



2023-2024

STUDENT HANDBOOK

CENTRAL CAMPUS

Neosho School District 2023-2024 School Calendar

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

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

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

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

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

Distrito Escolar de Neosho

Calendario Escolar 2023 - 2024

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

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

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

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

No hay clases

Reunión de profesores
No hay clases para los estudiantes

Inicio/final del año escolar
para estudiantes

½ día
 Fin trimestre

Central Campus

Neosho School District

At-Risk Programs

- ★ *Central Campus*
- ★ *Missouri Option*
- ★ *FLEX*
- ★ *Credit Recovery*



MISSION STATEMENT

Central Campus provides an enriching experience with measurable learning for students through an alternative to the traditional school setting.

VISION STATEMENT

Central Campus embraces a holistic approach to educating young people by promoting an intrinsic appreciation of learning, building a culture of character, and focusing on the individual learner.

*301 Big Spring Dr
Neosho, MO 64850
417.451.8616*



Dear Central Campus Student and Parent,

Welcome to the 2023-2024 school year! We believe in working together, as a team, to optimize your student's potential and success. You are always welcome on this campus and encouraged to keep a line of open communication should you have any questions, comments, or concerns.

These rules and expectations are NOT put in place to make your high school experience a negative one, but to help us maintain a positive and effective learning environment. Our number one goal is to set you up for success!

Classes at Central Campus begin at 8:30 a.m. Monday through Friday. Students are dismissed from Central Campus at 3:00 PM each school day. All students are expected to be off campus by 3:30 PM unless prior arrangements have been made.

Again, if you have any questions or need any assistance during the school year, I invite you to come in and visit with me. Let's make this school year the best yet!

Sincerely,

Ryan Sheffield

Contact Information

Neosho School District

District Website: www.neoshosd.org

District Phone number: 417-451-8600

Superintendent	Dr. Jim Cummins cumminsjim@neoshosd.org
Assistant Superintendent of Curriculum and Instruction	Nathan Manley manleynathan@neoshosd.org
Assistant Superintendent of Operations and Human Resources	Richie Fretwell fretwellrichie@neoshosd.org

Central Campus

Central Campus Website: <https://www.neoshosd.org/centralcampus>

Central Camus Phone Number: 417-451-8616

Director	Ryan Sheffield sheffieldryan@neoshosd.org
Administrative Assistant	Jan Thomas thomasjan@neoshosd.org
Math/Personal Finance	Nicholle Bayless baylessnicholle@neoshosd.org
English/Health	Bailey Brown brownbailey@neoshosd.org
Science/Drama:	Charmaine Hedrick hedrickcharmaigne@neoshosd.org
Social Studies/Art	Glenn Oney oneyglenn@neoshosd.org
English/Family and Consumer Science	Samantha Kibel kibelsamantha@neoshosd.org

ACADEMIC REQUIREMENTS

MINIMUM GRADUATION REQUIREMENTS

English	4.0 credits
Social Studies	2.0 credits
Government	1.0 credits
<ul style="list-style-type: none">• US Constitution test passed• Missouri Constitution test passed• Civics Exam	
Science	3.0 credits
Math	3.0 credits
Physical Education	1.0 credits
Health	0.5 credit
<ul style="list-style-type: none">• CPR Training	
Speech or additional PE	0.5 credit
Personal Finance	0.5 credit
Fine Art	1.0 credit
Practical Art	1.0 credit
Electives	6.5 credits

Total	24.0 credits
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**All students must complete 4 required End of Course exams:*

- *Algebra I*
- *Biology*
- *English II*
- *Government*

**The following are also graduation requirements:*

- *Passing US Constitution, Missouri Constitution, and Civics Exams*
- *CPR Training*

Central Alternative High School
Block Schedule

2023-2024

MONDAY - FRIDAY

1 st Block	8:30 a.m. - 10:00 a.m.
2 nd Block	10:00 - 11:30
Lunch	11:30 - 12:00
3 rd Block	12:00 - 1:40
4 th Block	1:40 - 3:00

CALENDARS:

- [District Calendar](#)
- [Central Campus Calendar](#)

ATTENDANCE/CREDIT/GRADES

Being **present** and **actively participating** are essential to the work we do at Central Campus. The following policies have been crafted over our long, successful history to maximize student achievement, and we are vigilant about them.

