

**2026-2027**

**North Mercer R-III  
School District**

**NORTH MERCER**



**CARDINALS**

**Student-Parent  
Handbook**

**Adopted by the Board of Education: June 8, 2026**

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### Mission C-110-S

The mission of the North Mercer R-III School District is to inspire students to gain a diversity of life skills in a safe environment as they work to become responsible, productive citizens.

### Motto

Inspire Lifelong Learners.

### Vision

The vision of the North Mercer R-III School District is to develop versatile and confident individuals who aspire to positively contribute within society.

### Beliefs

- We believe everyone at school should feel safe physically, mentally, and emotionally, through building strong relationships that demonstrate and model respect.
- We believe every student has a purpose.
- We believe all students should be given the opportunity to develop their individual skills on their level.
- We believe in the importance of parent and community involvement and will partner with families, businesses, and the community to promote active engagement in student learning.
- We believe in demonstrating a positive environment through our actions.
- We believe all faculty and staff should have the opportunity to grow professionally.

### School Board Members G-100-S

Teri Noe, President

Kailer Stevenson, Vice President

Dana Stark, Secretary/Treasurer

Ervin Taff

Gage Porter

Makella Hagan

Kenny Martin

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.

### School Building Information and Contact Information

Superintendent:	Mr. Wade Hall
Principal	Mrs. Aimee Huse
Library/Special Education:	Mrs. Laura Mason
Counselor:	Mrs. Melissa Hill
Preschool:	Mrs. Joanne Fisher
Kindergarten:	Mrs. Danessa Stout
First Grade:	Mrs. Melissa Eakes
Second Grade:	Ms. Larissa Eivins
Third Grade:	Mrs. Amy Hall
4-5-6 SS/Science:	Ms. Ashton Johnson
4-5-6 Communication Arts:	Ms. Summer Martin
4-5-6- Mathematics:	Mrs. Heather Moorman
Art:	Mrs. Cassandra Bain
Music/FACS:	Mrs. Betty Willis
K-12 Physical Education:	Mr. Jaxson Waterbury
Title I/Reading Coach:	Ms. Heather Smith
K-12 Special Education:	Mrs. Carrie Rogers
Business:	Mrs. Sherri Barker
JH/HS Communication Arts:	Mrs. Carla Perkins
JH/HS Mathematics:	Mrs. Janice Persell
JH/HS Mathematics:	Mrs. Kyla Persell
JH/HS Social Studies:	Mr. Dan Martin
JH/HS Science:	Mrs. Jill West
JH/HS Agricultural Science	Mr. Jeff Wyatt
School Nurse:	Mrs. Bonnie Banion
Paraprofessionals:	
Preschool:	Mrs. Kay Wyatt
Special Education:	Mrs. Joni Johnson, Mrs. Deb Goodman, Ms. Kinlee Boothe
Title I:	Mrs. Erin Nall
Secretaries:	Mrs. Jennifer Wilson, Mrs. Terry Bomgardner Ms. Natahsa Pingel
Maintenance/Custodians:	Mr. Richard Jones, Mr. Martin Mason
Cooks:	Mrs. Kelly Brown, Mrs. Martha Clark, Mrs. Jamie Robinson
Bus Drivers:	Ms. Kerri Jincks, Mr. Max Siemer
Transportation Director:	Ms. Kerri Jincks
Parents as Teachers:	Mrs. Laura Mason
Work Study Coordinator:	Mrs. Melissa Hill

The Department of Elementary and Secondary Education's District and Building Report Cards are available [here](#).

### Superintendent Information

Wade Hall

Phone: (660) 382-4214

Email: [whall@northmercer.k12.mo.us](mailto:whall@northmercer.k12.mo.us)

## Welcome Letter

A great opportunity awaits everyone as we start the 2026-2027 school year. The faculty and administration wish to take this opportunity to extend to each of you a most cordial welcome. Each student at North Mercer is a valuable part of our student body, and we want the best for each one.

The Student Handbook contains important information concerning questions and situations that may arise during the school year. The administration and Board of Education believe that an understanding of school rules and regulations by each student and his/her parent or guardian is necessary in order to create an environment that is safe and provides the best possible environment for students to learn.

All students have received a copy of this handbook on the first day of school and signed a form indicating as such. We suggest that each student discuss the rules and regulations in this handbook with his/her parent or guardian. It is to be used as a guide and is not expected to cover every incident that occurs.

I hope you will have an enjoyable and successful school year. I look forward to and appreciate the opportunity to work with students, parents, and faculty as we start the 2026-2027 school year. The office will be open at all times during the regular school day. The telephone number is 660-382-4214. All high school activities will be scheduled through the office. Smooth, effective operation of our school depends greatly on open communications. If for any reason, parents want to confer with faculty, counselor, or administrators, they may call for an appointment.

Aimee Huse, Principal

## North Mercer R-III 2026-2027 CALENDAR

Board Approved March 9, 2026

<p><b>August (6)</b></p> <p><b>Aug 19-20</b> - Staff In-Service #1 &amp; #2</p> <p><b>Aug 20</b> - Open House 6:00 - 7:00 PM</p> <p><b>Aug 24</b> - First Day of School - Early Dismissal @ 12:40</p>	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr style="background-color: #f28b82; color: white;"> <th colspan="7">AUGUST 2026</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	AUGUST 2026							S	M	T	W	Th	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						<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr style="background-color: #f28b82; color: white;"> <th colspan="7">FEBRUARY 2027</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	FEBRUARY 2027							S	M	T	W	Th	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							<p><b>February (18)</b></p> <p><b>Feb 12</b> - No School - Teacher In-Service # 7</p> <p><b>Feb 15</b> - No School - Presidents Day - Potential Snow Make Up Day</p>
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### Alternative Method Instruction (AMI) Days

The district may implement AMI Days during the school year when campus itself is closed for inclement weather or forecasted utility issues. The district can utilize AMI Days 5 days out of the school year. On AMI Days, instruction will be delivered to students via digital or print assignments to be completed by the students and returned

to school the next day that school is in session. More information pertaining to AMI Days were included with enrollment packets, can be found on the district website, and can be picked up/sent home with students upon parent/guardian request.

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

#### **Attendance Requirements**

Regular attendance is essential to student success. Students are expected to attend school consistently and arrive on time each day. It is the parents'/guardians' responsibility to decide at what times and reasons a child should not come to school, provided that these times do not conflict with the school attendance policy and do comply with state and federal laws. Students will not be excused from school before the end of the day without being signed out by a parent/guardian. Telephone requests for early dismissal shall be honored only if the caller can be positively identified as the parent/guardian. Students are to be picked up through the office and must sign out at that time. Legal paperwork needs to be provided as to who cannot legally pick up students. Parents of students absent during the morning count in the classroom may be contacted by the administration to verify the cause of the absence unless prior notification is received. If your child will be absent, please send a note ahead or call the office the morning of the absence. Parents may also request homework for absent students by calling the office. This Policy also covers students attending Vo-Tech.

