" so you can discuss school work and activities at home.
4. **If at all possible, provide the student with a "private study area at home,** a place where he or she may study without interruption. Check on homework preparation because very few students finish all of their work at school.
5. **Read the handbook completely.** It answers many questions and provides information that will help you understand the operation of Northeast R-IV High School.
6. **Attend extracurricular school functions with your child.**

THE SCHOOL WELCOMES THE OPPORTUNITY TO WORK WITH PARENTS.
FEEL FREE TO CALL THE OFFICE AT ANY TIME FOR CONSULTATION.

Student Residency Requirements

All students, five to twenty-one years of age, who reside within the boundaries of the school District may attend school tuition free. In order to "reside" within the school District, the student must be physically domiciled within the District boundaries. The domicile of a minor student is the domicile of a parent, military guardian pursuant to a military issued guardianship, or court appointed legal guardian.

A student may only register in the District if the student provides proof of residency, or if the parent/guardian requests a waiver from the Board of Education on the basis of hardship or good cause.

Students who are not residents of the school District will be required to pay tuition in order to attend classes at Northeast R-IV.

Arrival and Dismissal Procedures S-165-S

Students are not to be at school before 7:40 am. Students who must arrive before 7:40 a.m. are to wait in the entry way between the set of double doors. Upon entry at 7:40, secondary students may go to their lockers to drop off any bookbags/materials. Students are to then proceed to the elementary gym or cafeteria. A warning bell will ring at 7:55 a.m. and students are to be in the appropriate class by 8:00 a.m. Students in the building after school must be under the direct supervision of a faculty member. Once a student arrives on school grounds in the morning, they may not leave unless they check out in the office with the permission of a parent, or an administrator.

Class Schedules/Bell Schedules

High school will operate on a ten-block schedule. Each block will be 70 minutes in length-five blocks on black day and five blocks on gold day. There will be four minutes allowed for the changing of classes between each period.

High School Schedule

Warning Bell	7:55
1st block	8:00 - 9:10
2nd block	9:14 - 10:24
3rd block	10:28 - 11:38
Homeroom	11:42 - 12:05
Lunch	12:05 - 12:32
4th block	12:36 - 1:46
5th block	1:50 - 3:00

Middle school will operate on a seven period day. Each period will be 48 minutes with a four minute passing period.

Middle School Schedule

Warning Bell	7:55
1st period	8:00 - 8:48
2nd period	8:52 - 9:40
3rd period	9:44 - 10:32
4th period	10:36- 11:24
Lunch	11:24 - 11:50
5th period	11:54 - 12:42
6th period	12:46 - 1:34
Intervention	1:38 - 2:08
7 th period	2:12 - 3:00

Early Dismissal Schedule (No homeroom)

High School

Warning Bell	7:55
1st block	8:00 - 8:45
2nd block	8:49 - 9:34

Middle School

Warning Bell	7:55
1st period	8:00 - 8:32
2nd period	8:36 - 9:08

3rd block	9:38 - 10:23	3rd period	9:12 - 9:44
4th block	10:27 - 11:12	4th period	9:48 - 10:20
5th block	11:16 - 12:00	5th period	10:24 - 10:56
Lunch	12:00 - 12:30	6th period	11:00 - 11:32
		Lunch	11:32 - 12:00
		7th period	12:04 - 12:30

Lockers

Each student grades 6-12 is assigned a hallway locker. School lockers are the property of the Northeast R-IV School District. Lockers are subject to search at any time with or without student consent. Your locker should be left closed. Each student is responsible for keeping their assigned locker clean inside and outside. Students are not allowed to keep opened bottles, other drink containers, or snacks in their lockers. Soda or food found in lockers will be discarded and student will be subject to disciplinary action. Students are not to write on lockers. Nothing is to be taped on or placed on the outside of the locker without administrative approval. Periodic locker inspections may be held during the school year.

Locks are recommended and will be issued by the District to students who request them. These locks are the responsibility of the student and will be collected at the end of the school year. Students will pay to replace lost locks. A key lock may be purchased and used only with a copy of the key given to the office.

Attendance and Absence Procedures S-115-S

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.

School Attendance Philosophy

All students are expected to be in school every day and to report to classes on time. This is necessary for the student to receive the maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is no substitute for the direct instruction of the teacher. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in well-planned educational activities under the instruction of a competent teacher are vital to this purpose. We feel strongly that proper attendance habits are the responsibility of the student and their parents or guardians.

Excused/Unexcused Absences

Absences will be recorded by the office and each individual teacher daily. The following procedure will be followed:

1. Students whose absence is unexcused will not be allowed to make up class work which occurred during the absence.
2. Students whose absence was excused will be allowed to make up class work. The student is responsible for arranging for make-up work within twenty-four hours of their return to school. Make-up assignments must be completed within a reasonable amount of time designated by the teacher. (This is usually one day for every day absent.) Students should contact their teachers the day they return to school.

Students are responsible, the day they return, for all homework or tests that were assigned or announced before their absence.

Procedures for Reporting an Absence

Parents/Guardians are asked to contact the MS/HS secretary the morning of an absence.

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 are asked to report a student's absence by 8:00a.m. on the day of the absence. The MS/HS secretary will be contacting parents shortly thereafter if a call has not been made. 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:

1. Illness of the student
2. Medical appointments that cannot be scheduled outside the school day
3. Serious illness or death of a family member, or other family emergencies involving the welfare of the student
4. Religious observances requested by the parents in advance of the absence
5. Authorized driver's license examinations (excused three times for half day only)
6. Failure of school bus to transport students
7. School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
8. Court appearances or other legal situations beyond the control of the family
9. Emergency situations as approved by the principal
10. 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
11. Suspensions

Travel for educational benefit, approved prior to departure by the principal

- a. Criteria for approval are:
 - i. Coursework completed prior to departure where required by the classroom teacher
 - ii. Good attendance record
 - iii. Current grades reflect the student is working at his/her ability level
- Other emergencies at the discretion of the principal. If a student is to be excused for services at home a parent must call or talk to the principal ahead of time
- 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.

Absentee Policy

Upon returning to school the student must report to the office with a written note from their parents or guardian explaining the reason for absence. (This note will be documented in the student's file.) They will obtain an admit slip to present to each teacher for their signature. Any student without a note explaining the absence will be unexcused.

Parents will be contacted if the student is not in school to find out the reason for their absence.

The office will not collect students' homework assignments from teachers until the student has been absent for three consecutive days. The student will be responsible for contacting another student to obtain assignments. The office will collect books from the student's locker for the parents to pick up during the absence.

A student with ten consecutive days of absence without excuse or parental contact with the school may have procedures initiated to drop him/her from enrollment.

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.

Students have ample time to report to class prior to the tardy bell. A student is considered tardy if he/she is not in the classroom before the 4-minute passing time allowance has lapsed. If a student reports late to a class without an excuse, he/she will be sent to the

office to sign the tardy sheet, and obtain an admit slip to class. If you have been detained in the office or by a teacher, ask for a pass from the person who detained you. Being on time is a responsibility of the student. The following tardy policy is on a semester basis. Detentions for tardies will be served in the morning from 7:00 – 7:50 or after school from 3:05 – 3:55 p.m. on assigned dates.

Students receiving between 5 and 9 tardies will receive an after-school detention.

Ten or more tardies will result in the student being assigned to either a Saturday School or in-school suspension. They are also subject to losing the privilege of participating in or attending extracurricular activities including practices and club meetings.

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.

High School- 5-Day Absence Policy

A student in grades 9-12 may miss an individual class five times per semester without possible loss of academic credit. On the sixth absence, regardless of whether the absence is excused or unexcused, for re-admittance purposes, the student could be subject to loss of academic credit. No credit (NC) will be indicated on the student's report card and on their permanent record. This does not affect their grade point average.

Parents will be notified by the office on the third and fourth absences and of the possible loss of credit. On the sixth absence they will be notified of the loss of credit and that they have the right to request the attendance committee meet to consider granting an extension because of extenuating circumstances. Parents and students should be prepared to present any additional relevant information regarding the student's absences. All appeals should be made within ten school days of notification of the sixth absence. The committee shall have the authority to waive the five day rule, and grant an extension to the student if evidence of extenuating circumstances is obvious.

Students will have the opportunity to make up absences in the classroom either before school (7:00 a.m.-8:00 a.m.), after school (3:00 p.m.-4:00 p.m.), or during Saturday School (8:00 a.m. to 12:00 noon). This is not mandatory, but rather a voluntary program for students to avoid loss of academic credit.

Medical excuses will not count against the total allowed when properly verified by a note from the doctor's office. Students are required to bring an excuse after each absence. Out of school suspension days will not count against the total days.

Students will remain in their classes, after the sixth absence, for the duration of the

semester. The decision of the attendance committee may be appealed to the Board of Education, where the student would be afforded a full due process hearing.

Middle School- 10-Day Absence Policy

Middle School students will be subject to a ten-day absence policy. Though not subject to loss of academic credit, middle school students will be required to make up time missed over the ten-day limit or be subject to disciplinary alternatives. One alternative could be loss of participation in extracurricular activities. Excessive absence may also be one factor considered in promotion/retention decisions. Time may be made up either in after school detention or during Saturday School.

Makeup Work

Make-up work is important and should be arranged by the student with his/her teacher. It is the responsibility of the student to arrange to make up work missed during an absence. Students should check with their teachers the day they return to school for their assignments. Work must be completed in a reasonable amount of time designated by the teacher. Students who receive absences that are unexcused are not allowed to make up work unless specified by the principal. Tests or assignments scheduled in advance are due to be taken or handed in the first day back.

Part-Time Attendance Policy

The Northeast R-IV School District has developed rules concerning part-time attendance within the following criteria:

1. Public high schools are organized to provide a full four-year education program for all students and are structured to provide many and varied opportunities to meet the needs of individual students. Completion of the full-time four-year program by all or most of the students is basic and essential to maintaining a good four-year program. Enrollment of a student for part-time attendance should not unduly impede the handling of the regular curriculum established for the benefit of all the students, and especially those taking regular courses prescribed.
2. Enrollment of a student for part-time attendance should be a part of a planned individual program for that student which will lead to completion of requirements for a high school diploma or will relate to a reasonable educational or occupational goal of the student.
3. Part-time attendance for students may be permitted under the following guidelines:
 - a. Reasons for part-time attendance shall be:
 1. College attendance.
 2. Extreme or extenuating circumstances submitted to the administration and approved by the Board of Education.
 - b. Parental conferences must take place prior to approval.
 - c. Parental signature on a release form.
 - d. Courses for college attendance must be approved by the administration and the guidance counselor.

4. Enrollment of a student for part-time attendance should cause a re-examination of the student's extracurricular participation and the student should be advised of the effects on eligibility for such participation.
5. Students who are on part-time attendance are not to be on campus other than their scheduled time in class without permission from the principal.
6. Students on part-time attendance must sign in at the office upon arriving, if after the beginning of the school day, and sign out when leaving, if they leave before the end of the school day.

Sign-In/Sign-Out

The school staff recommends, when possible, that appointments be scheduled outside school hours. However, if necessary, parents may withdraw a student from school during school hours by either phoning or coming to the office. All students must sign out in the office upon leaving the building, and sign in when returning to school, if arrival is after the start of the regular school day. This includes all A.M. vocational students, vocational students driving, and students taking college courses.

Withdrawal From School

Students who are 17 and choose to withdraw from school should do the following:

1. Notify the principal.
2. Obtain a form from the counselor, present the form to your teachers so you may be given a grade in each class.
3. Return all books and school equipment.
4. Pay all school debts.