ATTENDANCE

The Central Campus attendance policy is in place to increase every student's academic success. Students are allowed four absences and 45 tardy minutes each nine-week term. We do not record excused/unexcused absences, but we encourage your student to bring in doctor or court notes if applicable. Such notes will be taken into consideration if an attendance violation should occur. If a student should violate the tardy policy, each additional tardy will result in a half-day absence. These days are counted in total absences per nine-week term. Students who violate the campus attendance policy will have their grades/credits for that current term placed on immediate hold, and they may be dropped from the program.

Attendance violators who wish to retain their credits and placement are responsible for requesting an attendance meeting with the Central Campus Director within a timely manner. This meeting will be set to determine the eligibility of the student to reclaim their credits which have been placed on hold. If a student is given the opportunity to make up absences, specific conditions of those makeups will be set at the time of the meeting. The student is responsible for successfully meeting all conditions. Failure to do so will result in loss of credits for that term. Attendance violations after the initial infraction in any current term will not be negotiable and credits will be lost. Students failing to earn credits toward graduation in 2 consecutive terms will be an automatic drop from Central Campus.

Students saving any of their 4 allowed absences per nine-week term may receive those days as 'saved days' at the end of each term if all classwork is current and they are passing all classes. "Saved Days", unused allowable absences per term, are meant to be an incentive to improve student attendance and academic growth. Students are not to be on any other school campus during the grace period of their Central Campus 'Saved Days.'

Each day a student is absent, parents are encouraged to contact the school between 8:00 a.m. and 10:00 a.m. You can reach us by phone at (417) 451-8616 or email the office at sheffieldryan@neoshosd.org.

PARTICIPATION/EFFORT

- Students are expected to be *fully engaged* in classroom and campus activities *throughout* the school day and to make genuine efforts on assignments. Our scheduling and no-homework policy outlined below place focus on in-class content and rely on getting the most out of our time together at school. Much of

the learning takes place in a collaborative way that cannot be replicated or made-up from a distance: in-class discussions, demonstrations, and projects. Classroom grading practices will reflect this. Attending Central Campus is a valuable opportunity that students are expected to utilize. Students not actively earning credits may be dropped from the program and attempts to “squeeze by” with minimal effort will be addressed as disciplinary issues.

HOMEWORK

- It is a general practice at Central Campus that students are not assigned regular homework to be completed independently outside of the school day. It should be noted this is general practice and not an absolute rule. Special projects and test preparation may require outside time. Students who are absent or do not complete in-class work should expect homework.

LATE WORK

- It is expected that students complete assigned work in a timely fashion. Teachers may not accept work deemed excessively late.

Grade Scale:

100	– 90	= A
89	– 80	= B
79	– 70	= C
69 or below	-	= F or no credit

Credits:

*Students are required to achieve 70% mastery to earn ½ credit per class.

SCHOOL TERMS / GRADE REPORTING

Central Campus has 4 terms allowing students an opportunity to earn 8 credits during the course of a full school year. Grades are reported approximately every 4 weeks. We STRONGLY recommend that all parents obtain a password to be able to access your child’s attendance, grades and other information stored in PowerSchool. Passwords will be mailed out by the first week of September to every parent in the district. If you do NOT receive a password or need a new one, please contact the Central Campus office. We will have to mail a new password home to you as we cannot share this information over the phone. Students will NOT be able to obtain a password for his/her parents. We must receive a request directly from the parent to send this information out.

ELECTRONIC DEVICES

CHROMEBOOKS

- Each student is required to bring a district issued Chromebook with its charger to school daily as it will be used as a learning tool in every class. The Chromebook should be fully charged when the day begins and remain in its case at all times. Students must abide by the district's.