The school day hours run from 8:10 AM – 3:14 PM. A student will be considered tardy from 8:11 AM – 8:20 AM. After 8:20 AM, students will be counted absent for the 1<sup>st</sup> hour of the day.

#### **Attendance Limits**

Students may accumulate up to eight (8) absences per semester without submitting documentation.

Students who exceed eight (8) absences per class in a semester must submit an Attendance Appeal Form and supporting documentation to be considered for attendance exceptions.

#### **Attendance Notifications**

Parents/guardians will be notified when a student reaches the following attendance thresholds:

- 5 Absences: Written notification to parent/guardian.
- 8 Absences: Written notification to parent/guardian.
- 9+ Absences: Written notification to parent/guardian and possible referral to the Juvenile Office in accordance with applicable laws and district procedures.

## **Academic Consequences**

Students in grades 7-12 who exceed eight (8) absences in a semester may be subject to a semester grade reduction of two percent (2%) per class for each absence beyond the eighth absence unless an attendance appeal is approved.

## **Eligibility for School-Sponsored Trips**

Students K-12 must maintain at least 90% yearly attendance to participate in school-sponsored trips or events that would require the student to miss more than 1 period of the school day.

Absences resulting from extenuating circumstances may be reviewed and considered when determining eligibility.

## **Absences Not Counted Toward Attendance Limits**

The following absences will not count toward attendance limits when approved and documented as required:

- College visits or job shadow experiences:
  - Up to two (2) days during the senior year.
  - Up to one (1) day during the junior year.
- One (1) day per school year for a driver's permit or driver's license examination.
- Pre-approved school-related activities.
- Participation in activities recognized by a governing organization or approved by the principal when the student has been selected for honors, recognition, leadership opportunities, or competition.
- School-sponsored activities that require students to leave less than thirty (30) minutes before the end of the school day.

## **Attendance Appeals**

Students who exceed the attendance limit may appeal through the Attendance Appeal Process.

## **Attendance Appeal Team**

The Attendance Appeal Team shall consist of:

- Principal
- School Counselor
- Two Teachers

## **Appeal Procedure**

A completed Attendance Appeal Form and all supporting documentation must be submitted within five (5) school days following the end of the semester.

An approved appeal may result in some or all absences being exempted from attendance consequences, including grade deductions and attendance-based eligibility requirements.

The Attendance Appeal Team will review each appeal individually and consider extenuating circumstances, documentation provided, and the student's overall attendance record when making a determination.

The decision of the Attendance Appeal Team shall be final.

## **Make-Up Work**

- Student is responsible to collect and turn in any work that they missed during their absence
  - Students have 1 day to make up work for each day they are absent upon their return to school
  - Caps at 3 days upon return to school if absence extends beyond 3 days
- We WILL NOT accept any late work beyond the make-up days allotted
- Late assignments will be counted as a zero in the gradebook
- Extenuating circumstances that result in extended absences will be considered on a case-by-case basis

## **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*

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes or slippers;

2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outer wear;
6. Clothing that does not cover undergarments or inappropriate locations;
7. Holes in pants that show undergarments or inappropriate locations unless patched;
8. Clothing with profane, obscene, or otherwise inappropriate language;
9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
11. Language or symbols that promote gangs;
12. Hats and hoods (hooded sweatshirts worn up);
13. Do-rags;
14. Handkerchiefs;
15. Sunglasses;
16. Face paint;
17. Overly-dramatic make-up;
18. 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);
19. Heavy or loose chains, or straps that create a safety risk.
20. No costume attire shall be worn on days other than those designated for dress up days for organizations or events.

#### *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.

A change of clothing is required for all dress code violations. Students will not be allowed to go home for other clothes if a suitable item can be provided here at school. When necessary, the parent may be called to bring in clothing before the student will return to class. If this occurs, the absence will be counted as unexcused.

District coaches and sponsors may impose additional dress code considerations for those individuals who are involved in the activity for which they are responsible.

## Food Service Program F-285-S

### *Breakfast*

Breakfast is served from 7: 45 AM to 8: 05 AM. Breakfast is offered daily to all students. Please send payment for school breakfast to the school secretary monthly. When students arrive in the morning, they are to sit in the commons area until 7:45 when they will line up in an orderly fashion to get breakfast.

### *Lunch*

Lunch is offered daily to all students. Please send payment for school lunches to the school secretary monthly. A cap of \$100 per student has been established by the Board of Education for Lunch/Breakfast accounts. Once this has been reached, the student will not be allowed to charge breakfast/lunch, but may bring cash to pay for meals each day.

Applications for free and reduced breakfasts and lunches will be sent home with all children the first day of school. To be placed on free/reduced meals, applications must be filled out completely, including social security number and salary, and returned to the school office for approval/disapproval as soon as possible. You will receive written notification of the approval or disapproval of your application. This information is strictly confidential, and the district strongly encourages all families to apply for this program.

### *Adult Visitors for Lunch*

Parents/guardians may submit a request to visit their student at lunch. These requests should be submitted to the building principal in advance. Parents/guardians may authorize other adult family members to eat with their students by submitting a request.

## 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.

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. If you do not want these

medications administered to your student in an emergency, please notify the school nurse or principal in writing.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

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

### *Individual Approaches*

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires 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.

### *Illnesses/Injuries*

Students will be sent home from school by nurse if:

1. Fever of 100 degrees or more.
2. Vomiting/diarrhea due to illness.
3. Injury or illness in which the nurse and/or faculty feels needs medical attention.

### *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.

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

The District will provide dental screenings to students through the 6<sup>th</sup> grade with pre-approval from the student's parent/guardian. Students beyond 6<sup>th</sup> grade may also receive a dental screening due to concerns and with parental permission.

The District will provide vision screenings to students through the 6<sup>th</sup> grade with pre-approval from the student's parent/guardian. Students beyond 6<sup>th</sup> grade may also receive a dental screening due to concerns and with parental permission.

The District will provide hearing screening to students through the 6<sup>th</sup> grade. If a student's parent/guardian does not desire their student to undergo this screening, the parent/guardian must notify the Health Office of the desire to opt out of the hearing screening.

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.

### *Health Office*

If you have any questions, please contact Kelly Cowan, Nurse, at 660-382-4214, ext. 241.

### 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 others.

*Prescription Medication* – Prescription medication must be brought to school in the original prescription container by the parent of the student and checked in and out of the Nurse's office. 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.

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 at the number listed above.

#### 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 remedial action in accordance with the discipline code, and state and federal law.

#### *Immunizations and Vaccinations*

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

#### **Head Lice**

Periodic head lice screenings may be conducted by the school nurse or designated school personnel. If head lice or nits are identified, parents/guardians will be notified promptly.

Students found to have head lice or nits will be required to leave school and receive appropriate treatment. Parents/guardians are encouraged to thoroughly treat the

student and clean items that may harbor lice, including clothing, bedding, personal belongings, and other affected household items.

Before returning to school, the student must be examined by the school nurse or principal and provide evidence that treatment has been administered (such as the treatment product packaging or a current purchase receipt). Students may return to school only when the reexamination confirms that no live lice or nits are present.

