

**Consent Form**  
**Acknowledgement of Handbook Receipt & Acceptable Use Policy**

I have reviewed a copy of the Niangua R-V School Handbook for 2020-2021 either online or paper copy provided by the district. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this handbook.

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Student: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

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**DIRECTORY INFORMATION NOTICE**

Our school releases “directory” information to organizations such as military recruiters. Directory information includes student’s name, address, telephone, date of birth, etc. If you want this information released on your child, please sign below.

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

If you give permission for your child to be taped or photographed for educational purposes (school plays, athletic events, classroom activities, yearbook, etc.) please sign below.

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

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**SCHOOL-SPONSORED TRIP PERMISSION NOTICE**

I give permission for my child to take all school-sponsored academic, athletic, and extra-curricular trips during the 2020-2021 school year.

Name of Student: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

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

**Complete and return to school office within 10 days.**

**Niangua R-V School Handbook  
2020 – 2021**

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## OVERVIEW

The following guidelines will be used for students attending Niangua R-5 Schools during the 2020-2021 school year. These measures will be updated as new information becomes available. All decisions will be made in coordination with the Webster County Health Department and the Missouri Department of Health.

### General

- The term “social distancing” or “physical distancing” will refer to no less than 6 feet of separation.
- Class sizes will be limited depending on the size of the classroom space.
- Assemblies will not be permitted.
- Visitors to the school and to the classroom will not be permitted. School will be closed to visitors aside from drop off and pick-up.
- Handwashing and infection prevention instruction will be required and taught to students.
- Student face coverings are recommended but not required.
- If students must leave the classroom, teachers should log students' names and locations of visits in order to make contact tracing easier should a student/employee become ill.
- Administrators should ensure that required meetings take place in large areas where staff can spread out to social distance.

### Arrival

- Upon arrival at school, students/parents might be screened using the following “Screening Protocol”:

#### Screening at Check-in

##### 1. *Ask the staff member or student:*

Have you had any of the following symptoms (unrelated to chronic health conditions, i.e., asthma, seasonal allergies, etc.)?

Cough

Shortness of breath or difficulty breathing

**Or**, at least two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Runny nose or congestion

- Other flu-like symptoms, such as Nausea/vomiting/diarrhea

***If yes, send the staff member or student home with recommendation to contact primary care provider for COVID-19 testing.***

**2. Take the person's temperature**

***Send the staff member or student home if temperature is greater than 100.0 degrees with recommendation to contact primary care provider for COVID-19 testing.***

***With symptoms and/or temperature of 100.0 or greater,***

***Exclude until:***

- Resolution of fever without the use of fever-reducing medications **and**
  - Improvement of symptoms, **and**
  - Written documentation of negative results confirmed by medical provider or Webster County Health Department, **or**
  - If not tested, then exclude for 14 days.
- Upon arrival to school, staff should develop cues to ensure students socially distance themselves from one another and do NOT congregate upon screening. This might be achieved by placing tape on the floor where students are expected to stand.
  - After arrival, students should report immediately to the classroom. Students should not congregate in large, open spaces (cafeteria, library, etc.)
  - Staff will monitor appropriate social distancing as students enter the designated entrances.
  - The school nurse/designee will check the temperature of each student as they enter the buildings.
  - Preschool students will be served a breakfast at 8:05 a.m. in their classroom.
  - K-12 students will be served a “grab and go” breakfast and report directly to their classrooms to eat.

## **Breakfast and Lunch**

- Breakfast and lunch will be eaten in the classroom. Preschool students will be served lunch in their classroom.
- K-5 students will be served breakfast and lunch in their classrooms.
- 6-12 students will be served a “grab and go” breakfast. They will be called to the cafeteria by classroom to pick up their lunch tray and return to their classroom to eat.
- Disposable trays and prepackaged utensils will be used as much as possible to limit touching.
- Elementary teachers will have a roster check off form to charge for breakfast and order lunch.
- 6-12 students will need to log on and complete a Google Form for lunch orders.
- Trash cans will be placed in the hallway to be rolled to classrooms as they finish. Custodians will take out breakfast and lunch trash as it is accumulated.
- No microwaveable food.
- Students attending in a “blended” or “virtual” capacity can take home their breakfast and lunch, if requested, for their day at home.