Students moving to another school should visit that school and request records to be sent there. Records will only be sent after all school debts are paid.

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

Students are to display personal cleanliness and wear appropriate clothing at all times. At no time should a student's clothing be disruptive to the educational process. This includes all extracurricular activities, dances, or other school functions. Clothing that will

cause disruptive or undue attention to an individual is not permitted. Shirts and shoes, boots or sandals, must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Examples of inappropriate attire include, but are not limited to:

1. House shoes or slippers;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, halter tops, swimsuits, mesh, muscles shirts, have overly-large arm openings; or spaghetti straps;
4. Tank tops that are not worn over appropriate garments and do not have a minimum of 4-inch shoulder straps;
5. Tops that hang excessively low below the neckline or armpits;
6. Coats worn inside the building during the school day unless permission is given by an administrator because of weather conditions;
7. Excessively baggy jackets left unzipped;
8. Book bags or purses carried from class to class during the school day. Book bags must be kept in lockers;
9. Clothing that does not cover undergarments when a student is sitting or standing;
10. Pajama tops or bottoms;
11. Undergarments worn as outer wear;
12. Clothing that does not reach the fingertips or past with arms down to the sides;
13. Holes in pants that are above the knee unless patched;
14. Clothing with writings, drawings, or emblems that are profane, obscene, derogatory, racially offensive, advocating violence, or otherwise inappropriate language;
15. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
16. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
17. Language or symbols that promote gangs;
18. Hats, caps and hoods (hooded sweatshirts worn up);
19. Do-rags;
20. Handkerchiefs or bandanas;
21. Sunglasses;
22. Face paint;
23. Overly-dramatic make-up;
24. 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);
25. Blankets carried or worn as coats or wraps while in the building;
26. Heavy or loose chains, chains on belts, billfolds, etc., or straps that create a safety risk;
27. Unbuttoned shirts, except when layered over another shirt;

- 28. Shirts that are unable to be tucked into pants and cover the midriff with hands at sides;
- 29. Jeans or pants with the waist worn below the hips and secured. Sagging pants not allowed;
- 30. Leggings & tight-fitting sweatpants;
- 31. Shoulder cut-out shirts with less than 4 inches of fabric on the shoulder.

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. Students who do not conform to this code will be required to make modifications or will be sent home until proper changes are made. Any absence during this time will be unexcused. There will be disciplinary action for multiple offenses.

Food Service Program F-285-S

Lunchroom Procedures

Northeast R-IV School has a closed lunch policy. Students are to remain in the cafeteria during the lunch period. Students are not to be in any other part of the building, including lockers, for any reason without teacher permission. Food or drinks, other than water, are not to leave the lunchroom at any time. Visitors are not allowed during lunch period. No fast food or drink deliveries are allowed to be made to students. Students may not bring soda into the building. Water or fruit juices are permitted in unopened containers. High school students are allowed to drink water throughout the school day in a water bottle. No other drink containers are allowed at any time. Students are expected to display good manners and cooperate in keeping the lunchroom a clean and pleasant place to eat. Any student whose conduct is detrimental to good order will be assigned a special seat or removed from the lunchroom.

Lunch price for students

Regular Hot Lunch: \$2.60	Extra Serving of Main Dish or Sandwich: \$1.20
	Extra Serving of Vegetable, Fruit, or Dessert: 40¢
Reduced Lunch Price: 40¢	Extra Serving of Milk: 40¢

Lunch Shifts

High School Students	12:05 - 12:32
Middle School Students	11:32 - 11:58

The application for free and reduced-price lunch is given to students upon enrollment and accessible in the building office.

Students may charge up to \$26.00, or 10 days of lunch. After that amount, students will not be allowed to charge meals or food items.

Breakfast Program

Breakfast will be served from 7:40 to 8:00 a.m.

Prices:

Student Breakfast with Milk: \$2.00

Reduced Breakfast Price: 30¢

Extra Milk: 40¢

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 nonacademic, 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

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 rises 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 be not 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

The school nurse's office will be open on a daily basis, 8:00 - 3:00. Students reporting to the nurse's office need to bring a blue card pass from the class they are missing. It is imperative that parents/guardians provide the school with current information on home phone, work phone, and emergency contacts in case your child becomes ill or is involved in an accident.

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. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

Non-Prescription Medication – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy

medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or other.

Prescription Medication – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

All medication which is brought to school must be taken to the health office to be checked in and administered by the nurse. No medication of any kind is allowed to be kept in a student's locker or possession during the school day. This includes prescription and over-the-counter medicine of any kind. Any student not following this procedure is subject to disciplinary action.

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.

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.

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 2023. 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 1st 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.

Military and Higher Education Access

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

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 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: Dave Samuel.

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.

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) 263-2389
 Email Address: kkearns@ner4.k12.mo.us

Visitor Procedures C-155-S

Parents and visitors are welcome to visit our school. All parents and other visitors must sign into the office and pick up a visitors pass prior to proceeding elsewhere in the building. Parents and/or former students may visit during lunchtime with approval of the principal. Students attending other schools are not allowed to attend classes with our students. The Board of Education and administration will not tolerate any person(s) whose presence disturbs classes or school activities. If such persons will not leave the school premises upon request, the administration may refer charges to the proper legal authorities.

With the safety of all students and faculty in mind, all outside doors except the southeast door by the main office will be locked during the school day. All parents and visitors must enter through this door.

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.

Transportation Services F-260-S

The following 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 observe 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. The driver is required to report rowdy conduct. Be courteous. Use of improper language is prohibited.
6. The use of tobacco, alcohol, or drugs 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 heads 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 are asked to keep out of the driver's seat and not to 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. Stay in your seat while the bus is moving.
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:

1st violation: discussion with students, parents notified.

2nd violation: parents notified, student's bus privilege revoked for (3) days.

3rd violation: parents notified, student's bus privilege revoked for (5) days.

4th violation: parents notified, student's bus privilege revoked for (10) days.

5th violation: parents notified, student's bus privilege revoked for the remainder of the year.

Depending on the severity of the disciplinary problem the administration reserves the right to impose stricter disciplinary action for any level of violation.

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

Student Discipline S-170-S

Student Code of Conduct

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.

One of the goals of Northeast R-IV's educational program is to encourage responsibility

and self-discipline for all students. To assist in this goal, the Northeast R-IV Middle and High School is committed to teaching and demonstrating the expectations we have of students through Positive Behavior Support, or PBS.

The Northeast R-IV MS/HS commitment to PBS will create an environment of cooperation, respect, safety, academic excellence and the expectation that everyone will do his/her best.

***Be Responsible**

1. Arrive to school & class on time.
2. Have daily school & class attendance
3. Bring learning materials & be prepared to participate in class activities
4. Follow directions the first time asked
5. Keep your personal belongings stored safely

***Be Respectful**

1. Cooperate with school staff
2. Cooperate with fellow students
3. Behave with the acceptable standards of courtesy, decency, morality, and good character
4. Follow the dress code
5. Use polite language

***Be Safe**

1. 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.
2. Exhibit appropriate use and care of the building, facilities, ground, and materials. Notify teachers of unsafe conditions.
3. Keep hands, feet and objects to yourself

***Be Your Best**

1. Actions and words at all times should be those of which you can be proud.
2. Complete all assignments to the best of your ability.

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.

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.

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. Suspension from school issued by the principal for a period of time. The student is not to attend school-sponsored activities or to be on school grounds during the term of the suspension. The student has the option of attending the OSS School in Moberly in order to receive full credit on assigned work during suspension. Failure to serve suspension at the OSS School results in no credit on assignments during this period. 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.

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

Saturday Detention - Detention is assigned by the principal or assistant principal from 8:00 am - 12:00 pm. Students will receive a Saturday detention notice to be signed by a parent and returned to the office. Students failing to return the signed notice by the last school day of the week will not be allowed to serve Saturday detention and will face additional consequences. No student will be admitted after 8:00 am. Students are expected to bring homework or an appropriate book that will keep them

busy and quiet during the time. Students failing to attend assigned Saturday detention may be suspended from school

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.

Discipline Code of Conduct

The listing below is an example and is not represented to be comprehensive or absolutely binding on school officials. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. Any misconduct not specifically listed may be deemed to warrant discipline up to and including expulsion. In addition, disciplinary consequences listed for each offense may be increased or decreased by the school administration and the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

I. Violations Against School Administration

A. Parking or Driving Violations

High school student parking is located on the north end of the school building. Students are to take precaution while driving to and from school while near school buses. Students are to enter and exit the parking lot at the far north driveway.

First offense-	Warning or 1 detention
Second offense-	Driving privileges revoked for one month
Third offense-	Driving privileges revoked for remainder of semester
Fourth offense-	Driving privileges revoked for remainder of school year

B. Tardy Policy

Tardies are counted for the semester and are documented by the office. Any student arriving to school or to class late is to report to the office.

1 st - 4 th tardy-	Warnings
5 th - 9 th tardy-	1 detention per tardy
10 th & beyond-	Saturday detentions or in-school suspension

C. Truancy

Any time a student is absent without the knowledge and/or permission of the student’s parents and/or school administration, the student is considered truant.

Students who have been absent due to truancy will only be allowed to make up their work in detention.

First offense-	2 detentions
Second offense-	1 Saturday detention
Subsequent offenses-	2 Saturday detentions

D. Internet Abuse

Students who do not follow the Internet guidelines set forth will be dealt with in the following manner:

First offense-	Detention and loss of Internet privilege for one month
Second offense-	Saturday detention and removal from the network for the remainder of the school year.

E. Failure to Serve Detentions

Any time a student fails serve an assigned detention or failure to return a detention notice signed by a parent.

First offense-	One additional detention is added to the unserved detention and student receives another opportunity to serve the detentions.
Subsequent offenses-	1 day of in-school suspension or Saturday detention

G. Failure to Serve Saturday Detention

Anytime a student fails to serve a Saturday detention without prior permission from the office (extreme exceptions may be made)

First offense-	2 days of in-school suspension
Subsequent offenses-	3 days in-school suspension

H. Accumulation of Consequences

Students will be allowed to accumulate 10 assigned detentions per school year. Once a student has met or exceeded that limit, consequences may become in-school suspension or Saturday detention. Students will be allowed to accumulate 10 days of in-school suspension. Likewise, once a student has met or exceeded that limit, consequences may become out-of-school suspension.

II. Violations Against Public Decency and Good Order

A. Disruptive Speech or Conduct

Conduct or speech, verbal, written, or symbolic, which disturbs or disrupts classroom work, school activities, school functions, including but not limited to persistent talking or misbehavior in class.

First offense-	1 detention
Second offense-	2 detentions
Third offense-	1 day of in-school suspension

Subsequent offenses- Multiple days of ISS and/or Saturday detentions

B. Use of Profanity

Use of words which are considered inappropriate for use in school and which have no legitimate basis for use in school.

First offense- 1 detention
Second offense- 2 detentions
Third offense- 1 day of in-school suspension
Subsequent offenses- 3 days of in-school suspension

C. Absent From Class Without Permission

Being at any part of the school building without permission from either a classroom teacher or administrator.

First offense- 1 detention
Second offense- 2 detentions
Third offense- 1 Saturday detention
Subsequent offenses- 2 Saturday detentions

D. Leaving School Without Permission

Leaving school grounds without permission from the principal or administration. This includes vo-tech students driving to or from the technical schools without permission.

First offense- 1 day of in-school suspension
Second offense- 3 days of in-school suspension
Subsequent offenses- 3 days of out-of-school suspension

E. Cell Phones Possession and/or Usage

Upon arrival to school in the morning, cell phones are to be turned off and kept in the student's locker and are to remain there until 3:00. Students will receive the same punishment for possession and usage of a phone.