Students who are found to have live lice or nits upon reexamination will be sent home and may return only after additional treatment and a subsequent clearance examination.

#### Asbestos F-215-S

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

The North Mercer R-III School District had an asbestos inspection conducted by certified inspectors as required by AHERA (1988) and maintains an asbestos management plan. A copy of the Management Plan and inspection reports are available for review at the superintendent's office. Questions regarding asbestos or the management plan may be directed to the district superintendent at 660-382-4214.

#### 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 may, 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://dese.mo.gov/media/pdf/attachment-1-does-your-child-need-health-care->

coverage or <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 building principal. Requests to amend education records may be directed to the building principal to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

#### *Directory Information*

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

The District designates the following items as directory information:

*General Directory Information:* The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in District-sponsored or District-recognized activities and sports; height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information:* In addition to general directory information, 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; 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 by contacting the building principal.

### *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.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

- 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: Wade Hall

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

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

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

The Schoolwide Program Plan and School Parent and Family Engagement is available in the enrollment packet.

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 English learners is:

Name: Laura Mason, Special Education Teacher  
 Phone #: (660) 382-4214, ext. 264  
 Email Address: [lmason@northmercer.k12.mo.us](mailto:lmason@northmercer.k12.mo.us)

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

Name: Terry Bomgardner, Food Service Manager/Secretary (Homeless and Migrant)  
 Phone #: (660) 382-4214, ext. 225  
 Email Address: [terryb@northmercer.k12.mo.us](mailto:terryb@northmercer.k12.mo.us)

The District's liaison for students who are in foster care is:

Name: Melissa Hill, PK-12 Counselor (Foster Care)

Phone #: (660) 382-4214, ext. 256

Email Address: [mhill@northmercer.k12.mo.us](mailto:mhill@northmercer.k12.mo.us)

### 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 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: Laura Mason, Special Education Teacher

Address of Office: 22931 Main Street, Mercer, Missouri 64661

Phone #: (660) 382-4214, ext. 264

Email Address: [lmason@northmercer.k12.mo.us](mailto:lmason@northmercer.k12.mo.us)

### Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the office. No one will be allowed to enter the hallways or classrooms without signing in and having permission from the office. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit [3 days] in advance.

### Transportation Services F-260-S

The Superintendent or designee is responsible for the transportation services of the District. All transportation services will be in compliance with law, and guided by the School Administrator's Handbook, produced by the Missouri Department of Elementary and Secondary Education (DESE). Initial school bus routes will be approved by the Board on or before the end of October of each year, and the final report no later than June. Bus routes will be determined for the purposes of safety and efficiency.

All resident students will be offered transportation services. Students may be transported in leased vehicles, private vehicles, or contracted vehicles in accordance with law.

Transportation for students with disabilities and homeless students will be provided in accordance with law. The student discipline code of the District applies to conduct related to school transportation services. Any instance of trespass on a school bus will be reported to District administration and the appropriate law enforcement officials. The Superintendent or designee is authorized to pursue trespass charges against any individual trespassing on school transportation vehicles. District transportation will only be used for District transportation purposes, except in the potential of a community emergency as determined by the Superintendent or designee.

For questions regarding the District's Transportation Services, please contact Kerri Jincks, Transportation Director, at (660) 382-4214.

### 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.

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.

*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.

*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.

*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. Students who are suspended may complete their assessments assigned during the suspension for a maximum grade of 70% on those assessments.

*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.

*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.

Prohibited Conduct	Definition	Consequences
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes	<p>A. Any student caught cheating or helping/allowing someone else to cheat will be penalized in the following manner:</p> <p>First Offense: A zero grade will be given on the item in question.</p> <p>Second Offense: A zero grade will be given on the item in question and 1-10 days suspension.</p> <p>Subsequent Offense: An F grade will be given for the quarter in the class the material was plagiarized and 1-10 days suspension.</p> <p>B. Any student caught plagiarizing will be penalized in the following manner:</p> <p>First Offense: A zero grade will be given on the item in question.</p> <p>Second Offense: A zero grade will be given on the item in question and 1-10 days suspension.</p>

	constitutes cheating or plagiarism.	Subsequent Offense: An F grade will be given for the quarter in the class the material was plagiarized and 1-10 days suspension.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	<p>First Offense: 11-180 days suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.</p> <p>Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.</p>
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.	<p>A. Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.</p> <p>First Offense: School-based mediation, 1-180 days suspension, or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.</p>
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes	<p>Subsequent Offense: 11-180 days suspension, or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.</p> <p>B. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.</p> <p>First Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.</p>

	criminal assault in the third or fourth degree.	
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.	<p>A. Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.</p> <p>First Offense: School-based mediation, 1-180 days suspension, or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.</p> <p>Subsequent Offense: 11-180 days suspension, or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.</p> <p>B. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.</p> <p>First Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.</p>
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes	<p>First Offense: 1-10 days OSS.</p> <p>Subsequent Offense: 180 days OSS, or expulsion and documentation in student's discipline record.</p>

	<p>with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.</p>	
<p>Bus or Transportation Misconduct</p>	<p>Any misconduct committed by a student on transportation provided by or through the District.</p>	<p>Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.</p>

<p>Disrespectful or Disruptive Conduct or Speech</p>	<p>Conduct that interferes with an orderly education process such as disobedience or defiance to an adult’s direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District’s policy regarding this conduct.</p>	<p>Towards Staff Member:  First Offense: Principal/Student conference, 1-10 days suspension.  Subsequent Offense: 1-180 days suspension, or expulsion and possible documentation in student’s discipline record.  Towards Student/s: First Offense: Principal/Student conference, detention, 1-10 days suspension.  Subsequent Offense: 1-180 days suspension, or expulsion and possible documentation in student’s discipline record.</p>
<p>Drugs/Alcohol/Tobacco/E-Cigarettes</p>	<p>The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of</p>	<p>First Offense: 1-180 days suspension, 4 extra-curricular suspensions, possible notification to law enforcement officials, documentation in student’s discipline record. Potential expulsion recommendation from Superintendent.  Subsequent Offense: 1-180 days suspension, suspension from ALL extra-curricular for the remainder of the year, notification to law enforcement officials, and documentation in student’s discipline record. Potential expulsion recommendation from Superintendent.</p>

	their prescription drugs and over the counter drugs in compliance with District procedures.	
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	<p>First Offense: Principal/Student conference, detention, 1-10 days suspension, and documentation in student's record.</p> <p>Subsequent Offense: Suspension or expulsion and documentation in student's record.</p>
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.	<p>First Offense: Principal/Student conference, 1-180 days suspension, or expulsion, and documentation in student's discipline record; immediate report to law enforcement.</p> <p>Subsequent Offense: 1-180 days suspension, or expulsion and documentation in student's discipline record; immediate report to law enforcement.</p>
Fighting	A conflict: verbal, physical, or both, between two or more people.	<p>First Offense: Principal/Student conference, 1-3 days suspension, and documentation in student's discipline record.</p> <p>Second Offense: 3 -10 days suspension and documentation in student's discipline record.</p> <p>Subsequent Offense: 1-180 days suspension, or expulsion, and documentation in student's discipline record.</p>
Weapons and Firearms	A) Possession or use of a firearm as defined in <a href="#">18 U.S.C. § 921</a> or any instrument or device defined in	A. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010, RSMo, which is customarily used for attack or defense against another person; any

	<p><a href="#">§ 571.010, RSMo</a>, or any instrument or device defined as a dangerous weapon in <a href="#">18 U.S.C. § 930(g)(2)</a>.</p> <p>B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.</p> <p>C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.</p>	<p>instrument or device used to inflict physical injury to another person.</p> <p>First Offense: 1-180 days suspension, or expulsion, possible notification to law enforcement officials, and documentation in student’s discipline record.</p> <p>Subsequent Offense: 1-180 days suspension, or expulsion, notification to law enforcement officials, and documentation in student’s discipline record.</p> <p>B. 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).</p> <p>First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, notification to law enforcement officials, and documentation in student discipline record.</p>
<p>Harassment, including Sexual Harassment</p>	<p>Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted</p>	<p>If non sexual:  First Offense: Principal/Student conference, 1-10 days suspension, documentation in student’s discipline record.  Second Offense: 1-180 days suspension, or expulsion, and documentation in student’s discipline record.</p>

	and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.	<p>If sexual:</p> <p>A. Use of verbal, written or symbolic language that is sexually harassing.  First Offense: Principal/Student conference, 1-10 day suspension, and documentation in student's discipline record.</p> <p>Subsequent Offense: 1-180 days suspension, or expulsion, and documentation in student's discipline record.</p> <p>B. Physical contact that is sexually harassing.  First Offense: 1-10 days suspension, or expulsion, possible notification or juvenile office and documentation in student's discipline record.</p> <p>Subsequent Offense: 11-180 days suspension, or expulsion, notification of juvenile office, and documentation in student's discipline record.</p>
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.	<p>First Offense: Principal/Student conference, detention, 1-180 days suspension, documentation in student's discipline record.</p> <p>Second Offense: 1-180 days suspension, or expulsion, and documentation in student's discipline record.</p>
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.	<p>First Offense: Principal/Student conference, detention and possible documentation in student's discipline record.</p> <p>Subsequent Offense: 1-10 days suspension and documentation in student's discipline record.</p>

Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	<p>First Offense: Principal/Student conference, detention and possible documentation in student's discipline record.</p> <p>Subsequent Offense: 1-10 days suspension, possible extra-curricular suspension, and documentation in student's discipline record.</p>
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.	<p>First Offense: 1-10 days suspension, or expulsion, possible notification of juvenile office and documentation in student's discipline record.</p> <p>Subsequent Offense: 11-180 days suspension, or expulsion, notification of juvenile office, and documentation in student's discipline record.</p>
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.	<p>First Offense: 1-10 days suspension, or expulsion, possible notification of juvenile office and documentation in student's discipline record.</p> <p>Subsequent Offense: 1-180 days suspension, or expulsion, notification of juvenile office and documentation in student's discipline record</p>
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the	<p>Truancy</p> <p>First Offense: Principal/Student conference or 1-3 days suspension.</p>

	<p>parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.</p>	<p>Subsequent Offense: 1-10 days suspension, possible notification of law enforcement officials.</p> <p>Tardiness Policy</p> <ul style="list-style-type: none"> <li>• Students are tardy if not in the classroom by the scheduled start time.</li> <li>• Teachers are to mark students tardy in Lumen and inform the student of their tardy.</li> </ul> <p>Detentions are assigned:</p> <p>3 tardies – 30 minute detention  6 tardies – 60 minute detention  9 tardies – 60 Minute detention  12 tardies – 1 day of In-School Suspension</p> <p>***Progression will start over each quarter.***</p>
<p>Technology Misconduct</p>	<p>Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.</p>	<p>First Offense: Students found violating a rule will lose their right to use the internet or computer for a period of time determined by the administrator to be appropriate for said violation.</p> <p>Second Offense: A student who has a second violation will lose the use of internet or computer for a period of a month.</p> <p>Third Offense: A third violation will result in the student not being able to use the internet/or computer for the remainder of the year.</p> <p>Subsequent Offense: All violations and subsequent consequences will be addressed by the principal.</p>

Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	<p>First Offense: 1-180 days suspension, possible notification to law enforcement officials, and possible documentation in student’s discipline record.</p> <p>Subsequent Offense: 11-180 days suspension or expulsion, notification to law enforcement officials, and documentation in student’s discipline record.</p>
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.	<p>First Offense: 1-180 days suspension, or expulsion, possible notification to law enforcement officials, documentation in student’s discipline record, possible loss of privileges, and possible restitution for damages</p> <p>Subsequent Offense: 11-180 days suspension or expulsion, notification to law enforcement officials, documentation in student’s discipline record, possible loss of privileges and restitution for damages.</p>
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.	<p>First Offense: Progression or addition to already assigned disciplinary action, Detention→ISS→OSS</p> <p>Subsequent Offense: 3-180 days suspension</p>

**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: Building Principal and can be reached at 660-382-4214.

*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.

#### *Report Form*

Report forms are located in the Superintendent's office.

#### 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: Wade Hall  
 Phone #: (660) 382-4214  
 Email Address: [whall@northmercer.k12.mo.us](mailto:whall@northmercer.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: Aimee Huse  
 Phone #: (660) 382-4214  
 Email Address: [ahuse@northmercer.k12.mo.us](mailto:ahuse@northmercer.k12.mo.us)

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

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

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

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

## 1. What is a complaint?

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

## 2. Who may file a complaint?

Any individual or organization may file a complaint.

## 3. How can a complaint be filed?

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

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

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

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

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

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

A complaint filed with the Department must be a written, signed statement that include:

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

## 7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

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

- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department’s resolution of the complaint (or its failure to resolve the complaint).

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

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

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

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

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

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

of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

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

Name: Wade Hall  
Phone #: (660) 382-4214  
Email: [whall@northmercer.k12.mo.us](mailto:whall@northmercer.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: Aimee Huse  
Phone #: (660) 382-4214  
Email: [ahuse@northmercer.k12.mo.us](mailto:ahuse@northmercer.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: Aimee Huse, Principal  
Address: 22931 Main Street, Mercer, MO 64661  
Email Address: [ahuse@northmercer.k12.mo.us](mailto:ahuse@northmercer.k12.mo.us)  
Phone #: (660) 382-4214

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. This includes law enforcement inspecting the building with the assistance of drug dogs.

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 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 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 Wade Hall

#### 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.

More information about the A+ program may be accessed on the District website at <https://nmercercounselor.weebly.com/a.html>, or through the school counselor, Melissa Hill, at [mhill@northmercer.k12.mo.us](mailto:mhill@northmercer.k12.mo.us) or (660) 382-4214, ext. 256.

### *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.

### *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 of students in grades K through 5 will be notified of sexual abuse training in advance of any such lesson. 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.

### *Teaching About Computer Science I-123-S*

For students electing to use a computer science course for a math unit, please be aware some institutions of higher education may require four units of academic credit in math for college admission. If a student chooses to take a computer science course to fulfill a unit of academic credit in math, the parent/guardian who signs the Acknowledgement Form for this Student Parent Handbook acknowledges taking a computer science course to fulfill a unit of academic credit in math may have an adverse effect on college admission decisions for their student.

### *Grading and Reporting System*

#### **JUNIOR HIGH ADVANCEMENT**

All junior high students are required to take two semesters each year of English, math, science, and social studies. They must pass at least six of the eight semesters in these four subject areas to advance to the next grade level. Failing three semesters in these four subject areas are grounds for retention.

Each case will be reviewed individually when considering advancement or retention.

\*Special education students will be evaluated per their IEP towards promotion or retention. The IEP Committee (teachers, parents, and administration) will make the decision.

#### **HONOR ROLL**

The following scale is used to determine Honor Roll status for grades 7 through 12:

- A. Students with a quarterly grade point average of at least 3.00 qualify for the “B” honor roll.
- B. Students with a quarter grade point average of at least 3.67 qualify for the “A” honor roll.
- C. The following requirements must also be met for students to be placed on either the “A” or “B” honor roll:
  - a. Students must maintain a grade of C- or above in all classes. Students who earned a D or F in any class during the quarter will not be eligible for honor roll status.
  - b. The student must not have been suspended during that grading period to be on the honor roll.

#### **NORTH MERCER R-III GRADING SCALE FOR GRADES 4 THROUGH 12**

100-96....A  
95-90....A-  
89-87.....B+  
86-83.....B  
82-80....B-  
79-77.....C+

76-73.....C  
72-70.....C-  
69-67.....D+  
66-63.....D  
62-60.....D-  
59-0.....F

### **REPORTING TO PARENTS**

Report cards are sent to parents on a quarterly basis.

Parent-teacher conferences are also scheduled twice during the year. We urge parents to come to the conference. If the parent and teacher discuss together the goals they have for the child, and the ways in which these goals may be reached, much more can be accomplished. It is essential to always remember that the goals of staff and parents are the same, To Improve Student Achievement. We welcome any questions about your child's progress. If a conference is desired at some other time than those scheduled, please call your child's teacher or the principal for an appointment.

### *Graduation Requirements I-190-S*

In addition Graduation to the revised graduation requirements, the superintendent of school shall establish rules and regulations governing the granting of achievements credit, independent study credit, and educational credit. (See Four Year Plan of Study for required units and recommended schedule)

### **Graduation Requirements For High School Diploma**

4 units of Communication Arts

3 units of Social Studies

3 units of Math

3 units of Science

1 unit of Practical Arts

1 unit of Fine Arts

1 unit of Physical Education

1/2 unit of Keyboarding

1/2 unit Health

1/2 unit Personal Finance

**17 1/2 Required Units + 9 1/2 Elective Units = 27 TOTAL CREDITS**

A. In addition to the minimum units of credit for graduation, each student must have achieved minimum standards in the following fields to be considered for a diploma of graduation.

The satisfactory passing of the United States Constitution and Missouri State Constitution examinations; as well as the United States Civics Test shall be required for receiving a certificate of graduation in accordance of State of Missouri Law 170-011 RSMo.

**\* Students will also be required to take the ACT/ACTWorkKeys, and ASVAB Tests as a requirement for graduation. These tests are offered at the school, and scheduled for all students. The District also pays for all students to take the test within the building.**

- B. In order to graduate, a student must be in full-time attendance for 8 semesters. The School Board will consider any exceptions on an individual basis. Exceptions to the 8 semester rule may include, but are not limited to: work study and college attendance. If the board chooses to waive the 8 semesters of attendance then the senior will not be allowed to participate in activities or athletics associated with the North Mercer School District including but not limited to homecoming, prom, and senior trip.
- C. A student may receive one unit of credit in science for meeting the state high school graduation requirements by completing three agricultural education courses. The courses must be selected among the following:  
Agricultural Power I, Agricultural Power II, Agricultural Science I, Agricultural Science II, Agricultural Structures, Animal Science, Crop Science, Conservation of Natural Resources, Floriculture, Food Science and Technology, Forest Management, Fruit and Vegetable Production, Greenhouse Operation and Management, Landscaping, Nursery Operation and Management, Soil and Water Management, Turf Management;  
Agricultural Science I and II are prerequisites to all of the other class offerings, therefore, both classes plus one additional Ag elective will meet the above requirement.

### **Graduation Ceremonies**

In order for a student to be eligible to participate in graduation ceremonies they must have met the following criteria:

- 1) Completed the academic requirements listed in the policy I-190-S
- 2) Have no outstanding disciplinary consequences that must be served
- 3) Paid all fees/fines for the following categories:
  - a. Lunch Bill
  - b. School Damage/Loss Fees

### **Senior Trip**

The Senior Trip is considered an educational experience and the senior class will choose a destination within the contiguous 48 states and the board will have the authority to approve or deny the destination. The length of the trip will consist of no more than 4 nights and 5 days. In order to regulate senior trip activities, the following guidelines have been established:

#### **Prior to the trip**

- A. The student must meet all senior trip eligibility and extracurricular activity guidelines. This includes participation in class fundraisers and ensuring that all class dues/fees have been paid.
- B. It is required for ALL students attending senior trip to have medical insurance in order to attend.

- C. Students must be a full-time student at North Mercer or attend at least 4 periods of class each day at North Mercer along with district-approved dual enrollment class/es through an area college (together the district classes and college classes must add up to full-time enrollment).
- D. There are specific class sign-out procedures for students not wishing to participate in senior trip.
- E. The student must not have any alcohol or tobacco infractions during their seventh through twelfth grade years. This includes being found guilty through the legal system for alcohol or tobacco violations or involved in alcohol or tobacco incidents at school or school activities.
- F. Students must not have been disciplined by the school for serious offenses within the school or on school grounds. Students must not have been found guilty through the legal system of any crime deemed serious by the administration. Students accused of crimes may not attend senior trip until their case is resolved.
- G. The student and parent/guardian will participate in a meeting prior to leaving (within one week of departure) to discuss trip activities and regulations.
- H. During the meeting, parents will be notified that they will be in charge of picking up their child if serious discipline issues occur during the trip. These include, but are not limited to, alcohol or tobacco consumption and/or possession, stealing, or any other criminal act. Expenses to the parents include all costs associated with the return to Mercer. This will be in effect if the incident occurs 48 hours prior to the return to Mercer. Suspensions and being withheld from ceremonies may apply.
- I. If an incident occurs within 48 hours of departure, the administration and parents will be notified, and the student will sit by a chaperone on the return to Mercer. In addition, the student shall not receive a signed diploma until the discipline penalties are fulfilled. In addition, the student may not be able to participate in graduation ceremonies.
- J. All luggage will be checked in and locked up the night before departure. No additional baggage will be allowed after check-in.
- K. Each senior class is free to set more stringent eligibility requirements, or procedures for handling concession stand and fines.

**During the trip:**

- A. Students attending the trip must participate in an academic/educational activity each day.
- B. Chaperones must be present at all times during any activity. Students are not allowed to leave the premises without being accompanied by a chaperone.

**After the trip, if problems occur, the following consequences may be established: (It is to be noted that all discipline incidents will be considered on a case-by-case basis).**

A. Suspension: Administration will set the length of suspension. Suspension will include working after the conclusion of the school year. This will consist of helping with summer work around the building. Senior trip suspensions shall not be appealed to the Board of Education. The signed diploma will be held until the suspension penalties are completed.

B. No Participation in Graduation Ceremonies: (in addition to suspension). Administration will make the decision regarding graduation participation. This may be appealed to the Board of Education no later than 24 hours after the administrative decision.

C. The Superintendent will immediately inform the Board of Education President of any suspensions issued as a result of senior trip activities.

#### *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.

#### **High Demand Occupations**

Below is information on areas of critical workforce needs and shortages in the labor markets in this state.

For a direct link to the Department of Elementary and Secondary Education's page on Critical Need/Shortage Occupations is available [here](#).

For a direct link to the fiscal year 2026 High Demand Occupations list, please click [here](#).

### *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 by contacting the Special Education staff members during regular school hours. 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 8:00 a.m. – 3:00 p.m. by contacting the Special Education Director, Carrie Rogers, at [crogers@northmercer.k12.mo.us](mailto:crogers@northmercer.k12.mo.us) or (660) 382-4214, ext. 229. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

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

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

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at [https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1517033/MOCAP.Guidance.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1517033/MOCAP.Guidance.pdf) and District Policy.

### *Online Instruction*

#### **Online Instruction**

The North Mercer R-III School District uses the vendor Launch to offer equal access to a wide range of high quality courses, flexibility in scheduling, and interactive online learning that is neither time nor place dependent for Missouri Course Access Program (MOCAP) compliance. Students can take advantage of a wide variety of high quality courses offered from the vendor to be used as high school credits towards graduation. If a student does enroll in a Launch course, then the student will assume the full responsibility of completing the course by the date set by the vendor.

#### **Virtual vs MOCAP Definitions**

##### Virtual

- A virtual student is a student who takes online courses through the vendor Launch. This student is still considered a North Mercer R-III student by the

Department of Elementary and Secondary Education (DESE) and will complete all in person and state assessments as expected at the district.

### MOCAP

- A virtual student who wishes to complete online courses independent from the North Mercer R-III School District can do so via MOCAP. MOCAP students are no longer considered a North Mercer R-III student but rather a student with that corresponding MOCAP vendor by DESE and will complete all online and state assessments through correspondence with the vendor. For information regarding MOCAP please click [here](#).

### **Denial of Online Instruction**

The North Mercer R-III school district will have the authority to rule if online instruction is or is not in the student's best interest of a student and, if the district decides that online instruction is not in the best interest of a student, then the district will provide a **good cause justification** as to why it ruled as such. The student has the right to appeal the district's ruling to the school board who will have the final say in the matter.

Factors the school district will consider when determining if online instruction is in the best interest of a student are:

- Attendance
- GPA
- Scheduling issues
- Performance history in prior online courses
- Completion history of MAP/EOC assessments

### **Online Instruction Registration Process**

- Parents/Guardians interested in enrolling their student in Launch courses, whether they classify as virtual or MOCAP by the above definitions, need to make it known to the school principal before the start of a new semester
  - After the first 5 school days students will have to wait until the start of a new semester to register for online instruction
- Principal and counselor determine if online instruction is in the student's best interest.
  - If it is determined that online instruction is in the student's best interest then they move to the next step
  - If not, the principal will give a good clause justification detailing the reasoning for denial to the parents/guardians and student can follow the appeal process stated above
- Principal registers student in the Launch program and meets with parents/guardians and student to discuss log in process and expectations regarding online instruction
  - A contract is signed between the parents/guardians and student
  - The student will have 10 school days to determine if they wish to continue online instruction or drop it and return to in person instruction

- After the 10 school days the student will remain in the online instruction courses until the end of the semester

### *Retention I-185-S*

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

Supporting documentation in possible retention cases:

- Academic Achievement
  - K-8
    - Academic achievement will play a factor in possible retention cases
  - Teacher Recommendation
    - PK-6 Students
      - Grade Appropriate Developmental Maturity, Classroom Effort, Student Understanding of Grade Level Concepts
  - Reading Levels
    - 3-6 Students
      - State law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment shall be retained if the student has not adequately improved by the end of summer school. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained.
        - Students may not be retained more than once per state law for reading levels
  - Attendance
    - PK-6 Students
      - Classroom performance and student comprehension are often influenced by chronic absenteeism (7 Unexcused Absences per semester) and could play a factor in possible retention cases
    - 7-8 Students
      - Refer to the attendance policy previously stated in the handbook

### *Vo-Tech*

Is offered to Juniors and Seniors that have completed all Freshman and Sophomore level core class requirements. Vo Tech students are required to maintain a D or above in all High School and Vo-Tech classes while at Vo-Tech or they will not be allowed to return to Vo-Tech the following semester. For example: a student receiving a D- or F in any class during the first semester will not attend Vo-Tech second semester. To be

eligible to attend Vo-Tech, students must have grades at or above a D the prior semester.

In addition to maintaining grades, Vo-Tech students cannot miss more than 4 unexcused days of Vo-Tech a semester. Missing more than 4 unexcused days will result in the immediate removal from the Vo-Tech program. All Vo-Tech Students must also follow the attendance policy in order to remain in the program.

Students may be removed from the Vo-Tech program as a result of disciplinary action/s taken against them for repeated minor offenses and/or a major offense.

Students wishing to start and remain in the Vo-Tech program must meet the following conditions each semester:

- Maintain letter grade of D (63% - 66%) or above in all classes
- Achieve and maintain a yearly attendance rate of 90% or higher

### *Work Study*

Work Study is a course opportunity for students, typically in 12th grade, to work for 3-4 class periods of the school day outside of the school building. The 3-4 class periods will account for 1 elective credit per semester. Students who have accumulated the necessary credits to allow for participation in Work Study must sign an agreement between their place of employment and meet the following requirements for final approval:

- Student must have at least 90% attendance the previous semester
- Student must not have any semester grades lower than a C- the previous semester
- Student must not get behind on time sheets. If a student fails to turn in their weekly time sheets for 3 consecutive weeks then they will not be allowed to continue work study the following quarter.
- Turn in a completed Work Study agreement for final approval and abide by the conditions set forth in the agreement

### Technology F-265-S

#### *Policy on Student Display or Use of Electronic Personal Communications Devices*

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

## **Prohibited Display or Use**

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day.

- Students are required to place their cell phones in **predesignated cell phone lockers** before attending their first class of the day if they bring it into the school.
  - Phones will be kept in the main office throughout the school day under video surveillance
  - Students may also choose to leave their phones in their vehicles if they drive to school but may not return to their vehicles without prior permission.
  - **Students may not use their school lockers (gym or hallway), bags, or clothing to house their cell phones during the school day**
  - Students leaving on school sponsored trips will be allowed to retrieve their phones upon leaving the building for their event
  - Students who leave school early will be able to retrieve cell phone after signing out with the office for the day
  
- Process
  - Students locate their cell phone locker and place phone inside before going to first class of the day
    - There will be two separate locker storage devices for students in grades 7-9 and students 10-12.
    - Each student's locker will be labeled.
  - Students lock the locker and take the key that corresponds with their locker with them to have throughout the day
    - Students are responsible for their key and its daily return
    - Students use the key to unlock their locker while leaving the key in the lock at the end of the day and retrieve their phone
    - Students leaving on school sponsored trips will be allowed to retrieve their phones upon leaving the building for their event
    - Students who leave school early will be able to retrieve cell phone after signing out with the office for the day
  - Repeat this process the following day

## **Disciplinary Procedures**

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct. Students in possession of a cell phone from 8:05 – 3:15 will face the following consequences:

- First Offense
  - 2 days of ISS

- Mandatory cell phone check-in in the morning with Administration for remaining days in the quarter
- Failure to check-in phone will result in ISS until phone is checked in daily
- Parent must pick up phone from office
- Subsequent Offenses
  - 3 - 170 days of OSS
  - Mandatory cell phone check-in in the morning with Administration for remaining days in the quarter
  - Failure to check-in phone will result in ISS until phone is checked in daily
  - Parent must pick up phone from office

### **Exceptions**

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy.

### *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.

### *Technology Devices*

All students in 4<sup>th</sup> – 12<sup>th</sup> grades will be issued a device to aide them in their school work. Should a student lose/ deliberately damage a charger or device then the replacement/repair fees will be charged to the student.

- \$10 per charger
- \$300 per Chromebook/Laptop
  - Parts will be charged dependent on repair costs
    - Keyboard, screen, USB Ports, etc.

### *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.

### *Missouri State High School Activities Association (MSHSAA) Activities*

Missouri State High School Activities Association – For details concerning eligibility see [MSHSAA Official Handbook](#).

1. Must be a creditable high school citizen.
2. Cannot be 19 years old before July 1 preceding the opening of school.
3. Cannot have graduated from a four-year high school.

4. Shall not participate in more than four seasons while in grades 9-12 in any interscholastic activity, and these shall be during the student's first eight semesters of attendance in high school beginning with his/her 9<sup>th</sup> grade year or the first interscholastic contest in which the student participates, whichever comes first.
5. Students in grades 9-12 must be currently enrolled in and regularly attending courses that offer a minimum of 3.5 units of credit, and must have earned a minimum of 3.5 units of credit proceeding semester of attendance.
6. Students must meet the criteria of a traditional student or a non-traditional 1 student stated in the MSHSAA Handbook.
7. Must be making satisfactory progress towards graduation as determined by local school policies.
8. Must represent the district in a positive manner at all times.
9. May be required to maintain accident insurance. A link to a low-cost insurance policy and application are located on the school web-site.

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

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.

Based on Missouri Statute (§ 167.790, RSMo), homeschool students, full-time equivalent virtual students, and family paced education school students can participate, contingent upon the successful completion of a tryout if applicable, in any event or activity offered by the District, as defined by law, in which the student resides. This includes athletics and fine arts activities, or other activities related to these. The District may require participation in components of instruction required for participation in certain activities. The District's disciplinary policies and Student Code of Conduct will apply to all students in these activities and all students must meet the same academic, physical, and financial requirements. Due to the timing of this legislation passing and printing of this material, there may be additional MSHSAA requirements in place the District must comply with as well.

#### **Student Athletic/Activity Standards for Participation**

1. A student must be present at least half of the day on the date of an event unless excused by the principal.
  - a. Student must be present from 8:05 – 11:27 or before 11:51 until the end of school.

- b. If an event occurs on a date in which school is not in session then the student will need to be present at least half of the day on the last possible date that school was in session prior to the contest date unless excused by the principal.
  - c. If the event is an all-day event which departs before 8:05 then the student will need to be present at least half of the day on the last possible date that school was in session prior to the event date unless excused by the principal.
2. A student in grades 9-12 must have earned, the proceeding semester of attendance, a minimum of 3.5 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester., whichever is greater, and shall currently be enrolled in and regularly attending courses that offer 3.5 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater, or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent age, and that student must have made standard progress for his or her level the preceding semester. A student must be making satisfactory progress towards graduation as determined by local school policies.
3. A beginning 9<sup>th</sup> grade student shall have been promoted from 8<sup>th</sup> grade to 9<sup>th</sup> grade for first semester eligibility.
4. Transfer at Promotion: A student may be eligible immediately upon first entering when:
  - a. The student is promoted from 5<sup>th</sup> grade to 6<sup>th</sup> grade
  - b. The student is promoted from 8<sup>th</sup> grade (or the highest grade of a junior high school administered as a separate unit within a school system), provided the student is eligible in all other respects.
5. Non-School Competition: Before competing in any non-school competition taking place a school activity season in which the same activity is being performed check with your coach or a member of administration.
6. The school shall require of each student before the student is allowed to practice or participate:
  - a. An updated physical
  - b. Sign the Annual Requirements required by MSHSAA
    - i. Proof of insurance included in this section
  - c. A student shall not be permitted to practice or compete for a school until it has verification that he or she has basic athletic insurance coverage.
7. A student will not be eligible for an event until they have completely served all of a suspension that was issued due to breaches in the student conduct or discipline policies in accordance the district student handbook and public laws.
8. Students must meet the either the Traditional or Non-Traditional Option 1 criteria set forth by MSHSAA to be eligible to participate.
9. **Conduct involving law enforcement should be reported to your principal or athletic director immediately as your conduct may affect eligibility or event outcomes (loss of eligibility for up to 365 days).**

- a. Any student that is in the process of dealing with law enforcement will be ineligible until that process has fully concluded.**

The activities director or the appropriate sponsor will inform activity participants of activity guidelines and specific team/club rules.

Students may be signed out from an activity if advance notice in writing has been provided to the trip sponsor by the parent. This would allow the student to leave an event with an adult other than the parent. The student under no circumstances will be allowed to ride home with a fellow student or juvenile. The adult permitted to take the child home must sign the student out appropriately with the sponsor. All students are expected to travel to a field trip destination with the group.

Cooperative sponsorship for interscholastic activities – students from two member schools may be combined provided such is necessary to either have a sufficient number of students to support a program or will result in increased opportunities for students to participate.

The District also offers the following activities and sports for students:

- JH and Varsity Basketball
- Varsity Softball
- JH and Varsity Track and Field
- JH and Varsity Academic Team
- Varsity Golf
- Trap Shooting
- FFA
- FBLA
- FTA
- Dance Club
- Art Club
- Student Council
- National Honors Society

### **Parent/Spectator Expectations**

Parents, guardians, and spectators are encouraged to cheer their teams with enthusiasm while exhibiting good sportsmanship. The school will not tolerate being on the floor before, during, or after the event, or berating the players, coaches/sponsors, and/or officials.

#### **ISSUES NOT APPROPRIATE TO DISCUSS WITH THE COACHES/SPONSORS AT ANY TIME**

1. Pressure to increase playing time.

2. Team strategy
3. Play calling
4. Other student-athletes and/or participants

These are situations that may require a conference between the coach/sponsor and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the others' position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern:

1. Call to set up an appointment with the coach/sponsor (24 hour wait period)
2. Student athletes must be present during all meetings unless agreed upon by both parties.
3. Do not attempt to confront a coach/sponsor or interfere with the players before, during, or after an event or practice unless their student has been injured. Parents and spectators should not enter the locker room, dugout, bench, or be on the sidelines before or during an event or practice unless their student has been injured and they have permission from the coach/sponsor. These can be emotional times for both the parents and the coach/sponsor. Meetings of this nature usually do not promote resolution.

**If these procedures, including sportsmanship, are not followed, the parent, guardian, or spectator will face the following consequences:**

#### **FIRST OFFENSE**

The parent, guardian, or spectator will not be allowed to attend the next competition at that level and must have a meeting with the administrative staff.

#### **SECOND OFFENSE**

The parent, guardian, or spectator will be asked to have a meeting with the administrative staff and will not be allowed to attend any other games or activity for that season or longer.

These terms apply to home and away games. Suspensions not fulfilled will be carried over into the following year.

Failure to comply with consequences will lead to further actions being taken by the school towards the parent/spectator.

#### **APPEALS PROCESS**

If players or parents feel that there are extenuating circumstances they are welcome to follow through the appeal process. There is an established line of working through issues. The hierarchy follows the pattern of:

- 1) Coach
- 2) Athletic Director

- 3) Superintendent
- 4) Board of Education

If at any level of the process they are not happy with results they can move to the next.

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

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the KTTN 92.3 FM or KAAN 95.5 FM. Patrons may also sign up for text messages to be sent to them regarding school closures through the Farmers' Bank of Northern Missouri Community Connections text notifications. The school Facebook page, [North Mercer R-III Cardinal Nation](#), will also post about any school related closures. 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.

### *Before/After School Care Program – **PENDING FEDERAL FUNDING***

The 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) grant is a 5 year federal grant that helps communities provide before and after school education and care for school age students. The local grant was written for 5 districts (North Mercer, Cainsville, Gilman City, Newtown-Harris, and Ridgeway Schools) together known as the North Central Missouri Afterschool Cooperative (NCMAC). The districts each receive a portion of a budget to use for before and after school programming. The Years 1, 2 and 3 budgets were almost \$400,000 each while Years 4 and 5 of the grant cycle were reduced. Due to ESSER III money, NCMAC was granted an extension of 2 additional years at the reduced budget levels.

Programming includes the following components: STEM (Science, Technology, Engineering, and Mathematics) learning, individual or small group tutoring, Social-Emotional Learning (SEL) activities, literacy skill recovery and enrichment, Makerspace activities, health and nutrition lessons, community service, and more.

Morning programming is from 7:00-8:00 a.m. and from 3:15-5:30 each school day. Regular tutoring is from 3:15-4:00 each day. School administrators should be contacted to enroll students in the program and arrange for tutoring if that service is needed. Parent activities are held as well about once each quarter.

The North Mercer R-III School District acts as the fiscal agent for the grant. Please contact Wade Hall, North Mercer Superintendent or Kim Palmer, Grant Director for more information.

### *Deliveries*

Deliveries made for students are held in the office and given to the student at the end of the school day.

### *Lockers*

Each student in grades 4 through 12 is assigned a hallway locker. Lockers are to be kept clean at all times. Lockers will be inspected regularly. If abused, locker privilege may be suspended.

### *Supply Lists*

School supply lists are located on the District's website, the local newspaper, and are located at some local retailers.

### *Student Parking*

Driving and parking on school property are privileges granted by the Board of Education to persons who have reason to be in the school or on school property. Students are expected to use all acceptable courtesies and safe driving practices on and around school property. Rules and procedures have been established for the safe operation and parking of automobiles, trucks, motorcycles and other vehicles on school property. Failure to follow these rules and procedures may result in suspension or revocation of driving and parking privileges as well as other disciplinary action.

Students will park on the east side of the parking lot. Parking should be done in a straight line and in a manner not to block any other vehicle in the parking lot. Once parked, students are to report immediately to the building. Students are not to move or be in automobiles/vehicles during the school day without permission of school officials. When school is dismissed, vehicles will only exit out the south end of the parking lot. Respect the rights of others.

### District Policy Information

#### *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: Aimee Huse, Principal, at (660) 382-4214 or [ahuse@northmercer.k12.mo.us](mailto:ahuse@northmercer.k12.mo.us).

All District policies can be located at: <https://egs.edcounsel.law/north-mercer-r-iii-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 (including gender identity and sexual orientation), 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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

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

The District will enroll students in the school associated with the attendance area in which the student resides. The Superintendent or designee may consider exceptions to this policy under the following conditions:

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 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.

### *Use of Recording Devices or Drones C-165-S*

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior

to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

### Signature and Form Requirements

- *Photo/Video/Audio Release Form*
- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent/Spectator Participation and Expectation Form*
- *Student/Parent Handbook Acknowledgement Form*

Throughout the school year, there may be times that the District staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audio/videotape students, or interview students for school-related stories in a manner that would individually identify a specific student. These images or interviews may appear in District publications, District-approved social media sites, in the news, or other organizations' publications.

I, Parent/Guardian of (please print) \_\_\_\_\_, provide to my child's school and to the District permission to use my child's photographs, image, and/or recordings for the purposes mentioned above. I understand and agree that the District may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. Further, I consent that such photographs, images, recordings are the property of the school for District use clear of any claim on my part. I therefore agree to allow my child to be photographed, audio/videotaped, or interviewed by the news media or other organization for school related stories or articles.

Parent/Guardian Signature:

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Parent/Guardian Name (please print):

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Date:

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

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District’s parent portal, a secure measure, to check your child’s school information and progress.

I, Parent/Guardian of (please print) \_\_\_\_\_, provide to my child’s school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

\_\_\_\_\_

Email Address(es):

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

Date:

\_\_\_\_\_

*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 (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook 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 (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) 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 or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook 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.

*District Student and Parent/Spectator Participation  
and Expectations Acknowledgement*

Below is a space for parents/guardians and students to sign acknowledging that they have read and understand all of the information regarding student participation and parent/spectator expectations stated on pages 53 – 56.

Parent/Guardian Signature:

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

Parent/Guardian Signature:

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

Student Signature:

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

Student Signature:

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

Student Signature:

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

I acknowledge that I have received and reviewed the 2026-2027 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

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Parent/Guardian Name (please print):

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

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