CELL PHONES AND OTHER DEVICES

- Cell phone use is prohibited during class time. Teachers may have classroom procedure for regulating this policy. Violators may have their devices seized and held in the office for pickup at the end of the day. Chronic problems may require parent pickup and result in tighter individual restrictions.
- It is still STRONGLY suggested that students do not leave personal items, electronic or otherwise, in any unsecured areas. Central Campus is NOT responsible for any lost or stolen items.

GENERAL POLICIES

LEAVING THE SCHOOL BUILDING/CLASSROOM

Any time a student leaves the building or grounds during the school day, he/she must receive permission from a teacher and check out through the office. Leaving campus without permission will result in an Office Discipline Referral with consequences up to dismissal from the program.

VISITORS

Students may NOT bring guests or visitors to school or any scheduled activity. State law prohibits non-students from loitering in or around any public school.

RETURN OF SCHOOL PROPERTY

School property must be returned when a student moves out of the district or when a student discontinues enrollment for any reason. If property is not returned, the district may refuse to forward student records until the property is returned or paid for.

EMERGENCY PREPAREDNESS

State regulations require periodic drills to be held for fire and emergency preparedness. All classes, students, teachers, and personnel in the building are expected to participate in these exercises and treat them as real occurrences.

OFFICE PHONE AVAILABLE FOR STUDENTS AND PARENTS

In the case of an emergency, a phone is available in the office for student use at any time! Students may use this phone after receiving permission from the director. Parents can

also call and leave messages for their child at any time. The message will be delivered as soon as the next class begins.

C-TEC STUDENTS

Central Campus students are required to ride the NHS shuttle bus to and from the C-Tec Campus daily unless other arrangements have been made prior to and agreed upon by both Central Campus and C-Tec administration. Central Campus students who drive to school should check with the NHS office for parking specifications while on that campus. Students returning to NHS and driving their personal vehicle to Central Campus are expected to clock-in at Central Campus within 5 minutes of the shuttle bus unloading each day. Students may not transport another student to or from the C-Tec or NHS Campus.

ALCOHOL, DRUGS AND TOBACCO

Ours is an alcohol, drug, and tobacco free campus. Possession, use, or sale of these items or related paraphernalia associated with school or on school grounds, on district transportation, or at activities will result in suspension by the principal with the approval of the superintendent, or expulsion by the school board.

STUDENT DRIVERS AND PARKING

Students need to be aware that parking on the campus on the Central Campus is a privilege and not a right. Students are expected to adhere to safe and cautious driving practices as well as following school policy on parking on campus. Students are responsible to adhere to the list of expectations for driving to Central Campus.

- Students MUST Park in the Central Campus parking lot. They are not allowed to park on the street.
- The hang tag that is provided to you has a number on it. This number is only for OFFICE USE and is NOT an assigned spot. Parking places will be honored on a first come first serve basis. This hang tag MUST be displayed at all times. NO EXCEPTIONS.
- Students must drive carefully. Remember you are parked on school property within a school zone. Reckless driving, speeding, squealing tires, loud music, and/or obscene gestures will result in the loss of your driving privileges. In addition, a traffic ticket will be issued by the School Resource officer and the City of Neosho. Excessive tardies due to driving to school may result in the suspension or loss of driving privileges.

Students must keep registration current in the Central Campus office. If a student drives a different car other than those listed on the initial vehicle registration card, they must report this to the high school office. If a student is only driving a car not listed on the card

for a day (or two), there is no need to inform the office. However, the HANG TAG must be displayed from the rearview mirror. Student's cars parked on school property are subject to being searched by school personnel or law enforcement upon reasonable suspicion.

CENTRAL CAMPUS DRESS CODE

We ask that students and parents use good judgment and make reasonable choices about what to wear to school. To create the best environment on campus that is conducive to the learning of all students, the following guidelines are in place:

- No clothes that advertise or display the following:
 - alcohol, drugs, or tobacco
 - nudity or explicit language
 - ethnically derogatory messages/violent images
 - double meaning slogans or sayings that can be interpreted to be inappropriate.
- No excessive holes
- Undergarments should not be showing.
- No clothing that has a low cut or revealing neckline or that exposes the midriff or backside.
- No excessively large arm openings

Students with inappropriate clothing will be asked to quickly change, return to class, and adjust future fashion choices. Failure to do so may result in disciplinary action.