First offense- Confiscated and Saturday detention- phone must be picked up by the parent at 3:00
Second offense- Confiscated and Saturday detention- phone must be picked up by the parent at 3:00
Subsequent Offenses- Confiscated and 3 days of in-school suspension- phone must be picked up by the parent at 3:00

F. Electronic Devices at School

Electronic music playing devices, including but not limited to smart watches, Beats, I-pods, or any device with internet or communication abilities are not allowed to be out during the school day. They are to be kept in the student's locker and turned off. Students may use them on a bus route only with permission from the driver.

First offense-	Confiscated and Saturday detention- phone must be picked up by the parent at 3:00
Second offense-	Confiscated and Saturday detention- phone must be picked up by the parent at 3:00
Subsequent offenses-	Confiscated and 3 days of in-school suspension- phone must be picked up by the parent at 3:00

G. Dress Code Violations

The student dress code is to be followed at all times during school and during extra-curricular activities. Students will be asked to put on another shirt or will be given a t-shirt to wear in place of the one he/she is wearing. If appropriate, the student may turn the shirt inside out. If the student must leave to change, the absence will be considered unexcused.

First offense-	Warning
Second offense-	1 detention
Subsequent offenses-	2 detentions

H. Bus Misconduct

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

III. Violations Against Persons

A. Disrespect Toward Faculty or Staff

Speech or conduct, which is disrespectful toward a faculty or staff member but does not involve use of profanity.

First offense-	2 detentions or 1-3 days in-school suspension
Second offense-	1 day in-school suspension
Third offense-	3 days in-school suspension
Subsequent offenses-	3 days out-of-school suspension

B. Defiance

Refusing to do as instructed by faculty or staff.

First offense-	1-3 days in-school suspension
Second offense-	3 days in-school suspension
Subsequent offenses-	3 days of out-of-school suspension

C. Verbal Abuse Toward Faculty or Staff

Profane language or gestures directed toward a staff or faculty member.

First offense-	3 days of in-school suspension
Second offense-	3 days of out-school suspension
Third offense-	10 days of out-of-school suspension
Subsequent offenses-	Possible extended suspension

D. Bullying

Use of words or statements that are used to demean another student or group of students, including but not limited to unwanted teasing, name calling, blocking a person's movement. Continuous bullying will be considered as harassment.

First offense-	1 day of in-school suspension
Second offense-	3 days of in-school suspension
Subsequent offenses-	3 days of out-of-school suspension

E. Sexual Harassment or Indecent Conduct

Use of words, statements, or unwanted sexual behavior, including but not limited to touching, verbal or written comments, sexual name calling, spreading sexual rumors, jokes, pictures, overly personal conversation, cornering, blocking a student's movement, or pulling clothes.

First offense-	Minimum of 3 days of in-school suspension
Second offense-	Minimum of 5 days of out-of-school suspension
Subsequent offenses-	10 days of out-of-school suspension

F. Public Displays of Affection

The following is not allowed at anytime- inappropriate touching, holding, kissing, holding of hands, etc. at school or at school related activities.

First offense-	1 day of in-school suspension
Second offense-	3 days of in-school suspension
Subsequent offenses-	3 days of out-of-school suspension

G. Racial Harassment

Use of words or statements that are used to demean any race or ethnic group, regardless of the race or ethnic origin of the person using such statements.

First offense-	Minimum of 3 days of in-school suspension
Second offense-	Minimum of 5 days of out-of-school suspension
Subsequent offenses-	10 days of out-of-school suspension

H. Scuffling

Aggressive behavior between two students involving pushing/shoving but does not result in blows being struck.

First offense-	1 day of in-school suspension
----------------	-------------------------------

Second offense-	3 days of in-school suspension
Third offense-	3 days of out-of-school suspension
Subsequent offenses-	5 days of out-of-school suspension

I. Threats Toward Another Student

Threatening the safety and well being of another student.

First offense-	5 days of out-of-school suspension
Second offense-	10 days of out-of-school suspension
Subsequent offenses-	10 days of out-of-school suspension and possible extended suspension or expulsion

J. Threats Toward a Member of the Faculty or Staff

Profane or disrespectful language that is threatening in nature or physically intimidating towards a staff member.

First offense-	10 days of out-of-school suspension
Subsequent offenses-	Possible extended suspension or expulsion

K. Fighting

Mutual combat in which both parties have contributed to the conflict either verbally or physically. The Randolph County Sheriff's Department will be contacted and charges may be filed for disorderly conduct.

First offense-	5 days of out-of-school suspension
Second offense-	10 days of out-of-school suspension
Subsequent offenses-	Possible extended suspension or expulsion

L. Assault Towards Another Student

Attempting to cause injury to another student, intentionally placing another student in reasonable apprehension of imminent physical injury.

First offense-	5 days of out-of-school suspension
Second offense-	10 days of out-of-school suspension or possible extended suspension
Subsequent offenses-	Extended suspension or expulsion

M. Assaulting a Staff or Faculty Member

Striking otherwise physically attacking a member of the faculty or staff in order to cause harm including but not limited to hitting, kicking, or throwing an object.

First offense-	10 days of out-of-school suspension or possible extended suspension or expulsion
Second offense-	Extended suspension or expulsion

N. Possession of a Pocket Knife

Students are forbidden to possess a pocketknife in school or at school activities. A pocket knife will be classified as any tool with a blade on it that is less than 4 inches

in length. A student who brandishes a pocket knife may be subject to the disciplines mentions in Item O and P (Weapons and Weapons – Safe Schools Act).

First offense-	Confiscate & 3 days of in-school suspension
Second offense-	Confiscate & 3 days of out-school suspension
Third offense-	Confiscate & 5 days of out-of-school suspension

O. Weapons

Students are forbidden to possess or use of any weapon as defined in District rules, other than those defined by [18 U.S.C. § 921](#), [18 U.S.C. § 930\(g\)\(2\)](#) or [§ 571.010, RSMo and possess or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear](#). Examples include, but are not limited to any item, which might be used as, represented as, or perceived to be a weapon. Brandishing a pocketknife is included.

First offense-	Confiscate & extended suspension
Second offense-	Possible expulsion

P. Weapons – Safe Schools Act

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

The Safe Schools Act provides for a minimum one-year suspension or expulsion for a student who brings a weapon to school.

IV. Violations Against Property

A. Extortion

Threatening or intimidating another student with the intent of obtaining anything of value.

First offense-	3 days of in-school suspension
Second offense-	3 days of out-of-school suspension
Third offense-	5 days of out-of-school suspension

B. False Alarm

First offense-	10 days of out-of-school suspension
Second offense-	Extended suspension or expulsion

C. Petty Theft

Stealing or attempting to steal property which belongs to the school or to other persons. (Value less than \$50.00) Restitution will be expected in all cases.

First offense-	3 days of in-school suspension
Second offense-	3 days of out-of-school suspension
Third offense-	5 days of out-of-school suspension

D. Theft

Stealing or attempting to steal property which belongs to the school or to other persons. (Value exceeding \$50.00) Restitution will be expected in all cases.

- First offense- 3 days of out-of-school suspension
- Second offense- 10 days of out-of-school suspension
- Third offense- Possible extended suspension

E. Willful Minor Damage to School, Staff or Student Property

Causing substantial damage to property of the school or of other people. Restitution will be expected in all cases. Estimated damage under \$20.00-

- First offense- 1-3 days of in-school suspension
- Second offense- Minimum of 3 days of in-of-school suspension
- Third offense- Minimum of 3 days of out-of-school suspension

F. Willful Major Damage to School, Staff or Student Property

Causing substantial damage to the property of the school or of other people. Restitution will be expected in all cases. Estimated property damage is over \$20.00.

- First offense- 3 days of out-of-school suspension
- Second offense- 10 days of out-of-school suspension
- Third offense- Possible extended suspension

G. Arson/Bomb

- First offense- Extended suspension or expulsion

V. Violations Against Public Health and Safety

A. Possession, use, or attendance under the influence of controlled substances, alcoholic beverages, or substances represented to be such.

In cases where there is a reasonable suspicion that a student is under the influence, the parent/guardian will be notified of the suspicion and the procedure that will be administered by the Northeast R-IV School administration. A refusal by the student and/or parent to use the screening device will result in the same disciplinary consequences as testing positive with the screening device. The student is not allowed to return to school or school related activities until the screening results are in the possession of the administration. A positive test result, possession of, or the use of substances listed above result in the following:

- First offense- 10 days of out-of-school suspension & required counseling; Possibility of extended suspension
- Second offense- Extended suspension or expulsion

B. Sale or distribution of controlled substances, alcoholic beverages, inhalants, or substances represented to be such.

First offense- 10 days of out-of-school suspension & required counseling;
Possibility of extended suspension
Second offense- Extended suspension or expulsion

C. Possession of Drug Paraphernalia

Any device that aids in the use of a controlled substance.

First offense- 10 days of out-of-school suspension & required counseling;
Possibility of extended suspension
Second offense- Extended suspension or expulsion

D. Possession of Prescription or Over-the-Counter Medication

Students are required to check any medication in with the school nurse. Any student failing to do so and keep these items in their possession during the school day.

First offense- 3 days of in-school suspension
Second offense- 3 days of out-of-school suspension
Subsequent offenses- 10 days of out-of-school suspension

E. Tobacco Possession or Use or substances represented to be such.

Tobacco products found in a student's possession will be confiscated and disposed of. Students are not allowed to smoke or use tobacco products on school grounds, school property, or at school sponsored activities, home or away. This includes, but is not limited to, cigarettes, cigars, chewing tobacco, electronic cigarettes (juul, vaping devices, flavorings & other chemicals, etc.) or paraphernalia used for or in any relation to the stated products.

First offense- 3 days of in-school suspension
Second offense- 3 days of out-of-school suspension
Subsequent offenses- 5 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: Principal Greg Taylor and can be reached at (660) 263-2788 or gtaylor@ner4.k12.mo.us.

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.

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

Date of alleged incident(s): _____

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).

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

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

A complaint filed with the Department must be a written, signed statement that 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. 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:	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 #: (660) 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 facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students should have no expectation of privacy in lockers, desks, computers, or other District-provided equipment or areas. The District will conduct periodic and unannounced administrative searches of lockers, computers, and other District equipment. The District uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with law are possible. The District may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

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 Principal, Greg Taylor.

Student Alcohol and Drug Testing S-196-S

I. Statement of Need

The Northeast R-IV School District continues to strive to provide the environment for students to reach their greatest potential. Drug and alcohol abuse can prevent this from occurring and the Northeast R-IV School District is not immune to such abuse. It is the desire of the Board of Education, administration, and staff that every student in the District refrain from possessing, using, or distributing illegal/controlled substances and alcohol and from misusing legal drugs and medications.

We believe students should have as much assistance as possible in dealing with the peer pressure associated with drugs and alcohol. This policy is intended to help serve as a deterrent for students and give them another way to say "NO."

The following are goals that the Northeast R-IV School District has for this policy:

- 1) To send a clear message that the Northeast R-IV School District is committed to eliminating illegal drugs and the misuse of legal drugs
- 2) To work cooperatively with parents by assisting them in keeping their children free from developing chemical and substance-abuse problems
- 3) To educate students regarding the serious problems of drug abuse
- 4) To identify students misusing drugs so that intervention plans can be implemented
- 5) To ensure student safety, health, and well-being
- 6) To establish a safe, drug-free environment for students attending Northeast R-IV School

II. General Information

The Northeast R-IV School District Drug Testing Policy will have two components. The first component involves mandatory random drug testing for any student in grades 7-12 participating in MSHSAA (Missouri State High School Activities Association) activities,

extracurricular activities, and co-curricular activities throughout a school year. Any student driver with a parking permit is also required to be in the program.