## **Restroom Breaks (Morning, Midday, Afternoon)**

- Restroom breaks should be scheduled by class and staggered.
- Staff should develop cues to ensure students socially distance themselves from one another and do NOT congregate when using the restroom. This might be achieved by placing tape on the floor where students are expected to stand.
- For students who need to use the restroom outside the designated break, administrators will assign restrooms to classrooms. Each class should only allow one student out of the classroom at a time.

## **Daily Activities**

- K-5 students will put coats/jackets in a trash bag and hang on hooks in the hallway upon arrival.
- 6-12 students will put personal belongings in lockers upon arrival.
- Three learning options:
  - “Seated” - students will attend classes on campus 100% of the time.
  - “Blended” - students will attend classes on campus 50% of the time.
    - Must choose - Tuesday/Thursday, or Wednesday/Friday
    - Students will participate through Google Classroom.
    - Students will be responsible for all assignments.
    - Lessons will be recorded in case of internet or connectivity issues.
    - K-2 students will be issued their own Kindle Fire Pad.

- Students in grades 3 through 12 will be issued their own Chromebook.
- Charging cords will be kept at home and students will arrive on their seated days with their device fully charged.
- Verizon Wireless Hotspots (Kajeet) will be checked out to families or households that do not have internet access. These devices are heavily regulated with all websites tracked and documented for administrative review. Data is limited on a daily basis.
- “Virtual” - students will attend classes at home 100% of the time.
  - Students will participate through Google Classroom.
  - Students will be responsible for all assignments.
  - Lessons will be recorded in case of internet or connectivity issues.
  - K-2 students will be issued their own Kindle Fire Pad.
  - Students in grades 3 through 12 will be issued their own Chromebook.
  - Charging cords will be kept at home and students will arrive on their seated days with their device fully charged.
  - Verizon Wireless Hotspots (Kajeet) will be checked out to families or households that do not have internet access. These devices are heavily regulated with all websites tracked and documented for administrative review. Data is limited on a daily basis.
  - If students begin to show signs of struggle under this choice, district administrators will require the student to return to the “Seated” option.
  - Teachers will be contacting students and parents with regular updates on student progress. We encourage parents and students to utilize the Parent Portal option to monitor student progress.
  - Teachers are available at any time to assist “Virtual” students.

### **Specials Classes**

- Classes will NOT be combined for special classes.
- Specialty teachers will rotate to classrooms to minimize student traffic in the halls.
- Should specialty teachers use equipment that might be shared, it is the staff member’s responsibility to disinfect the equipment after each use.
- Physical education classes can be taught in the gym. Teachers are expected to plan activities that require social distancing for students and will sanitize equipment and the space in between class visits.
- Special classes should be taught in the regular classroom.

## **Recess**

- Recess times should be staggered to limit the number of classes on the playground at a time.
- All students must wash their hands (soap or hand sanitizer) before and after recess and before returning to the classroom.
- While at recess, staff should monitor for social/physical distancing.
- Playground equipment will be cleaned/sanitized routinely.

## **Dismissal**

- Students should be dismissed directly from their classrooms by bus number.
- Parents/guardians should use the car line for student pick-up. In-person parent pick-up is not allowed to avoid parent/patron gatherings in the school lobby or in front of the school.
- Students should not congregate in large, open spaces (cafeteria, library, etc.) during dismissal.
- All teachers should assist with dismissal to ensure adequate supervision and social distancing.
- The use of phones, intercoms, or walkie-talkies will assist with the dismissal process. Administrators should plan accordingly based on the equipment available at the site.

## **Student Illness and Health Services**

1. Symptoms of COVID 19 may include: cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, runny nose or congestion, or other flu-like symptoms, such as nausea, vomiting, or diarrhea.
2. The lack of a fever is not a reliable indicator for pre-symptomatic individuals. If other symptoms exist, students will be required to remain out of school as indicated.
3. Students who are ill or experiencing COVID- related symptoms should not report to school and should notify the school.
4. If students become ill once they arrive at school, students should be isolated from others and sent home immediately.
5. Students will be required to remain out of school for at least fourteen (14) days following onset of symptoms, unless tested and symptom free. COVID 19 test results must be confirmed in writing by the medical provider or health department.
6. Students or employees who have direct close contact (< 6 ft distance for over 15 minutes) with a COVID-19 patient, will need to quarantine at home for 14 days.
7. Should a symptomatic student's parent/guardian refuse COVID 19 testing, the student will be excluded from school for 14 days or until the parent/guardian provides written documentation by the medical provider or health department the student is safe to return.

8. The Nurse will make referrals for testing for COVID-19 based through Webster County Health Department/possible direct referral to Cox/Mercy/JVCHC.

### **School Closures (If needed)**

- The school district will consider phasing school closures based upon city, county, and state guidelines and will consider the percentage of site population testing positive for COVID 19 relative to the environment of the school building. For example, age-level, make-up of building occupants, likelihood of exposure to employees and students in the building.
- When there is confirmation a person infected with COVID-19 was in a school building, the Nurse will contact Webster County Health Department immediately. The District will work with the Webster County Health Department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community (building), and other factors that will determine when the building should close. Closure will be determined on a case by case basis depending on age level, make-up of building occupants, etc. (i.e., if 5% of population is positive close for 3 days, 4% of population is positive close for 2 days, 3% of population is positive close for 1 day).
- All other unaffected buildings will remain open.
- Families will be informed that no school is available at this time and students will access virtual content.

### **Travel**

- When possible, students and employees should limit travel outside the region and avoid air travel and cruise ships.
- Domestic non-essential travel is discouraged.
- Students and employees who must travel outside the region or who have family members and/or roommates who travel outside the region should ensure that they practice social distancing while traveling and should avoid high risk areas.
- Students or employees who have direct close contact (< 6 ft distance for over 15 minutes) with a COVID-19 patient, will need to quarantine at home for 14 days.
- Employees should check themselves for symptoms of COVID-19 after returning from travel and to notify their supervisor and stay home if they are sick. Upon return from travel:
  - To a [low-risk destination/activity](#)
    - Return to work
    - Wear a facial covering
    - Monitor for symptoms for 14 days
  - To a [high-risk destination/activity](#)
    - Quarantine and monitor for symptoms for 14 days.

## **Custodial**

- Custodians will be on duty during the day while students and staff are present. Evening custodians will complete normal cleaning procedures in all rooms on a daily basis and will sanitize high trafficked/touched areas.
- Intensify cleaning of commonly touched surfaces like:
  - Door knobs
  - Desks
  - Computers
  - Faucets
  - Light switches
  - Handrails
  - Toilets
  - Drinking fountains with bottle refill mechanisms
- Clean with the cleaners typically used for those cleaning surfaces. Use all cleaning products according to the directions on the label.
- Provide disposable wipes to teachers and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use.
- Provide additional hand sanitizers throughout the building if available.
- Playground equipment will be cleaned/sanitized routinely.

## **Facilities**

- Water/drinking fountains use is only allowed for those that have a self-dispenser to fill a personal water bottle. Drinking directly out of the fountain is not recommended.
- Schools can use employee communal coffee, but staff should use their own coffee cup or disposable cup. Staff should use individual creamers/sugar packages not communal sugar or creamer containers.
- Employee communal microwaves can be used, but they should be cleaned after each use.
- Playground equipment will be cleaned/sanitized routinely.

## **Transportation**

- Parents are encouraged to drop students off and pick up to reduce bus crowding and reduce numbers.
- No bus transportation for anyone living within one mile of the school to reduce bus crowding.
- The district will be checking for elevated temperatures of every student prior to boarding buses.
- