



2023-2024

STUDENT HANDBOOK

ELEMENTARY / MIDDLE SCHOOL



MISSION

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

VISION

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

FOCUS GOALS

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

Provide and maintain first-class facilities.

Recruit, retain and develop the best team members.

Provide a physically and emotionally safe learning and working environment.

Neosho School District 2023-2024 School Calendar

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

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

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

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

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

No School for Students

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

NEOSHO SCHOOL DISTRICT

School Contact Information

Building	Administrator	Email Address	Phone Number
NHS	Trent Barratt	barratttrent@neoshosd.org	(417) 451-8670
Central Campus	Ryan Sheffield	sheffieldryan@neoshosd.org	(417) 451-8616
NJH	Michael Daugherty	daughertymichael@neoshosd.org	(417) 451-8660
NMS	Charity Williams	williamscharity@neoshosd.org	(417) 451-8650
Benton	Dr. Joshua Depoe	depoejoshua@neoshosd.org	(417) 451-8610
Carver	Tonna Powers	powerstonna@neoshosd.org	(417) 451-8690
Goodman	Shannon Petersen	petersenshannon@neoshosd.org	(417) 451-8680
RISE	Satotha Burr	burrsatotha@neoshosd.org	(417) 451-8620
South	Lee Woodward	woodwardlee@neoshosd.org	(417) 451-8640
Early Childhood	Christine Cawley	cawleychristine@neoshosd.org	(417) 451-8630

GENERAL INFORMATION

AWARDS

Students receive special recognition at school through a variety of programs. These awards are intended to promote and recognize academic skills and various aspects of good character. Teachers and parents are expected to promote these awards as an encouragement and incentive towards special effort and achievement by the student. (Awards vary within each building.)

BIRTHDAYS AND CELEBRATIONS

Treats must be store-bought and individually packaged. Please call ahead and plan with the teacher. Gum and candy are not permitted. Treats should not be taken on a school bus. Personal party invitations should not be distributed at school unless the entire class is invited. Flowers, balloons, bouquets, etc. should not be sent to school or taken on the bus. All treats must meet the Smart Snacks nutrition standards. Please see the district wellness policy for additional information.

CANCELLATION OF SCHOOL

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

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

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

- Local tv stations
- Website

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

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

CHANGE OF ADDRESS OR PHONE NUMBER

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

CONFERENCES AND PROGRESS REPORTS

Parent/Teacher conferences are held in the fall. Notes will be sent home giving the time of the conference. If this time is not convenient, please notify the teacher, but keep in mind only one day a quarter is set aside for each classroom teacher to conference. If that day is impossible for you to attend, teachers will reschedule at a time when students are not in the classroom, but these time slots are limited.

The progress report is sent home at the end of each succeeding quarter. This report is used as beneficial information for the student and parent and is not a means of rewarding or penalizing a student. Progress reports relate the strengths and weaknesses of the student, his/her achievement level, aptitudes, and a basis on which both teacher and parent may offer counsel. If the parent has any question pertaining to this card, you are certainly welcome to request a conference. Teachers with concerns for the academic success of a student will schedule third quarter conferences.

DEVELOPMENT OF RULES AND PROCEDURES

Board Policy: JED

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

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

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

DISMISSAL FROM SCHOOL

Board Policy: JEDB

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

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

District administrators will create student dismissal procedures that protect the safety of students while also addressing the necessary flow of traffic to and from school. These procedures may vary depending on the age of the student. District personnel will monitor the parking lot and other locations where students board the district's transportation or meet parents or others. At the request of a parent, school personnel will verify the identity of a parent or other authorized person before releasing the student. District staff may refuse to release a student and will notify the principal if they have concerns regarding the student's safety or whether a person is authorized to transport the student. Otherwise, the district will assume that the student knows with whom he or she may leave.

DISMISSAL FROM SCHOOL ACTIVITIES

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

EARLY DISMISSAL

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

Procedures must adhere to the following rules:

- Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted or required by law.
- The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting appropriate authorities.
- Students who are 17 years old and living independently and students 18 or older must validate their own attendance and dismissal.
- Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
- Any person requesting release of a student must present proper identification prior to release of the student.

For the purposes of this policy, a parent is defined as a biological or adoptive parent, including parents who are unmarried; a guardian; or an individual acting as a parent in the absence of the parent or guardian.

DRESS CODE

Board Policy: JFCA/ JFCA-AP(1)

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

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable.

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear.
3. Dress and grooming will not disrupt the educational environment.
4. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
5. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications.

Additional Guidelines

- No head coverings in the building during the school day.
- MS only: Hats allowed at discretion of building administration.
- No clothes that advertise or display alcohol, drugs or tobacco, nudity or improper language, and ethnically derogatory messages.
- All shirts/dresses must have a minimum 2-inch sleeve.
- Shorts/dresses/skirts must not be shorter than 5 inches above the knee.
- PreK/Elem: Only ear piercings allowed.
- MS only: Stud nose piercings are permitted: however, hoops and other styles are not permitted due to safety concerns.

ELECTRONIC COMMUNICATION

Board Policy: GBH

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate.

FEDERAL PROGRAMS (COMPLAINTS REGARDING)

Board Policy: KL Federal Programs

The Board is interested in resolving concerns regarding federal programs including, but not limited to, allegations that the district has violated a federal statute or regulation that applies to particular federal programs administered by the district or the Missouri Department of Elementary and Secondary Education (DESE) in accordance with Title I, Parts A, B, C, D; Title II; Title III, Part A.2; Title IV, Part A; Title VI; and Title VII, Part C of the No Child Left Behind Act.

The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred. The superintendent or designee is authorized to immediately make changes to bring the district into compliance with federal law if the investigation determines that the law has been violated.

NOTICE

The district will notify all parents/guardians of the process for filing a complaint with the district, including the process outlined in this policy. In addition, the district will provide all parents/guardians a copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures. If a person files a complaint regarding one of the

listed federal programs, the person will be provided another copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures if the issue is not resolved at the district level.

PROCESS FOR RESOLVING A CONCERN OR COMPLAINT

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. If the complaint is regarding a federal program listed above, the complaint must specify the federal law or regulation alleged to have been violated and the facts supporting the allegation. The principal will provide a written response to the individual raising the concern within five business days of receiving the complaint or concern unless additional time is necessary to investigate, or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the individual voicing the concern within five business days of receiving the concern or complaint, unless additional time is necessary to investigate, or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board.
5. For most complaints, the Board's decision is final. However, if the complaint involves one of the federal programs listed above, the individual may appeal the issue to DESE.

DOCUMENTATION AND RELEASE OF INFORMATION

The district will maintain a copy of the complaint and documentation of any written resolution, when applicable, in accordance with law. If the complaint involves a federal program listed above, the superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description as to how the matter was resolved. The written summary must be completed within 45 calendar days of the complaint being filed with DESE if the complaint is first filed with DESE.

Records will be released upon request when required by law. In situations where a violation of law has been alleged or determined or documents include legal advice or work product, the superintendent or designee will have the district's attorney review the documents before they are released to DESE, the person complaining or any other person.

HEAD LICE

Board Policy: JHC-AP(2)

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

1. Schools will not perform routine school-wide head lice screening. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.

4. If the student was infected with live head lice, the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment.
5. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and re-instructed concerning treatment. The student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice.
6. A student who was identified as having nits but not a live head lice infestation will be re-examined within five (5) calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.
7. The school nurse will keep accurate and confidential records of students infected with head lice or nits.
8. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services.

Fact About Head Lice

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

INSURANCE

Board Policy: JHA

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

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

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

ACCIDENT INSURANCE FOR STUDENTS

Board Policy: JHA

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

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

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SCHOOL CEREMONIES AND OBSERVANCES

Board Policy: IND

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

1. The flag of the United States of America will be prominently displayed, either on the outside of the building or upon a pole erected in the school yard, at every school in the district during school hours.
2. Pursuant to state law, the Pledge of Allegiance will be recited in at least one scheduled class of every student no less than once per school day. However, in accordance with law, no student will be required to participate in the recitation.
3. The text of the Bill of Rights of the U.S. Constitution will be displayed in all school buildings in a conspicuous and legible manner.
4. Teachers and students should observe the following days with the appropriate exercises, as required by law:
 - Bird Appreciation Day (March 21)
 - Prisoners of War Remembrance Day (April 9)
 - Holocaust Education Week (the second week of April or another week designated by the district)
 - Patriots Day (April 19)
 - Constitution Day and Citizenship Day (September 17, or the preceding or following week if this date falls on a weekend or holiday)
 - Missouri Day (the third Wednesday of October)
 - Pearl Harbor Remembrance Day (December 7)

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

PROGRAMS, CEREMONIES AND OBSERVANCES

- The flag of the United States of America will be prominently displayed, either on the outside of the building or upon a pole erected in the school yard, at every school in the district during school hours.
- The Pledge of Allegiance will be recited in at least one (1) scheduled class of every student no less than once a day. However, no student will be required to participate in the recitation.
- Teachers and students should observe the following days with the appropriate exercises, as required by law:
- Constitution Day and Citizenship Day (September 17, or the preceding or following week if this date falls on a weekend or holiday)
- Veterans Day (as closely as possible to November 11)

The superintendent or designee will create administrative procedures addressing how ceremonies and observances will be conducted.

RELIGIOUS CONTENT IN PROGRAMS AND CEREMONIES

The schools of the Neosho School District, as well as all employees of the district as governmental officials, are required by law to remain neutral and refrain from endorsing any particular religious belief. However, this policy should not be interpreted to preclude the factual and objective teaching about religions, religious holidays and religious differences.

In particular, music, art, literature and drama with religious themes and programs involving religious themes will be permitted if presented in an objective manner without sectarian indoctrination. Religious content included in any student performance or ceremony will be selected on the basis of independent educational merit.

To the extent required by law, school employees or school officials shall not lead attendees of a school-sponsored event in prayer or any other religious ritual, nor shall they direct, whether implicitly or explicitly, a student to lead attendees in a prayer or any other religious ritual. However, this policy shall not be used to deny any student, employee or school official any personal legal right of expression.

SURVEYING, ANALYZING, OR EVALUATING STUDENTS

Board Policy: JHDA

Inspection

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teacher's manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

CONSENT REQUIRED

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

NOTICE AND OPPORTUNITY TO OPT OUT

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.

3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

NOTIFICATION OF POLICY AND PRIVACY

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

VISITORS

Board Policy: KK

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

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

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

APPROPRIATE BEHAVIOR

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

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

REGISTERED SEX OFFENDERS AND PERSONS PROHIBITED ON OR NEAR DISTRICT PROPERTY

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

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

1. Any of the provisions in Chapter 566 of the Missouri Revised Statutes
2. Incest, § 568.020, RSMo.
3. Endangering the welfare of a child in the first degree, § 568.045, RSMo.
4. Use of a child in a sexual performance, § 573.200, RSMo.
5. Promoting a sexual performance by a child, § 573.205, RSMo.
6. Sexual exploitation of a minor, § 573.023, RSMo.
7. Promoting child pornography in the first degree, § 573.025, RSMo.
8. Furnishing pornographic material to minors, § 573.040, RSMo.
9. Any offense committed in another state, a foreign country, or under tribal, federal or military jurisdiction that, if committed in this state, would be a violation listed above.

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

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

DISRUPTIVE CONDUCT

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

ENFORCEMENT

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

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

VOLUNTEERS

Board Policy: ICC-AP(1)

Definitions

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

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

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

ALL VOLUNTEERS

Volunteering in the district is a privilege, not a right. The Board, superintendent, principal or designee may decline or terminate the services of a volunteer for any legal reason. It shall be the responsibility of the building principal or designee to approve all screened volunteers to be placed in his/her building. Teachers may select and organize chaperones, unless otherwise directed by the principal.

All volunteers must receive training appropriate to the function they will serve while volunteering. If a volunteer is disruptive or acts inappropriately around the students, the teacher or principal will refuse the volunteer’s services and notify the superintendent or designee immediately.

Volunteers will provide support services but are not substitutes for the professional staff. Volunteers will work under the direction and supervision of district and building staff. Even screened volunteers who are left alone with a student will have an employee contact person or supervisor to monitor activities with students.

All volunteers will be given a copy of the following rules:

1. Volunteers must follow the same dress code applicable to students.
2. Volunteers will not lend money or bring gifts other than stickers and greeting cards to individual students unless authorized by the building principal or designee.
3. Volunteers will not transport students.
4. Volunteers will keep all information obtained from a student’s education record confidential.
5. Volunteers will not photograph or videotape students unless authorized by the building principal or designee.
6. Volunteers will not date students, have sexual relationships with students or arrange to meet students outside the regular school day or during school-sponsored events or activities.
7. Volunteers will not dress students, change diapers, provide personal hygiene assistance or supply medication to students.
8. Volunteers will use universal precautions to avoid contact with body fluids.
9. Volunteers will receive district policies and procedures on computer use and will sign an authorized user form prior to having access to the district’s computers.
10. Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with district policy.
11. Volunteers will not search students or student property.
12. Volunteers will not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment. If the volunteer believes a student’s clothing is disruptive or promotes disruptive behavior, the volunteer will contact a staff member immediately.
13. Volunteers must sign in and out of the office when entering or leaving the school and must document the hours volunteered in the school.
14. Volunteers must report suspected cases of abuse or neglect to the building principal.
15. Volunteers will follow all the policies, procedures and other rules established in the district and all applicable laws.

SCREENED VOLUNTEERS

1. District staff must direct persons wishing to serve as a screened volunteer to the superintendent or designee's office for volunteer certification. Supervisors of activities that may require overnight volunteers are encouraged to recruit and certify volunteers at the beginning of the school year because the process may take several weeks or months to complete.
 2. Screened volunteers must consent to and complete a criminal background check prior to being left alone with a student and may be required to submit additional information at the superintendent or designee's discretion. All information collected regarding screened volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment.
 3. Only screened volunteers may have access to student education records. However, such access is limited to instances where access is necessary for the volunteer to assist the district, and such access must be supervised by staff members.
 4. The building principal or designee will provide appropriate training for all screened volunteers.
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ATTENDANCE

ABSENCES AND EXCUSES

Board Policy: JED

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

It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to a minimum.

Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained. The school cannot teach students who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in well-planned instructional activities under the supervision of a competent teacher are vital to this purpose.

ATTENDANCE POLICY | GRADES K-8 (A)

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

All Absences

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

(6) Six Absences*

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

(12) Twelve Absences**

Parents/Guardians will receive a phone call and a written notice from the administrator of the building where the student is in attendance. The parent/guardian must also schedule an attendance hearing with

the building administrator and may be referred to the superintendent of schools and/or board of education for a hearing at the superintendent's discretion. The purpose of this meeting is to develop an attendance contract for the family and school to follow.

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

Parents/Guardians will receive a phone call or home visit from the School Social Worker, Director of Safety and Security or a School Resource Officer. A report will be made to the superintendent's office. The superintendent or designee will then determine whether or not the issue needs to be forwarded to Missouri Children's Division Hotline or the Juvenile Office.

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

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

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

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

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

TARDY:

If a student is tardy, an adult must accompany the student into the building to sign him/her in at the office. Students will be considered tardy if they arrive after 8:00 a.m.