MSHSAA-sponsored activities include but are not limited to basketball, baseball, softball, track, golf, academic competition, speech contests, and music competitions.

Extra-curricular activities include but are not limited to cheerleading, drama club (including the school play), FBLA, FTA, NHS, student council, and TALK.

Co-curricular activities include but are not limited to field trips, band and choir concerts, marching band activities, and pep band.

The second component of this program involves students in grades 7-12, who, along with their parents, voluntarily commit to participate in the District's drug testing policy.

Participation in school-sponsored extracurricular and co-curricular activities and use of the District's parking facilities are a privilege and not a right. Accordingly, students participating in extracurricular activities and utilizing parking facilities carry a responsibility to set the highest standard for conduct, which includes avoiding the use of drugs and alcohol.

At the beginning of the school year, a meeting will take place for students and their parents wishing to participate in the above listed activities or to obtain a parking permit for the upcoming school year. At this meeting, parents and students will be given the opportunity to ask questions regarding the program. A parent will have the opportunity to enroll his/her student(s) in this program at the meeting. Students who do not enroll in the random drug testing program will suffer no adverse consequences but will not be permitted to participate in any of the activities for which participation in the program is required. Once a student's name enters the testing pool, he/she will be subject to random testing for the remainder of the school year. If a student wishes to remove his/her name from the pool, he/she is ineligible for all activities for 365 days.

III. Procedures and Guidelines

Participating students will be randomly tested by Employee Screening Services (ESS), once they are enrolled in the program. Appropriate steps will be taken to respect the privacy of students, but at the same time, prevent the falsification of testing. Participants will be assigned an identification number which will be held in confidence in a secure location. The frequency of the testing and the number of students chosen will vary throughout the school year. As the ESS draws numbers from the pool, the principal will match the selected numbers to the master list of participants. ESS will not be privileged to names but simply the identification number for each participant.

The testing method to be administered will be urinalysis. Upon receiving a notice from the high school principal that the student has been selected for a random drug test, the student will go to the high school office. Upon entering the testing site, the student will be asked to provide the identification number to the ESS collection technician previously

given him/her by the high school principal. The student will then be asked to remove the contents of his/her pockets and remove any coats or jackets. Next, the student will be asked to wash his/her hands. The ESS collection technician will secure the bathroom by putting blue dye in the stool, taping off the water supplies, removing trash cans, etc. The collection technician will then open a collection container in the presence of the student, remove the contents and hand the collection cup to the student, explaining that the student is to provide a urine specimen in the collection cup and then place the cup on a pre-designated flat surface upon completion of the void. The student will be reminded not to flush the toilet or to use faucets until the collection is completed. The collection technician will step outside the bathroom and shut the door allowing the student to provide a specimen in private.

Once the student has completed the void and opened the bathroom door, the collection technician will check the specimen for appropriate temperature, foreign color, and odor. If the specimen does not show signs of tampering, the student will be allowed to wash his/her hands while the collection technician initiates a preliminary drug screen of the specimen. The collection technician will conduct all procedures in accordance with accepted industry practices.

If a student is not able to produce a specimen within three (3) hours, the student will have five (5) days to have a “shy bladder examination” to determine if there is a valid medical reason for not voiding in the 3-hour time frame. If the student does not have the exam (done at the family’s expense), or if there is not a valid medical reason, then the test would be deemed positive. If a student refuses to submit to a drug test authorized under this policy, the participant will be considered to have had a positive test and will be subject to the consequences stated herein.

IV. Verification of Sample

If the initial screening test indicates the presence of a tested drug, or if the ESS is conducting an internal self-audit of a testing device, the specimen collected will be poured into the specimen vials that came in the collection cup. The collection technician will initiate a split-specimen using a Custody and Control Form, that, when completed, will be sent (along with the specimen) to a SAMHSA-certified laboratory for a second screening test. If the second screening test is also non-negative, the laboratory will conduct a more in-depth test by means of a gas chromatography/mass spectrometry (GC/MS) analysis.

**The term “non-negative” is used in this policy until a final determination has been issued. Only at that time will the test be classified as “positive*

If the GC/MS test is non-negative, the results will be forwarded to the principal. The principal will contact the student’s parent/legal guardian and ask for a meeting. At the meeting, the principal will inform the parent/legal guardian of the non-negative result and ask for permission to forward the results to a Medical Review Officer (MRO). If permission is granted, the principal will obtain the parent/legal guardian’s name, ID number and contact phone number, and forward that information to Employee Screening

Services, who will then forward the information to the MRO. If permission is not granted, or the parent/guardian will not meet with the principal within three (3) days, the lab results will be accepted as the final results.

When the MRO receives the above information, he will contact the parent/legal guardian, verify identification, and then discuss the medications the student is taking. If any medications being taken by the student could explain the non-negative result, the MRO will verify with the prescribing physician that there is a legitimate prescription in the student's name. Once all pertinent information has been obtained, the MRO will make a final determination of the test results. Those results will be forwarded to Employee Screening Services, who will then forward them to the principal.

The test results will remain confidential and will only be released to the student, his/her parent(s) or guardian(s), and approved school officials. If the student has a non-negative test, the administration will not use or reveal the non-negative test result as a reason to search the student's locker, purse, backpack, or other area in which the student keeps his or her personal effects. Test results will not be turned over to the police or authorities without a court order and the administration will not disclose test results without a court order for purposes of a criminal investigation.

Parent(s)/guardian(s) of students who tested negative in the initial screening will be contacted by letter by personnel of the District after testing. Because of confidentiality issues, this letter may not be sent for several days after testing has occurred.

V. Appeal Process

If the parent/legal guardian contests the Medical Review Officer's decision of a positive test, the parent/legal guardian may request, within 72 hours of the MRO's decision, that the split specimen be sent to the same or a different laboratory for a second-opinion analysis. The cost of the split specimen will be at the parent/legal guardian's expense and payment may be required prior to the tests being conducted.

VI. Consequences of a Positive Test on Driving Privileges and Participation in Activities

Any student testing positive in a drug test under this policy will be subject to the following restrictions:

1st offense- Student will be suspended from participation in all extracurricular activities and will lose driving privileges on school property for 30 calendar days. The student will be allowed to participate in athletic and cheerleading practices during the suspension. The student will also be required to attend with a parent a minimum of one (1) counseling session outside school hours. Counseling session expenses will be the responsibility of the student and parent/guardian. Counseling requirements must take place before eligibility is reinstated. A mandatory test must be taken by the student on or before the next random screening date. The student must submit a negative test to be reinstated. A second positive test at that time will result in the student's facing consequences listed for the 2nd offense. Any positive test result, upon verification, will result in students in grades 10-12 being ineligible for the A+ Grant.

2nd offense- Student will be suspended from participation in all extracurricular activities and will lose driving privileges on school property for 180 calendar days. This includes practices, games, and activities. The student will also be required to attend with a parent a minimum of three (3) counseling sessions outside school hours. Counseling session expenses will be the responsibility of the student and parent/guardian. Counseling requirements must take place before eligibility is reinstated. A mandatory test must be taken by the student on or before the next random screening date. The student will also be required to be tested at the end of the 180 day suspension to be reinstated. During both tests, the student must have a negative screening. If a student tests positive after either test, he/she will face the consequences listed for the 3rd offense.

*Suspension days will only be counted during the school year and will be carried over to the following school year if necessary.

3rd offense- Student will be suspended permanently from participation in all extracurricular activities and will lose parking lot privileges for the remainder of his/her high school career.

*The Random Drug Testing Program does not affect other policies and practices of the school District in dealing with drug or alcohol possession or use where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed herein.

VII. Drugs That Could Be Included in Testing

The Northeast R-IV School District may test for any of the following drugs or any additional drugs the District feels will help promote a safe and healthy environment:

- A. Opiates
- B. Amphetamines
- C. Benzodiazepines
- D. Barbiturates
- E. Cocaine
- F. Marijuana
- G. Phencyclidine (PCP)
- H. Methodone
- I. Oxycodone
- J. Methamphetamine
- K. MDMA (methylenediozymethamphetamine)
- L. Propoxyphene (Darvon)
- M. K2 (synthetic marijuana)

VIII. Financial Hardship

No student will be denied participation in any covered activity due to the inability to pay for the required counseling sessions. Each hardship case will be reviewed by the school District administration.

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

A+ Program S-130-S

A+ Program Description

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four-year institutions are offering incentives for students who meet the A+ criteria.

A+ Program Requirements

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for

non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

In the effort to set forth the parameters of “good citizenship”, Northeast R-IV High School A+ Program participants should understand that the following guidelines will be followed in establishing good standing:

1. Activities within the school setting are an important part of determining good citizenship. With the exception of drug and alcohol offenses, the consequences of which are detailed below, any other poor citizenship resulting in an out-of-school suspension (OSS) will result in the following action:

OSS	1 st Offense	A+ Financial Incentive Probation
OSS	2 nd Offense	Loss of Eligibility for A+ Incentive
Expulsion	1 st Offense	Loss of Eligibility for A+ Incentive

2. Good Citizenship outside of the school setting is of equal importance. Each applicant and his/her parent or guardian is required to sign a form authorizing the release of any records from the office of juvenile services or adult law enforcement to the Northeast R-IV School District. This information will be used in evaluating the citizenship of the applicant:

Conviction of a Misdemeanor or Felony Loss of Eligibility for A+ Incentive

3. “Good Citizenship” is further determined by the evaluations of 5 student-selected teachers (at least 3 must be Cairo teachers). On a scale of 1 to 3, the student must achieve an average of a 2 or above on the Citizenship Inventories.
4. A student must maintain a record of good citizenship and avoidance of the unlawful use of drugs. This includes possession or use of any illegal drug as well as those drugs that are illegal due to the age of the student (alcohol & tobacco products).

1st Offense Loss of Eligibility for A+ Incentive

5. Make a good faith effort to secure federal post-secondary student financial assistance funds.
6. Have achieved a score of proficient or advances on the Algebra I end of course exam or a higher level DESE approved end-of-course exam in the field of mathematics.

More information about the A+ program may be accessed through on the District website, the high school counselor, and/or the District A+ Coordinator, Michelle Jaecques at 660-263-2788.

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. A copy of the District's Assessment Plan can be requested from the guidance counselor.

Testing

Testing will take place in April and May for both middle and high school students. Middle school students take the MAP test in mathematics, communication arts, and science. High school students take End-of-Course exams in selected areas. The results of testing will be used to identify students for the Gifted program, Title I, and Special Services. Test taking skills are taught in the guidance program.

Fall- Pure Tone Hearing- Grade 7, Juniors & new students

Fall- Snellen & 1.50 Lens- Grade 6

Fall- LASE- new students

Spring- MAP- Grades 6-8

Fall- Missouri Connections- Grade 8 & Sophomores

ACT- Juniors and Seniors

Fall- PSAT-NSSQT- Juniors

Winter- *ASVAB- Juniors and Seniors

Spring- End of Course Testing- students in Algebra I, Biology I, Language Arts II, and Government

*The ASVAB consists of 10 subtests, eight of which are power tests and two speed tests. The subtests are designed to measure general cognitive abilities and acquired information in specific areas. The subtests are:

General Science	Coding Speed
Arithmetic Reasoning	Auto and Shop Information
Word Knowledge	Mathematics Knowledge
Paragraph Comprehension	Mechanical Comprehension
Numerical Operations	Electronics Information

Teaching About Human Sexuality I-120-S

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

Graduation Requirements I-190-S

Graduation requirements for the Northeast Randolph County R-IV School District shall be a minimum of 35 units of credit completed during grades nine and above. The school District will participate in the College Preparatory Studies Department of Elementary and Secondary Education.