FOOD & DRINK

2023-2024 SCHOOL MEAL INFORMATION

- Lunch - \$3.40
- Student First breakfast: Free/ Student Second Breakfast rate \$2.65

GENERAL GUIDELINES

- All outside beverages may only be consumed in the cafeteria during breakfast or lunch. They will not be allowed in the classrooms.
- Outside breakfast items are allowed in the cafeteria only
- Central Campus is a CLOSED CAMPUS which does not allow for students to leave the campus during their lunch break.
- If a parent(s) would like to bring food from an outside restaurant we require that they stay and sit with their child during lunch. Please check in at the office and get a visitor's pass. Only parents are allowed to eat lunch with the student. We cannot allow siblings or girlfriends/boyfriends of the student to eat lunch with him/her.

- Students checking in late due to FLEX, illness, etc. are not allowed to bring lunch on campus with them.
- Water and coffee are the only permissible beverages in classrooms.
 - Water should be in plastic bottles or cups with lids.
 - Coffee is to be in Central Campus Coffee Club Cups only.

DISCIPLINE

All Central Campus disciplinary policies are in place to promote a safe and effective learning environment for all students. Any behavior that disrupts or interferes with instruction or the function of the school may result in disciplinary action such as conferencing with the student(s), restitution, loss of privileges, and parent contact. Subsequent offenses may result in In School Suspension or Out of School Suspension, both defined as follows:

IN SCHOOL SUSPENSION (ISS)

- ISS is normally held in the office.
- Students are to report to ISS immediately upon arriving to school and/or at the beginning of each block they are assigned ISS.
- Chromebooks are the only electronic devices allowed in ISS, all other electronics and supporting equipment (cell phones, earbuds, headphones, etc.) must be turned into the office while serving ISS.
- Students are expected to complete their assigned work in ISS.
- Students sleeping or refusing to work on assignments during ISS may have their consequence extended or escalated to OSS.

OUT OF SCHOOL SUSPENSION (OSS)

- If a student receives an out of school suspension, he/she may not be allowed to make up their classwork.
- Students serving OSS ARE NOT allowed to attend school events/activities either on Central Campus or Neosho campus or any location where a Neosho High School/School Activity is being held during the dates he/she has been suspended. This includes any week-end events that are held during the student's suspension.
- If a scheduled day of school is missed due to weather, the student will need to add one day for every day missed.

Chronic or particularly egregious behavior may result in expulsion. Such egregious behavior includes but is not limited to:

- Fighting/assault on or near school grounds, on district transportation, or at activities
- Possession/being under the influence of drugs or alcohol
- Theft and/or Vandalism
- Harassment, bullying, threatening
- Possession of weapons

HEALTH SERVICES

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

A RN, LPN, or trained Health Assistant is assigned to each school. A nurse is not housed on the Central Campus premises but is shared with Neosho High School. Nurses supervise the health services at their assigned buildings. All students and employees shall serve under the direction of the RN supervisor, the building Principal and the District Administrator. The health nurse, Principal, RN or District Administrator will make all parent/guardian contacts regarding student health.

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

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

Health Services conduct the following health screenings:

Dental:

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

Vision Screenings:

- Students receive a vision screening by health services in the fall. All students who have results outside of normal limits are rescreened. If a student fails the second screening, a referral recommendation is sent home to the parent/guardian.

Scoliosis Screenings:

- This screening is done on 5th grade girls and 8th grade boys. All students who have results outside of normal limits are rescreened. If a student fails the second screening, a referral recommendation is sent home to the parent/guardians.

The district maintains prefilled epinephrine auto syringes and asthma-related rescue medication for an emergency, according to Missouri State Law.

Immunizations:

- Missouri law requires that all students have on file evidence of required immunization prior to attending school. (Policy). Parent/guardians should bring immunization record or proof to attending school. (Policy) Parents/guardians should bring immunizations as required by state law, or evidence of immunity to the disease.

Medication:

- Elementary and/or middle school students may be permitted to carry and to self-administer medications (prescription or over-the-counter (OTC)). High School students may carry one dose of OTC medication. Prescription medication is checked in with the high school nurse, and the students receive in the health office. Students taking any prescription medication on the Central Campus should check their meds into the office upon their arrival to campus and receive their medication as prescribed in the office.
- All medication is required to be in original container, prescription and OTC. Must have a legible label properly affixed with student's name, name of medication, date and dosage, time to be given and prescriber's name. Medication will only be given according to label instructions. District personnel will not administer the first dose of any medication. Medication must be brought to school by parent/guardian and given to school nurse or the principal. Medication will not be accepted if not in original container and properly labeled. Parent/Guardian must sign a permission form before any medication will be given at school, with the exception of emergency medication and first aid topical (creams, lotions, ointments).
- Health Services shall not knowingly administer medication that exceeds the recommended daily dosage as indicated by medical or pharmaceutical text. Health Services shall have the right to refuse to administer any medication deemed unsafe.
- The label on prescription medication may serve as physician order.

Illness and Injuries:

- Fever: Body temperature more than 100.4 (AAP) is considered a fever. Parent/guardian will be notified to pick up student from school. May return to school if temperature is less than 100.4 without use of fever reducing medication.
- Vomiting: Nurse evaluation, one time vomiting may not indicate need to send child home. If vomiting continues, parent/guardian will be notified to pick up from school.
- Diarrhea: Greater than three loose watery stools in one day. Nurse evaluation, is possible infectious, parent/guardian will be notified.
- Stomachache: Nurse evaluation

- Headache: Attempt will be made to relieve headache without medication, water, deep breathing) and rest. If no relief, parent will be notified.
- Minor playground injuries, treated according to injury, parent/guardian notification if evaluation indicates.

Communicable Diseases:

- Treatment according to communicable disease handbook by the Missouri Department of Health.

Head Lice:

- According to District Policy the parent of any student with active live lice will be notified and requested to pick up student and treatment performed before child returns to school. Child will be able to return to school after treatment. Student will check with school nurse before going to classroom.

BOARD/DISTRICT POLICIES

In addition to all of the Central Campus specific policies outlined in this handbook, we also abide by the district-wide Board Policies, which can be found [HERE](#).

PUBLIC NOTICE

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

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

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

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

This notice will be provided in native languages as appropriate.



To parents and employees:

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

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

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

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

Sincerely,

Asbestos Program Manager

Dear Parent or Guardian:

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

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

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

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

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

Sincerely,

Superintendent of Schools
Neosho School District

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

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

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

The following activities will occur in the investigation:

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

9. How will appeals to the Department be investigated?

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

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

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

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

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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



Trauma-Informed Schools Initiative Publication

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative.”

For the purposes of this initiative, the following terms are defined as follows:

- “Trauma-informed approach” -an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan.
- “Trauma-informed school” -a school that:
 - a. realizes the widespread impact of trauma and understands potential paths for recovery.
 - b. recognizes the signs and symptoms of trauma in students, teachers and staff.
 - c. responds by fully integrating knowledge about trauma into its policies, procedures and practices; and
 - d. seeks to actively resist re-traumatization.

For more information or to learn more about the The Missouri Model: A Developmental Framework for Trauma-Informed please visit:

<http://dmh.mo.gov/trauma/MO%20Model%20Working%20Document%20february%202015.pdf>

INFORMATION FOR SCHOOL-AGE YOUTH



IF YOU LIVE IN ANY OF THE FOLLOWING SITUATIONS:

In a shelter



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



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



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

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

Eligible students have the right to:

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

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



Local Liaison

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

State Director

Misty Dothage, DESE
573-522-8763

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

1-800-308-2145 * homeless@serve.org * <http://nche.ed.gov>