ACADEMIC SERVICES

CHARACTER EDUCATION

Board Policy: IGAA

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

TRAITS

August-**Commitment:** giving 100% in all that I do as a student and in my personal life to be the best that I can be.

September-**Self-Control:** taking charge of yourself and your behavior as well as making good choices and being accountable for your own decisions.

October-**Responsibility:** making good decisions about what you do and say while taking care of yourself and fulfilling your obligations.

November-**Cooperation/Teamwork:** working positively together to accomplish a goal.

December-**Caring:** being supportive and responding to the needs of others with kindness and compassion.

January-**Respect:** demonstrating consideration, appreciation, tolerance, and good manners, toward self, others, authority, and property.

February-**Honesty**: being the kind of person in whom other people can have confidence.

March-**Courage**: being brave when faced with a difficult or scary situation and standing up for what you know is right and what you believe in

April-**Perseverance**: continuing to do the right thing even though others may not; to press towards a goal even in difficult times.

May-**Integrity**: being honorable, having principles of moral and ethical strength; being good when no one is looking; doing the right thing, "just because it's the right thing to do".

June-**Determination**: holding onto the principles of good character that have been learned and applying them every day.

July-**Patriotism**: showing love and loyalty for our community, our state, and the United States of America.

FIELD TRIPS

The School Board believes that field and activity trips often enhance the program of instruction and add much to the education of a student. Trips may be authorized by the superintendent or delegated representative when the activities contribute substantially to the achievement of desirable educational goals. All field trips should be planned with an educational purpose and in relation to a unit of study. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class and opportunities for students to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in the selection of field trips:

- Value of the activity to the particular class group or class groups.
- Relationship of the field trip activity to a particular aspect of classroom instruction.
- Suitability of the activity and distance traveled in terms of the age level of students.
- Mode and availability of transportation.
- Cost of field trip or excursion.

INSTRUCTIONAL PROGRAMS

Board Policy: IGA

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

The various instructional programs offered by the district will be developed with the view toward maintaining a balanced and sequential curriculum that will serve the educational needs of all school-aged children in the district. The curriculum will also meet requirements established by state law, the Missouri State Board of Education and/or the Missouri Department of Elementary and Secondary Education. A written curriculum guide for all subject areas will be developed by the staff and reviewed and approved by the Board.

The Board of Education is committed to educational excellence through the development of communication and computational skills among the district's students. The Board will adopt specific requirements to ensure that high school graduates are sufficiently competent in these important skills. The instructional program will also provide a planned sequence in the language arts, social studies, the sciences, fine arts, industrial and practical arts, health and safety education, vocational-technical education and physical education. At all levels, provisions will be made for a wide range of individual differences in

student abilities and learning rates through the use of a variety of materials, adjustments in programs, and courses adapted to special needs of students.

The ultimate aim of the instructional program will be the development of proficiency in each pupil's ability to read well, write legibly, spell accurately, listen attentively, speak clearly, think critically, use basic mathematical/computational skills, observe carefully, solve problems, participate effectively in groups, keep healthy, enjoy aesthetic experiences, and develop interest in and/or start career development.

Any instructional program which is required by state or federal law will be provided to students, and procedures will be developed to ensure requirements are met.

STATEWIDE ASSESSMENTS

Board Policy: IL

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent/guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

STUDENT SERVICES

AFTER SCHOOL PROGRAM

The Neosho School District and the Neosho Freeman Family YMCA work together to offer students extra-curricular learning opportunities at Benton Elementary, George Washington Carver Elementary, South Elementary and Neosho Middle School. Learning opportunities include tutoring, clubs, group activities, etc. Hours of the ASP are from school dismissal time until 6:00 p.m. If you are interested in having your child participate/attend the ASP, contact the YMCA at 455-9999, or your child's school. Goodman Elementary provides after school opportunities. Please contact the Goodman Elementary school office for information.

BUS AND SCHOOL TRANSPORTATION'S EXPECTATIONS

Board Policy: JFCC-AP(1)

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

Video cameras may be in operation on the school buses.

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Permission to open windows must be obtained from the driver.
11. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
12. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
13. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
14. Students shall not throw objects about the vehicle nor out the windows.
15. Students shall keep feet off the seats.
16. The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.

STUDENT CONDUCT ON SCHOOL TRANSPORTATION

Board Policy: JFCC/EEA

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

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

The Board, in accordance with state law, may provide free transportation for eligible students attending the district's schools. The superintendent shall ensure that the transportation services of the district meet all of the requirements established by the Missouri Department of Elementary and Secondary Education as well as the policies that pertain directly to the qualifications of transportation operators and operational procedures adopted by the Board of Education.

Resident students living three and one-half miles or more from school will be entitled to free transportation to and from school. The Board of Education may also provide transportation to resident students who live less than three and one-half miles from school.

Transportation for a student with a disability will be provided if the IEP team determines that such transportation is necessary as a related service due to the student's disability. Transportation for special education students or students classified as homeless will be provided in accordance with law.

The superintendent shall ensure that the transportation services of the district meet all state and federal laws as well as other requirements of the Board of Education. Students may be transported in leased vehicles, private vehicles, common carriers or other contracted transportation as allowed by law and permitted by the Board. All district employees or other persons who drive district-owned or district-leased transportation or who transport students in private vehicles as an agent for the district must meet applicable state and federal laws as well as district policies and procedures.

The superintendent will present to the Board a plan for student transportation services for the district no later than the end of October of each year for initial approval and no later than the end of June for the final approval of modifications made during the school year. The plan should follow the procedures set by the State Board of Education.

The superintendent or designee shall provide for the proper accounting of student transportation records and reports in the school district and shall be responsible for preparing and submitting to the State Board of Education the necessary reports for apportioning state transportation aid, in addition to reports for statistical purposes and for the proper maintenance and administration of the district's transportation services.

School officials must provide safe transportation of district students to and from school. Drivers, students and district personnel will follow all laws and district policies and procedures.

District vehicles carrying students will be considered extensions of the school environment. Any student whose conduct on district transportation is improper or jeopardizes the safety of other students may be suspended from district transportation services and may be disciplined in accordance with district policy. Uniform rules of conduct and disciplinary measures will be enforced. Students with disabilities will be disciplined according to law.

Access to all district transportation is limited to authorized riders and staff. All district staff and drivers shall report any instance of trespass to appropriate administrators and law enforcement agencies.

District vehicles will be used solely for district-sponsored activities, including district extracurricular activities and organizations.

COUNSELING SERVICES

Counseling services are available for our students. School counselors may provide groups or short-term individual counseling for school related issues. They can assist with outside referrals and services for other issues. If you feel your child has a need for the services of the school counselor, please call the school office.

FOOD SERVICE MANAGEMENT

Board Policy: EF-AP(1)

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

1. A student may not accumulate more than five unpaid charges for complete meals.
2. A student who has accumulated five unpaid charges for complete meals and is still unable to pay for meals will be provided a substitute meal that meets the district's nutrition guidelines.
3. Substitute meals provided to the student will be charged to the student's meal account.
4. Students may not charge à la carte items.
5. A student with money in hand will not be denied a meal even if the student has past due charges.

- Students will not be singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not hold student records in violation of law.

SCHOOL MEALS ACCOUNTING PROCEDURES

School Meals Accounting Procedure Parents can monitor their student's lunch account at www.myschoolbucks.com

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

Instructions for making lunch account payments online

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

PRICING:

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

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

MEAL PRICES

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

DINING WITH YOUR STUDENT

There is a designated area in each cafeteria for parents/guardians to eat lunch with their student. Other students are not permitted to eat with adults unless verbal or written communication is given to the office prior to lunch.

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

HEALTH SERVICES

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

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

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

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

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

ADMINISTRATION OF MEDICATION TO STUDENTS

Board Policy: JHCD

The Neosho School District is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an individualized education program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's education services. Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an IEP, Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities.

The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard

medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices.

The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and the school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the Physician's Desk Reference (PDR) or other recognized medical or pharmaceutical text. Except for the medications that are only used in an emergency situation, the district will not knowingly administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Staff, students and all other individuals are prohibited from possessing or administering any medication, while on district grounds, on district transportation or during district activities, that is illegal pursuant to state or federal law.

Over the Counter Medications

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

Prescription Medications

Unless otherwise authorized in this policy, the parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Possession and Self-Administration of Medications

The district will permit a student to possess and self-administer medications as required by law, except for substances that are illegal under state or federal law, and as allowed in this section. Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of other persons. Such permission is required for students to possess and self-administer medications while at school, at a district-sponsored activity and on district-sponsored transportation. Such permission shall be effective only for the same school and school year for which it is granted.

A student with an IEP or Section 504 plan may possess and self-administer medications in accordance with the IEP or Section 504 plan. Students who do not have an IEP or Section 504 plan may possess and self-administer medications in accordance with 1) or 2) below:

1. Students with Diabetes: Upon written request of the parent/guardian and upon authorization by a student's diabetes medical management plan, the district will permit a student with diabetes to perform blood glucose checks, administer insulin through the student's insulin delivery systems, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes. The district will permit the student to possess on his or her person at all times all necessary supplies and equipment to perform these monitoring and treatment functions. The student shall have access to a private area for performing diabetes care tasks should the parent/guardian or student request such access. Students with diabetes who wish to possess and

self-administer medications are subject to the same requirements (below) as students with other health conditions.

2. Students with Other Chronic Health Conditions: Students may possess and self-administer medications for the treatment of asthma, anaphylaxis and other chronic health conditions in accordance with this policy and law. The district will not permit students to possess and self-administer medications unless all of the following requirements are met:
 - The medication was prescribed or ordered by the student's physician.
 - The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
 - The student has demonstrated proper self-administration technique to the school nurse.
 - The student's parent/guardian has signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

Emergency Medications

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode. A prescription or written permission from a parent/guardian is not necessary to administer this medication in an emergency situation.

Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies and replacing expired syringes and medications. The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times.

Consequences

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

Students with Known Allergies

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

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

Confidentiality

Information about individual students with allergies will be provided to all staff members and others who

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

STUDENT HEALTH SERVICES AND REQUIREMENTS

Board Policy: JHC-AP(1)

The health screening programs of the Neosho School District are designed to examine the populations at highest risk at a time when early intervention has the most benefit. The following guidelines govern the district's health screening program:

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

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

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

DENTAL HEALTH

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

Middle School: Fifth grade students participate in a classroom presentation over the changes they can expect to occur during puberty. The class lesson involves a video segment outlining the physical and emotional changes associated with puberty. The video is available for parent viewing. Parents will be notified before the presentation and will have the right to remove their student from participating if desired.

IMMUNIZATIONS

Board Policy: JHCB

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

The district will not allow a student to attend school until the district has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun, and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

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

Homeless students who cannot provide proof of immunization will be immediately enrolled, and the district's homeless coordinator will work with the students to obtain the necessary immunizations as soon as possible. Students who are in the household of an active-duty member of the military and who cannot

provide evidence of having received immunizations required under Missouri law shall be immediately enrolled and given 30 days to obtain the required immunizations or, if the immunization is a series, to begin the series.

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

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

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

LIBRARY

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

Library Procedures:

1. Each student will have an individual library account that will record the bar-coded materials as they check in and out.
2. Materials are checked out for a period of one week and are renewable upon request in accordance with individual elementary library procedures.
3. Materials checked out to any student are the responsibility of that student. Check-out privileges may be revoked if a student has outstanding overdue books or if the materials have been damaged or lost. Replacement costs for those materials will be charged.
4. If a barcode on any material is damaged or removed, a \$3.00 replacement and processing fee will be charged.
5. All lost or damaged books must be paid, and all accounts need to be cleared at the end of the year before grade cards are released. We will send periodic reminders throughout the year to notify you of any problems your child might have, or any materials still checked out.

STUDENT BEHAVIOR GUIDELINES

ALCOHOL/DRUG ABUSE

Board Policy: JFCH

The Neosho School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

CELL PHONES/ELECTRONIC DEVICES

Unless provided by the school, cell phones and electronic devices are not to be used during the school day.

These items will be confiscated, and the student will receive the consequence below:

First Offense

- The device will be removed from the student's possession and delivered to the office.
- The student can retrieve the device from the office at the end of the school day.

Second Offense

- The device will be removed from the student's possession and delivered to the office.
- The parent will need to pick the device up from the office.

Subsequent Offenses

- The device will be removed from the student's possession and delivered to the office.
- The student will receive a consequence.
- The parent will need to pick the device up from the office.

CORPORAL PUNISHMENT

Board Policy: JGA-1

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal. If found necessary, it should be administered preferably by the principal in the presence of the teacher. It should never be inflicted in the presence of other pupils, or without a witness.

Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted.

The teacher or principal shall submit a report to the superintendent, explaining the reason for the use of corporal punishment as well as the details of the administration of the same.

A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

DISCIPLINE AND BEHAVIORAL EXPECTATIONS OF STUDENTS

Board Policy – JG-R1

The Neosho School District participates in School Wide Positive Behavior Support (SW-PBS) at all buildings.

SW-PBIS is a framework for creating safe and orderly learning environments in schools, while improving the social-emotional outcomes for students. It is a proactive approach that relies on research-based practices, including developing clear behavioral expectations, teaching these expectations, acknowledging appropriate behavior, consistently correcting inappropriate behavior, and using behavioral data to systematically solve problems. As a district, we have four common expectations, referred to as the “Pillars of Excellence” or “PAWS Expectations.” Each building has a detailed description of what these expectations will be provided to parents and students.

Pillars of Excellence

Practice Respect

Act Safely

Work Hard

Show Responsibility

PARTICIPATION IN ACTIVITIES

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

PROHIBITION AGAINST BEING ON OR NEAR SCHOOL PROPERTY DURING SUSPENSION

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

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

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

PROHIBITED CONDUCT

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

Academic Dishonesty

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

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

Arson

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

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

Assault:

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

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

Assault:

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

First Offense:	Expulsion.
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Automobile/Vehicle Misuse:

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

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

Bullying (reference Board Policy JFCF):

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

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

Bus or Transportation Misconduct (reference Board Policy JFCF):

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty:

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

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

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

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

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

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

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

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

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

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

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

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

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

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

Extortion:

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

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

Failure to Meet Conditions of Suspension:

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

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

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

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

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

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

Fighting (Reference "Assault"):

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

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

Gambling:

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

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

Hazing (Reference Board Policy JFCF):

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

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

Incendiary Devices:

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

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

Public Display of Affection:

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

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

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

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

Sexual Harassment (Reference Board Policy AC):

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

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

Sexual Harassment (Reference Board Policy AC):

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

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

Sexually Explicit, Vulgar or Violent Material:

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

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

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

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote

system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

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

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

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

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

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

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

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

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

4. Use of audio or visual recording equipment in violation of Board Policy KKB.

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

Theft:

Theft, attempted theft or knowing possession of stolen property.

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

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

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

Tobacco

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

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

Tobacco

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

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

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

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

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

Unauthorized Entry:

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

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

Vandalism (Reference Board Policy ECA):

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

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

Weapons (Reference Board Policy JFCJ):

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

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

Weapons (Reference Board Policy JFCJ):

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

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

REPORTING TO LAW ENFORCEMENT

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

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

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

STUDENT CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of

offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

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.

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
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Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
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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.**

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>