		<u>Graduation Requirements</u>	<u>College Preparatory Certificate</u>
Language Arts		4 units	5
Language Arts I	1.0 req.		
Language Arts II	1.0 req.		
Oral Communications or Public Speaking	0.5 req.		
Social Studies		4 units	4
American History	1.0 req.		
Government	1.0 req.		
World History	1.0 req.		
Science		3 units	3
Physical Science	1.0 req.		
Biology I	1.0 req.		
Math Algebra I	1.0 req.	3 units	4
Practical Arts			
Personal Finance	1.0 req.	2.5 units	2.5
Comp. Applications	1.0 req.		
Physical Education/ Health		2.5 units	2.5
Physical Education	1.0 req.		
Health/First Aid	1.0 req.		
Fine Arts		1.5 units	1.5
Career Exploration		0.5 units	0.5
Foreign Language		0	2 (recommended)
Advanced Electives		0	2 (4 if no foreign language)
Electives		<u>14 units</u>	<u>8</u>
Total		35 units	35

Students must pass proficiency exams covering the Missouri and United States Constitutions to qualify for graduation from the District.

Online high school courses may be taken through LAUNCH through the Missouri Course Access & Virtual School Program). Courses must be approved by the administration.

Online dual credit courses may be taken at the scheduled time during the school day. Students may withdraw from online classes during the semester but must enroll in another non-dual credit course when credit eligibility with MSHSAA standards is an issue.

Students are allowed to enroll in a maximum of five (5) units of credit (10 classes) per semester. Exceptions may be made for seniors for graduation purposes. Administrative permission must be granted.

Courses taken off-campus used for dual credit (online or on-site) must be approved by the administration and guidance counselor. These dual credit courses will not be included in a student's GPA.

Embedded credit in Mathematics and Language Arts is available for students attending Vo-tech. Interested students should see the guidance counselor for more information.

No special arrangements will be made for credit retrieval until after the end of a semester.

Early Graduation

Eight semesters of attendance is recommended for all students to provide a well-rounded education. However, if a student meets the graduation requirements, he/she may graduate at the end of the first semester of his/her senior year. As a reminder, students are allowed to take a maximum of five (5) units of credit per semester. Students wishing to graduate after seven semesters will no longer be an educational participant with the senior class and will become ineligible to participate as a student in school activities. He/she will be allowed to participate in graduation ceremonies in May.

Graduation Honors

Valedictorian and salutatorian honors are earned based on an accumulated grade point average over the eight semesters of high school. The Valedictorian will be the student with the highest cumulative grade point average. The Salutatorian will be the student with the second highest cumulative grade point average. The following requirements must be met:

1. Students must attend Northeast R-IV School by the beginning of their senior year.
2. Students must complete the requirements for a College Preparatory Certificate.

In case of a tie for either valedictorian or salutatorian, co-valedictorians and/or salutatorian will be honored.

Graduation for Students Eligible for Services Under the IDEA

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and
2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

Guidance Department

The guidance program of the Northeast R-IV School is not set apart from the rest of the educational program. It is an integral part of the curriculum and involves the student, faculty, and administration. Every teacher in school is a guidance agent. Specially directed guidance is given in individual conferences conducted by the guidance counselor.

The guidance program of the school is designed to help each individual student make the most of their abilities, interests, and other qualities; to develop the ability to make their own decisions wisely and solve their problems independently; to adjust themselves satisfactorily to varied situations in school and at home in the community; and to help each student make his best contribution to society. The counselor has information concerning scheduling, courses, vocation, technical programs, colleges, and other post-secondary educational opportunities. Students may obtain the services of the guidance department whenever needed. The counselor's office is open to any students between 7:50 a.m. and 3:30 p.m.

Student Schedules

Students in grades 8-11 pre-enroll in classes in the spring for the upcoming school year. Much preparation and planning is taken after pre-enrollment takes place. For this reason, class schedule changes are to be kept to a minimum at August registration. The principal or counselor will consider a class change only if the teacher recommends the change, a student can better their schedule, or parents request a change after conferring with the principal.

High school courses will be required to have a minimum of 5 students to qualify as a course. Exceptions may be made if needed, especially with upper level courses.

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 Special Education Director and/or 504 Coordinator, Amanda Huntsman, 301 W. Martin, Cairo, MO 65239, (660) 263-2788, ahuntsman@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 – 4:30 pm) in the office of the Special Education Director and/or 504 Coordinator, Amanda Huntsman, 301 W. Martin, Cairo, MO 65239, (660) 263-2788, ahuntsman@ner4.k12.mo.us. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Alternative Methods of Instruction

Alternative Methods of Instruction (AMI) may be utilized in circumstances of emergency or extended closure for the purpose of review and reinforcement of previously taught skills and/or the introduction of new concepts.

On days when AMI is assigned, students and families will be notified through the regular communication channels (Textcaster, school email, social media, phone calls) utilized by the District. Electronic and/or web-based assignments and materials will be utilized for AMI and students will have access to District-provided devices if needed. When possible, hard copy assignments will be provided as requested.

Student attendance will be recorded on days when AMI is assigned and will be documented by the completion of assignments and/or online participation in activities and assignments. Educators will be available electronically during AMI days for guidance with instruction.

Tutoring

After-school tutoring is available to students at the request of their parents. It is important for parents to be in communication with their child's tutor on a regular basis. Once a schedule of weekly tutoring sessions has been set up, it is important that parents notify the tutor of any change such as the need for a shortened session or the student's absence from a session. This can be done with a phone call to the office or a written message to the tutor. Also, tutors are responsible for notifying parents of unexplained absences and of students arriving late or leaving early.

Late Work

It is the responsibility of the students to make sure that assigned work is turned in on time. It is expected that high school students, who have been absent from school, turn in any assignments upon returning to school regardless of whether that class meets that day. Any other allowances for late work are left to the discretion of individual teachers.

Credit Recovery Program

High school students failing a semester course have the opportunity to earn that lost credit through our credit recovery program. The program can only occur after the semester is complete and is only available for selected courses. Students are required to re-do any assignments in which he/she failed for that semester. Students must continue to work on these assignments until an 80% grade is earned. All assignments must be completed during designated Saturday Schools. See the guidance counselor for more information.

Academic Dishonesty

Academic dishonesty is defined as 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.

Academic dishonesty on an assignment will result in a detention for the first offense followed by in-school suspension (ISS) for subsequent offenses. Consequences resulting in loss of academic credit for a first offense in a class will be left to the discretion of the teacher. This may range from the assignment being redone for half credit to a zero on the assignment. Consequences for subsequent offenses will result in a zero on the assignment.

Vocational Technical School

The Board of Education and administration believe the Vocational-Technical School is an important part of the total education program. However, because of the differing nature from the regular classroom, the following guidelines will be used for selection and continuance in the vocational program.

Selection Criteria

1. Junior or senior in high school, and must have passed ten units of credit. (sophomores only by guidelines of I.E.P.)
2. If available slots are allotted per school, and there are more applicants than slots, the highest total of required scores on the GATB test will be used for selection.
3. Students must meet the test requirements of the vocational-technical school.

Requirements for Continuance in the Program

1. Attendance - excessive absenteeism will result in either grade loss or dismissal from the program.
2. A student must maintain at least a C- average each semester at the vocational school to continue attending. (Unless modified by the student's I.E.P.)

Those students who will be juniors or seniors and interested in attending vo-tech school should use the following procedure:

1. Contact the guidance counselor.
2. Take the (GATB) or (ASVAB) test when it is given.
3. Complete the application form.
4. Personal interview with the counselor from the vocational school.
5. Final selection by the selection committee.

Vo-Tech School rules

1. Bus leaves at 11:45am for Moberly Area Technical School and returns to the school at 2:45. Bus leaves at 11:20am for Macon Area Technical School and returns to the school at 2:45. All students are to ride the school bus unless other permission is given by the principal.

2. Vo-tech students are required to follow the calendar set by the Moberly Area Technical Center or Macon Area Technical School. If school is not in session at Northeast R-IV transportation will be provided and students required to attend.
3. Before a student can drive, the principal needs a note from parents. No driving for private interests. Students with permission are not to take passengers.

Dual Credit Programs

The purpose of dual credit is to promote learning opportunities, enabling junior and senior students to receive both high school and college credit for classes taken through Moberly Area Community College & Missouri Baptist University. Students wishing to enroll for dual credit classes must meet all requirements set up by the dual credit agreement between Northeast R-IV/MACC and Northeast R-IV/MO Baptist University. Final approval of courses offered for students enrolled in dual credit will be given by the high school principal and deans of instruction at MACC and MO Baptist.

Dual Enrollment

Students who are juniors or seniors in high school may be admitted to regular day or evening classes during fall and spring semesters if they meet the following requirements:

1. A cumulative 3.00 or better high school grade point average;
2. A permission to enroll form completed and signed by the high school Superintendent, principal or counselor; parents(s) or guardian(s); and the Dean of Student Services
3. An application for admission as an unclassified student;
4. Payment of tuition and fees;
5. An interview with the Dean of Student Services;
6. Compliance with college rules and regulations.

Students who have completed their sophomore year of high school may attend summer classes if they meet the same requirements.

College credit for dual enrollment courses will be transcribed upon receipt of an official high school transcript including graduation date.

Articulation Agreement with Moberly Area Community College

Moberly Area Community College agrees to grant college credit by articulation to students completing the listed Vocational Education program at Northeast R-IV. The following criteria must be met in order for the student to receive credit by articulation:

1. Complete a vocational program which is accredited by the Missouri Department of Elementary and Secondary Education, Division of Vocational and Adult Education
2. Complete all major program area courses at the area vocational-technical school with a grade of B or better
3. Meet all college criteria for admission to Moberly Area Community College
4. Make application for articulation credit to the Dean of Vocational Education

5. Provide documentation of mastery of all skills and competencies in courses for which articulation credit is requested

College credit by articulation is limited to a maximum of twelve (12) credit hours and is applicable only to the Associate of Applied Science degree or a one-year certificate in a vocational area.

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.

The Northeast R-IV School has partnered with LAUNCH in order to offer students virtual course credit through MOCAP (Missouri Course Access & Virtual School Program). Courses are online and offered through Missouri State University in Springfield and the Springfield School District. This is intended to allow students the opportunity to take courses not already offered through our school. More information will be given during course enrollment periods.

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 www.ner4.k12.mo.us and District Policy.

Promotion and Retention Policy I-185-S

The purpose of promotion 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 the schools 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.

It is highly recommended that middle school students failing one (1) core subject area (math, communication arts, science, social studies) during the school year attend summer school. It is required that any student failing multiple core subjects during the school year attend summer school. In addition, a decision on retention will be made involving parents, teachers, and administration.

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 one week after the close of school.

Alternative Education

Students who meet specified criteria could be eligible to attend the North Central Regional School. The primary purpose of NCRS is to provide a viable, individualized program for students who are at-risk of staying in school. This program could give them the opportunity to finish high school in an “alternative” setting, and achieve career goals.

Any student who attends the NCRS will follow policies set forth by that school. In addition, they will meet the following minimum requirements of the Northeast R-IV School District to continue in the program from one semester to the next.

1. A student must have at least 90% daily attendance for a semester to continue the next semester.
2. A student must earn at least three credits during a semester to continue the next semester.

The Northeast R-IV School District will not pay the required tuition for the next semester for students who fail to meet these minimum requirements. Continuation in the program at NCRS would then be at the parent’s or student’s expense. A student who completes all requirements for graduation will receive a high school diploma from NCRS.

Technology F-265-S

Cell Phones/Electronic Devices

Any cell phones, smart watches, Beats, I-pods, or any other device with internet or communication abilities are not allowed to be out during the school day. They are to be kept in the student’s locker and turned off throughout the school day. A combination lock for lockers may be requested and is recommended. Disciplinary consequences exist for students disregarding expectations. Consequences are the same for cell phone possession and usage during the school day. There may be times when cell phones may be used for classroom projects or as a reward for high school students during lunch period. These times will be announced.

Electronic devices are not to be used while school is in session. Bus drivers may give permission for students to use them on routes. They are to be put away before entering the building and kept in a student’s locker and turned off.

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

Grading and Reporting System

11-Point Grading Scale

11 - A	96 - 100	5 - C	74 - 76
10 - A-	90 - 95	4 - C-	70 - 73
9 - B+	87 - 89	3 - D+	67 - 69
8 - B	84 - 86	2 - D	64 - 66
7 - B-	80 - 83	1 - D-	60 - 63
6 - C+	77 - 79	F	Below 60

Weighted Classes

Because of the degree of difficulty, students will receive extra grade points for the following dual credit classes (e.g. Grade of B will be averaged into G.P.A. as an A): Anatomy, Physiology, College English, British Literature, American Literature, Calculus, College Algebra, Trigonometry, Statistics, American History, Sociology. The following non-dual credit classes are also weighted: Spanish III, Spanish IV, AP Biology, General Chemistry.

Grade Placement

High school students are considered a member of a particular class based on the number of credits earned as follows:

9th Grade:	0 - 7 credits
10th Grade:	7 1/2 - 14 credits
11th Grade:	14 1/2 - 21 1/2 credits
12th Grade:	22 credits and up

Students will attend class meetings and other class activities according to their placement in a particular class. Class status can be changed at semester.

Grades – Grade Reporting

The purpose of grades is to convey to parents, students, employers and teachers the best possible estimate of achievement and status in a given course. The use of grades is to indicate the extent to which the goals and objectives have been met.

The semester grade is the final grade for the course. Credit is granted for each course in which a student receives a passing grade. Grade cards will be issued after each quarter. Grades given first and third quarter are an indication of achievement to date. Progress reports are sent to parents at mid-quarter. This is an update of the student's progress to that point. Parents are encouraged to inquire about student progress any time during the school year.

Grading Periods

Sept. 19	Mid-Quarter (1 st)
Sept. 21	Progress reports go out. New academic probation period begins
Oct. 18	End of 1 st Quarter
Oct. 23	New AP period begins
Oct. 25-26	Parent-Teacher Conferences- grade cards distributed
Nov. 16	Mid-Quarter (2 nd)
Nov. 20	Progress reports go out and new AP period begins
Dec. 20	End of 2 nd Quarter & 1 st Semester
Jan. 3	Grade cards distributed and new academic probation period begins
Feb. 6	Mid-Quarter (3 rd)
Feb. 8	Progress reports and new AP period begins
March 13	End of 3 rd Quarter
March 15	Grade cards distributed. New academic probation period begins
April 15	Mid-Quarter (4 th)
April 17	Progress reports and new AP period begins
May 17	End of 4 th Quarter & 2 nd Semester
	Grade cards may be picked up in the office by Wednesday, May 22

Academic Letters

Chenille letters and/or bars will be awarded to high school students who maintain a B+ average which is a 9.0 G.P.A. on the 11.0 point scale for academic achievement in their respective classes for the entire school year. Middle School students will receive an Academic Recognition Certificate.

Honor Roll

The honor roll is designed to give recognition to those students who have achieved excellence in grade point averages. In addition to giving recognition, one of the primary objectives is to provide encouragement to students who are striving to achieve excellence.

"Perfect 11" Principal's Honor Roll

10 - 11 points "A" Honor Roll

7 - 8 - 9 points "B" Honor Roll

Any student making a grade of D+ or lower is ineligible for the honor roll.

National Honor Society

National Honor Society is an organization that promotes recognition for students who reflect outstanding accomplishments in the areas of academics, character, leadership and service.

Before a student may be considered for membership, two criteria must be met. These criteria are dictated by the governing National Council and include:

- 1) Cumulative scholastic average of at least 8.25
- 2) Attendance at the school for the equivalent of one semester.

Upon verification of the eligibility requirements, the following procedure will be used in selection of members for the Cairo/Jacksonville Chapter of the National Honor Society.

1. The Chapter Adviser will issue a letter notifying those students who qualified for candidacy. Those students wishing to remain in consideration for membership will complete a Student Activity Information Form and return it to the Chapter Adviser by the specified deadline.
2. Each faculty member will receive a packet containing a copy of each candidate's Student Activity Information Form and a NHS Selection form. Based on the faculty members personal experience with each candidate, the faculty member will evaluate the candidate in respect to service, leadership, and character. The faculty member will then return the packet to the Chapter Adviser.
3. The Chapter Adviser will tally all scores for each candidate. The Chapter Adviser will then meet with the NHS Faculty Council [five (5) members appointed by the secondary principal at the start of each school year] and review the collected information. As dictated by the National Honor Society Constitution, the selection of members to the Chapter shall be by a majority vote of the faculty council.
4. Newly selected members will be notified by way of a "tapping out" ceremony held before the student body of the school.
5. The formal Initiation Ceremony will be held during the evening of a specified date.

Academic Probation

We feel that participation in extracurricular activities in any form is an important part of the total education of the student. However, when a student's grades show a significant deficiency we feel more time and effort should be extended to the area of academics.

Students failing any subject will be on academic probation, until the next grade reporting period occurs. Grading periods are 4 1/2 weeks in duration. Students failing classes during 4th quarter of a school year will be placed on academic probation for the first grading period of the following school year. Students on academic probation will be excluded from participation in extra-curricular activities until passing grades are made at the next grading period. In addition, students will be excluded from attending extracurricular activities, unless accompanied by a parent. This includes Prom, Homecoming, non-graded music competitions, athletic competition, etc. It does not include co-curricular activities which have a direct bearing on the student's grade in a related course (example- music concerts).

Off-Campus Students

With Board approval, students may have the opportunity and privilege to participate in academies at a college or university while continuing to be a student at Northeast R-IV. Students taking course work at another institution will continue to be counted as a student at Northeast R-IV School. Because the possibility exists that a student may have an unfair advantage or disadvantage over other students at Northeast R-IV, he/she forfeits the right to earn Valedictorian or Salutatorian of their graduating class. Students likewise will not be counted in class rank for scholarship purposes. Special recognition will be given at graduation to students completing off-campus academies.

Missouri State High School Activities Association (MSHSAA) Activities

Athletics & MSHSAA Sponsored Activities

Philosophy

Northeast R-IV School provides students with a strong athletic program. Athletics is considered an important aspect of the student's educational experience. Responsibility and team work is stressed with each team- qualities that successful students often possess upon graduating from high school.

This handbook covers the policies, duties, and regulations of all interscholastic teams at Northeast R-IV Middle and High School. It is our goal at Northeast R-IV School to produce quality students willing to work toward the goals they have established for themselves in life.

Objectives

- 1) To provide the opportunity to exhibit and instill good sportsmanship including respecting the rules of each sport and teaching the traits of citizenship
- 2) To provide emphasis in the development of fundamental skills and knowledge of each sport
- 3) To develop a sense of appreciation and enjoyment of athletics for participants
- 4) To teach each participant to give their very best effort in all phases at all times
- 5) To develop self-confidence and group rapport among team members
- 6) To teach the value of contribution, dedication, and responsibility to a team
- 7) To teach each participant that individual effort can bring intrinsic value and external rewards

Interscholastic Athletics

Interscholastic Athletics is recognized as an integral part of the secondary school's total educational program. Northeast R-IV School is committed to the belief that participation in interscholastic sports is a privilege, not a right, and requires individual responsibility

by the athlete to the team, school, and community. Northeast R-IV School is a member of the Missouri State High School Activities Association (MSHSAA) and shall be regulated by the code of this association, which has been established by a vote of all member schools.

Athletic standards, rules, off-season issues, and policies apply year round to student athletes. Student athletes are subject to the Northeast R-IV School District discipline policy as outlined in the student handbook, as well as the specific rules in the athletic handbook and the MSHSAA Official Handbook.

MSHSAA Athletics

The following are the MSHSAA sponsored athletics offered at Northeast R-IV School:

- | | |
|---------|---|
| Fall: | Girls Softball, Boys Baseball, Girls Golf,
Girls & Boys Cross Country
Middle School Girls Softball
Middle School Girls & Boys Cross Country
Middle School Boys and Girls Basketball |
| Winter: | Boys Varsity and Junior Varsity Basketball
Girls Varsity and Junior Varsity Basketball
Sideline Cheerleading |
| Spring: | Boys Baseball, Boys Golf
Middle School Boys and Girls Track
Varsity Boys and Girls Track |

Conference Schools

Northeast R-IV School is a member of the Central Activities Conference. Other member schools include: Community R-VI, Glasgow, Madison, New Franklin, Pilot Grove, Slater and Sturgeon. Conference sports for high school are softball, baseball, basketball and track. Conference sports for junior high are basketball and track.

Sportsmanship

Athletics and extracurricular activities are the most visible part of our school District. Rarely is the public given an opportunity to see the other functions of our school as often as they in our athletic programs. The behavior of everyone involved is extremely important. The following are expectations to follow for everyone involved:

- 1) Maintain pride in self & school
- 2) Strive to keep high standards of conduct
- 3) Cheering is always encouraged for our team
- 4) Treat everyone with respect
- 5) Accept victory or defeat graciously

Good sportsmanship is expected by athletes, parents, patrons, coaches and anyone else involved with interscholastic athletics representing Northeast R-IV School.

Parent/Athlete Pre-Season Meeting

Prior to the beginning of practice, each coach will schedule a mandatory meeting for parents & student athletes to attend. These meetings are intended to provide information for our parents & athletes regarding expectations of the program. Such topics as communication procedures, sportsmanship expectations & both citizenship & academic requirements will be covered. If there are conflicts with the scheduled meeting date, a second meeting will be held & must be attended before the first week of practice has completed. Failure to attend a Parent/Athlete Meeting will result in athletes not being allowed to practice after the first week.

Parent/Coach Communication

Communication between our coaches & our athletes & parents is important. Our Pre-Season Parent/Athlete Meeting will address ways in which coaches will communicate with parents. As with parenting, coaching can be very challenging at times. As parents, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team.

Communication you should expect from your child's coach:

- 1) Philosophy of the school athletic program
- 2) Locations and times of all practices and contests
- 3) Team requirements- practices, special equipment, out of season conditioning
- 4) Procedure to follow if your child is injured during participation
- 5) Discipline that may result in the denial of your child's participation

Communication coaches expect from parents:

- 1) Concerns expressed directly to the coach
- 2) Notification of schedule conflicts well in advance
- 3) Specific concerns with regards to school program expectations

When possible, it is recommended that the first line of communication occur between student athlete and coach. If the issue is not resolved, parents should set up a meeting with both the coach and the student athlete involved.

The following are appropriate items to discuss with a coach:

- 1) Treatment of your child- mentally and physically
- 2) Ways to help your child improve
- 3) Concerns about your child's behavior

The following are NOT appropriate to discuss with a coach:

- 1) Playing time
- 2) Team strategy
- 3) Play calling
- 4) Other student athletes

24-Hour No Contact with Coach Policy

Athletic events often represent the extremes of emotions both during the contests & at their conclusions for both fans & coaches. Profanity and confrontational behavior by parents/guardians will not be tolerated. Parents/guardians who have a complaint are not allowed to contact the coach through any verbal or written communication within 24 hours after a contest. Complaints should be handled in a one-on-one manner out of sight of other players and parents. The following are steps that are to be taken in the grievance process:

- 1) Student athlete meets with coach before or after school or practice.
- 2) Parent meets with coach following the 24 hour grace period. Please contact the school administrator to schedule this meeting.
- 3) Parent, coach and school administrator meet.

Failure to follow these procedures & breaking the 24 hour rule will result in the following consequences for all offending parties:

First offense- Suspension from all school sponsored athletic events for a time set by the school administration. Suspension will be no less than 2 weeks and no greater than the remainder of the season depending on the severity of the action taken by the adult in question. If the offense occurs at the end of the season, a suspension may carry over to the same sport the following school year or to a different sport in the following season within the same school year.

Second offense- Suspension from all school sponsored athletic events for no less than 12 weeks and no greater than 365 days depending on the severity of the incident. The offending person or persons may be banned from school premises as deemed necessary.

Third offense- Suspension from all school sponsored athletic events for no less than 365 days with the possibility of being suspended indefinitely. The offending person or persons may be banned from school premises as deemed necessary.

If there is ever a need for a parent/guardian to contact the principal immediately after a contest or the following day, please note this does not conflict with our 24 hour No Contact with Coach Policy. Contacting the principal with concerns regarding the safety and well-being of our student athletes is expected at any time.

Eligibility Requirements

Citizenship Requirements

The following are citizenship expectations for students at Northeast R-IV School and by the Missouri State High School Activities Association (MSHSAA):

Students who represent a school in interscholastic activities must be creditable citizens & judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable

citizens.” Conduct shall be satisfactory in accord with the standards of good discipline.

1. Law enforcement- A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.
2. Local School-
 - a) A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
 - b) Students serving in-school or out-of-school suspensions are ineligible to participate until suspension is completed.
 - c) A student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.
 - d) If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.
 - e) Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.
 - f) Each school shall diligently and completely investigate any issue that could affect student eligibility.
3. Student Responsibility- Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. **Any citation received is to be reported immediately to administration.** If the student does not notify the school of the situation prior to the school’s discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors of MSHSAA.

Academic Requirements

Participation in high school and middle school activities is a valuable educational experience and should not be looked upon as a reward for academic success. Students with low academic ability need the educational development provided through participation in activities as much as students with average or above average ability. Activity participation should be for all students making appropriate progress toward graduation and otherwise in good standing.

Students must meet both MSHSAA Requirements and Northeast R-IV Requirements to remain eligible. The following are academic requirements of MSHSAA and of the Northeast R-IV School District:

MSHSAA Requirements for High School Students

1. Students must be enrolled in 4.0 credits (8 classes) in the current semester in order to participate.
2. Students must have earned 4.0 credits the preceding semester (8 classes) in order to participate.
3. Students entering 9th grade are eligible by MSHSAA standards.

MSHSAA Requirements for Middle School Students

1. A student must have been promoted to a higher grade at the close of the close of the previous school year.
2. MSHSAA (for middle school purposes only) defines a “grading period” as 9-weeks in length (or a quarter). Any student failing 2 subjects during a grading period (quarter) is ineligible the following grading period (quarter).
3. Students entering 7th grade are eligible by MSHSAA standards.
4. Students must be enrolled in and regularly attending the normal courses for that grade (7 classes).

Northeast R-IV Requirements for High School & Middle School Students

Student grades are reviewed at each 4½ week grading period (mid-quarter and quarter’s end). Any student failing one or more subjects will be considered to be on academic probation, until the next grade reporting period occurs. Grading periods are 4½ weeks in duration. Students on academic probation may not participate in athletic contests or activities. Students may attend athletic contests or activities only if accompanied by a parent. It is left to the discretion of the coach whether to allow the participant to practice with the athletic team while on academic probation. Students failing classes during 4th quarter of a school year will be placed on academic probation for the first grading period of the following school year.

Academic Probation

We feel that participation in extracurricular activities in any form is an important part of the total education of the student. However, when a student's grades show a significant deficiency we feel more time and effort should be extended to the area of academics.

Students failing any subject will be considered to be on academic probation, until the next grade reporting period occurs. Grading periods are 4½ weeks in duration. Students failing classes during 4th quarter of a school year will be placed on academic probation for the first grading period of the following school year. Students on academic probation will be excluded from participation in extracurricular activities until passing grades are made

at the next grading period. In addition, students will be excluded from attending extracurricular activities, unless accompanied by a parent. This includes athletic competition. It is left to the discretion of the coach whether any athlete on academic probation will be allowed to continue to practice.

Parental Permission

Prior to each year of interscholastic athletic participation, a student shall furnish a statement signed by the student's parents or guardians, which grants permission for the student to participate in interscholastic athletics. No participant may practice until they have a signed parental permission form.

Physical Examinations And Insurance Requirements

Students participating in athletics are required by MSHSAA to receive a physical from a physician stating that he or she is physically able to participate in athletic contests for his or her school. MSHSAA physical forms are valid for a 2 year period from the date given. Students must use the physical form issued by MSHSAA and given out by the school. The completed physical and insurance information must be completely filled out by all required parties and returned to the coach before the player may practice. No participant may practice until they have had a physical examination.

Athletic Emergency Action Plan

Our District has adopted an Emergency Action Plan with detailed instructions on how to treat various injuries. Each coach has a copy of this Plan. It is also located in both concession stands during contests. Our District has an athletic trainer in attendance at the beginning of most practices & home games. Our trainer will treat injuries as they occur. The form giving the school & the athletic trainer permission to do so initially must be signed by a parent before practices begin. Any follow-up appointments that the athletic trainer would potentially have with student-athletes will occur only after permission is granted from the parent.

Conditioning Requirements

Each team must have 14 days of practice on 14 different days prior to the first scheduled contest. Each individual must also attend a minimum of 14 practices before being allowed to participate. The only exception is for a student that has been a member of a team the previous season with practice immediately starting for the new season.

Transportation

All athletes are expected to ride the bus to all away events. Coaches may give athletes the opportunity to ride home with a parent or another athlete's parent after the event. Prior permission must be given to ride home with another parent. All athletes must be signed out by the responsible adult.

Uniforms

Uniforms checked out to athletes are the property of Northeast R-IV School. Between contests, the athlete assumes responsibility for their care and cleaning. Following each season, uniforms are to be returned in appropriate condition to be stored by the school.

Any uniform misplaced or returned with unreasonable wear or damage will result in restitution expected to the school.

School Attendance

Students who miss any part of the school day of a scheduled activity will be considered ineligible to participate. Exceptions approved by the school administrator include attending a funeral or a scheduled doctor's appointment with a note for partial day absence. Students missing any portion of the school day because of sickness without visiting a doctor will not be allowed to participate. Students involved in activities on a day in which there is no school (including weekends) must have permission from the school administrator in order to participate or attend if they were absent on the last day school was in session.

Absences from Practice/Contests

As a member of an athletic team, attendance is expected at all practices & contests. If a student is absent from school for the entire day, the attendance secretary will notify the coach of the absence. If a student must leave school early because of illness, doctor's appointment, etc. it is the athlete's responsibility to notify his/her coach. It is also the athlete's responsibility to notify his/her coach ahead of time when he/she is not able to attend practice on a non-school day. Consequences occurring due to unexcused absences from practice or contests or lack of communication by the athlete will be left to the digression of the coach.

Summer Dead Period

Each summer, schools are required by MSHSAA to establish a 9-day dead period during which no contact takes place between school coaches & students enrolled in the same school. This includes no open gyms, no competitions, no weight training or any other activities associated with the school. Our summer dead period will be announced at the end of the school year.

Sport-Specific Instruction (In & Out of Season)

There are several MSHSAA guidelines for sport-specific instruction occurring during the school season & outside of the school season. Below are some key points to remember. As always, check with your coach or athletic director for clarification as needed.

- A student shall not practice nor compete as a member of a non-school team or as an individual participant in organized non-school competition in that same sport. Specific exceptions have been allowed by MSHSAA in the sports of cross-country, golf & track. Permission must be granted by the school administrator prior to the event.
- A student may practice or compete as a member of a non-school team or as an individual participant in organized non-school competition in a different sport than the school sport. No school time is to be missed for non-school competition. Practice or competition for a non-school team cannot occur on the same day as the school team practices or competes. **It is expected that the athlete will**

communicate with his/her current school-related coach if he/she is planning to participate on a non-school related team in a different sport.

- A student shall not participate in a camp, clinic or lesson during a season in which he/she is competing in a different school sport, without prior approval from the school administrator.
- During the school year & within the school sport season for the sport concerned, a student may attend a school or non-school sponsored specialized sports camp/clinic program, involving coach & instruction. **Note:**

There are provisions to this that are to be approved by the school administrator prior to participating.

Amateur & Award Requirements

A student who represents our school in an interscholastic sport shall be an amateur in that sport. An amateur athlete is one who engages in athletic competition solely for the physical, mental, social & pleasure benefits derived there from. An athlete forfeits amateur status & therefore is not allowed to compete by competing for or accepting money. A student may receive an award of merchandise items (one or more) which together do not exceed a total value of \$250.00. Any other potential awards should be approved by the school administrator before participating in the event.

Athletic Disciplinary Policy

The following standards are used throughout a school year, beginning on the first day of fall practices and concluding on the last contest date in the spring, unless otherwise noted. It is very difficult to establish set standards of expectations. Violations differ in severity and may or may not involve previous incidents. Many of the violations below are left to the discretion of the head coach.

- 1) Discipline violations determined to be minor in nature (ex. detention, verbal reprimand, office referral, recovery room referral, etc.) will be left to the discretion of the coach. Depending on the number of offenses, behavior may result in suspension of games.
- 2) Discipline violations determined to be major in nature (ex. in-school suspension, out-of-school suspension) will be dealt with in the following manner.
 - 1st offense- 1 to 3 game suspension
 - 2nd offense- 3 or more game suspension
 - 3rd offense- dismissal from the team
- 3) Use or possession of alcohol or tobacco products, including but not limited to, cigarettes, cigars, chewing tobacco, electronic cigarettes (juul, vaping devices, flavorings & other chemicals, etc.) or paraphernalia used for or in any relation to the above products, will be dealt with in the following manner.
 - 1st offense- 3 game suspension or possible dismissal from the team
 - 2nd offense- dismissal from the team
- 4) Arrest for a misdemeanor violation will be dealt with in the following manner. A student who commits an act for which charges may be or have been filed by-law enforcement shall be ineligible until all proceedings with

the legal system have been concluded and any penalty (fine, community service, restitution, counseling, court costs, etc.) has been satisfied. Minor moving traffic offenses shall not affect eligibility.

1st offense- 3 or more game suspension

2nd offense- dismissal from the team

- 5) Use or possession of illegal drugs or arrest for a felony:

A student who commits an act for which charges may be or have been filed by law enforcement shall be ineligible until all proceedings with the legal system have been concluded. If convicted he/she will be dismissed from the team. For instances involving a positive drug test, refer to student drug policy.

- 6) Conduct detrimental to the team during a game or practice (ex. unsportsmanlike technical fouls) will result in the following:

1st offense- partial or full game suspension

2nd offense- partial, full, or multiple game suspension(s)

3rd offense- partial, full, multiple suspension(s) or possible removal from the team

Depending on the severity, all will be left to the discretion of the coach.

School Song

(Tune: Stars and Stripes Forever)

Three cheers for the black and the gold
May they wave for our standards forever.
We'll fight and we'll yell 'til we're old
We're for the Bearcats of Cairo High.

We're loyal and true to our team
May they lose to our adversaries never.
You know that we'll do or we'll die
So watch your step
We're full of pep
We're for the Bearcats.

Rah, Rah, Rah, Rah, Rah
Rah, Rah, Rah, Rah, Rah
Rah, Rah, Rah, Rah, Rah!
Yea Bearcats!

MASCOT: Bearcats

COLORS: Black and Gold

Dual Sport Participation

Rules of Dual Sport Participation

1. Participating in two sports during the same season demands much time and energy of students. Time management is very important. As always, academics are the priority. Approval to participate in both sports may be denied before or during the sports season if academic concerns arise.
2. Any student participating in two sports must not be on academic probation at any point during the season. If a student participating in two sports fails a class at the grading period and is placed on academic probation, he/she will only be allowed to participate in only one sport.
3. A student who wishes to participate in two sports during the same season must choose a primary sport before the season begins. A primary sport is the sport that takes precedence over another sport in the event there is a conflict in scheduling. The student must adhere to the primary sport in the event of any conflicts of schedule. Example- both sports have a game/meet on the same night, the student will participate in their primary sport.
4. The student must practice in both sports but the amount of practice time must meet the agreed requirements of the head coaches of those sports involved.
5. In the event that a student is disciplined for any infraction, the punishment will be applied to both sports during the season per the athletic handbook.
6. The following is the order of precedence that will take place in setting up the athletes practice and game schedule for the season:
 - 1) State Final
 - 2) State Semi-Final
 - 3) State Quarterfinal
 - 4) State Sectional
 - 5) Districts
 - 6) Conference Tournament or Meet/Game to determine conference champs
 - 7) Regular Season Meet/Game
 - 8) Practice

The order of precedence above determines what a student will participate in each day. Example- if a student's primary sport is practicing and his/her secondary sport has a regular season meet/game, then the student will participate in the regular season meet/game.

District Sponsored Extra-curricular Activities and Clubs I-210-S

Students at Northeast R-IV Middle-Senior High have the opportunity to participate in extracurricular activities. The minimum eligibility standards for all students who represent our school are:

1. Creditable citizen in and out of school.
2. Satisfactory conduct in and out of school.
3. Strong academic standing- students must be passing all courses at the end of the previous grading period in order to participate in EC activities
4. Students are not eligible while under suspension from school. (In-school or out-of-school suspension)
5. Students who miss any part of the school day of the scheduled activity will be considered ineligible unless the absence is approved by 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 participate. Students involved in activities on a day in which there is no school (including weekends) must have permission from the principal in order to participate or attend if they were absent on the last day school was in session.
6. Students participating in Missouri State High School Activities Association (MSHSAA) activities must meet eligibility requirements of MSHSAA and the District, as explained in more detail below.

Each sponsor will make sure that each member of his/her organization knows these basic requirements for eligibility.

Activity Guidelines

1. All school activities must be approved by the sponsors and administration.
2. Dates for school activities must be approved by the principal and need to be placed on the school calendar early.
3. Class parties and club parties are to be over by 10:00 P.M., unless permission is granted by the principal for a later time.
4. Sponsoring organization is responsible for the condition of the building and equipment and paying all bills for the activity involved.
5. No student will be re-admitted to any school sponsored activities after they have left the building without special permission.
6. The use of alcoholic beverages, tobacco of any kind, or drugs are forbidden at school at any time. Students are subject to the discipline policy.
7. At some social activities high school students will be given permission to invite outside guests. The name of the guest is to be approved by the principal prior to 12:00 noon on the day of the event. The high school student is responsible for actions of their guest.
8. School activities for the purpose of fund raising should be limited to one for each class or organization. More than one must have the approval of the principal.

Transportation to School Activities

1. Students involved in any school related activities are to ride the bus to the activity. When a bus is not available, special permission may be given.
2. Students may not drive their own cars if participating.
3. Students are expected to ride the bus home. However, parents only, may request permission for the student to ride with them or another adult only. Written or verbal permission must be given. Any student not abiding by this rule may be eliminated from that activity for the remainder of the school year.

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.

Clubs and Organizations

Future Business Leaders of America (FBLA)
National Honor Society (NHS)
National Junior Honor Society (NJHS)
Student Council - High School & Middle School
Teens Against Life's Kinks (T.A.L.K.)
Upward Bound
Drama Club
Top 10%
Science Club

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), KRES (104.7 FM), or KZZT (105 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 School 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 me at 660-263-2788.

Sincerely
David Samuel, Superintendent

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. Decisions to cancel school will be made before 6:30 a.m. if possible. Radio station KRES (104.7 PM) or KWIX (1230 AM) will announce such decisions. Announcements will also be posted on Textcaster & on the school's Facebook page. The radio will also announce early dismissal. No announcement means school will be in session. 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 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 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 drop position until quake is over.
2. After the earthquake, if on way to school, continue to school. If on way home, continue home.

Fire and Tornado

Fire alarm: Siren tone

Tornado Alert Alarm: Civil defense tone

The school has adequate emergency facilities for the entire student body. Instruction 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.

Bomb Threat Procedure

Siren Tone- (same as fire drill)

In case of a bomb threat, students will be evacuated from the building and will assemble at the Christian Church recreational 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

Code- "Clear the Hallways"

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 high school gymnasium will be assembled in the locker room.

Students in the elementary gymnasium and/or cafeteria will be assembled in the faculty workroom 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 and the west door by the elementary office.

Toxic Material Evacuation

<u>Grades Teachers/Sponsors</u>	<u>Bus #</u>
Pre-K - K and teachers	7
1 st – 2 nd & teachers	13
3 rd – 4 th & teachers	5
5 th – 6 th & teachers	8
7 th – 8 th & teachers	2
9 th – 10 th & sponsors	6
11 th – 12 th & sponsors	3

The Superintendent and/or principals will be the media spokes person(s).

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

- Buses (7, 13, 5) will line up on Highway Z facing west.
- Buses (8, 2, 6, 3) will line up east of 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.
- Dana Crutchfield & Sara Prewett will provide names of students absent from school at time of evacuation.
- Students will be released to parent/guardian after signing student out with teacher.
- School personnel will attempt to reach parent/guardian 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 on the local radio station (KRES).

Textbooks

All textbooks issued to students are school property. Students are to take extra care in maintaining the condition of the textbook upon issuance and return. Teachers will keep an accurate record of books issues to students. A student responsible for damaging or losing any textbooks or other instructional materials will be required to pay for the damaged or lost item.

Book fines for lost or damaged beyond use are as follows: 1st year of use- full price; 2nd year of use- 80% of purchase price; 3rd year of use- 60% of purchase price; 4th year of use- 40% of purchase price; 5th year of use- 20% of purchase price; 6th + year of use- 10% of purchase price. Books still usable but given abusive treatment will reflect fines in relation to their condition on issuance and return. A student damaging a book will be fined 20% of book value at the time of issuance. Amount will be based on the percentages used above.

Library Media Center

No books, reference materials, periodicals, etc. may be taken from the library without first being checked out. No gum, candy, or drinks allowed in the library at any time.

Circulation periods: All fiction and nonfiction materials- 2 weeks
All reference or temporary items- 2 days

Fines: \$.25 per day on all overdue fiction and nonfiction materials
\$.50 per day on all overdue reference materials.

At the end of each grading quarter, any student having overdue materials and/or owing fines will be restricted from circulation privileges until the materials are returned and fines paid.

Lost or Damaged Materials: If library materials are lost or damaged beyond reasonable repair, students will be responsible for paying the full cost of the materials.

Printing/Photocopying Fees

The following charges will be in effect for middle and high school students in regard to printing or photocopying items using school equipment and materials. These charges will apply throughout the building including classrooms, the office, and the library media center. Students must obtain permission to use the copy machines and payment for all printing/copying will be expected at the time the items are completed.

Printing or photocopying text only	black and white	\$.10 per page
Printing or photocopying graphics	black and white	\$.20 per page
Printing or photocopying text and graphics	black and white	\$.20 per page
Printing or photocopying text only	color	\$.25 per page

Printing or photocopying graphics	color	\$.75 per page
Printing or photocopying text and graphics	color	\$.75 per page
Faxing		\$1.00 per page

Telephone

Students are to make every effort possible to ensure that phone calls are not necessary. Personal business is to be dealt with outside of school hours. The office telephone may be used by students only in emergency situations with approval by office personnel. If a call must be made during the day, students are to ask to use the phone during homeroom or lunch period. IMPORTANT incoming calls will be accepted and messages delivered as soon as possible without disrupting classes.

Student Parking

Students may be granted permission to drive or park on school property. Students are to park in the north parking lot. Vehicles must be parked in rows facing east-west in the area designated by landscaping, in such a manner that they do not impede the free movement of other vehicles. Students are to enter and exit the parking lot using the far north driveway. Students must operate their vehicles in a safe and prudent manner at all times, coming to school and leaving. Students driving in a careless or imprudent manner around the school may also be reported to local law enforcement agencies.

The School District retains authority to conduct patrols of student parking lots and inspections of the exterior of student automobiles on school property. Inspections of the interior of student automobiles may be conducted when a school authority has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobile. These inspections may be conducted without notice.

Lost and Found

Students need to check for lost articles outside the office. If you find an article which someone may have lost, turn it in to the office immediately. Students should only take items out of the lost and found when they belong to them. Lost and found articles not claimed will be donated periodically to good-will agencies.

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: Greg Taylor at gtaylor@ner4.k12.mo.us at 660-263-2788.

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

School Nutritional 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, audiotope, 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

This institution is an equal opportunity provider.

Student Transfers S-120-S

Secondary students requesting admittance will be given credit for those courses that meet the requirements for a Carnegie Unit* of credit and accredited through the State Department of Education from which the student is transferring or a state certifying agency. Also, courses meeting the requirements for a Carnegie Unit of credit and taught by instructors properly certified through the respective State Department of Education will be accepted for credit.

* Carnegie Unit - the credit given for the successful completion of a year's study of one subject in a secondary school.

The District has policies and procedures which guarantee parents' rights to review all information contained in their child's student record. Unless authorized by law, the access of any unauthorized person to personally identifiable data without parental consent is expressly forbidden.

1. 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.
2. 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, including bleachers, the playground, sidewalks, parking lot and school buses, at all times 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*
- *Consent Form Student Activities Drug-Testing Policy*

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:

Student Name (please print):

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:

Parent/Guardian Name (please print):

Date: _____

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

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

Parent/Guardian Name (please print):

Date: _____

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

CONSENT FORM
STUDENT ACTIVITIES DRUG-TESTING POLICY
NORTHEAST R-IV SCHOOL DISTRICT

Participant Name (Print) _____ Grade _____

I have read and understand the Northeast Randolph County R-IV School District random drug testing policy. I understand that participation in school sponsored extracurricular, co-curricular, and MSHSAA sponsored activities is a privilege and not a right. I further understand that driving privileges on school grounds is also a privilege and not a right. I am aware of the District's requirements for participation in school sponsored activities and to drive on school property and agree to abide by the requirements and penalties outlined in the handbook.

I consent to allow a specimen of my urine to be collected by the drug testing collection agency designated by the Northeast R-IV School District and to have a drug testing collection agency and/or testing laboratory designated by the District perform a substance abuse analysis on the specimen. I also consent to the release of the results of the analysis by the drug testing collection agency and/or testing laboratory to the authorized District personnel.

Student Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____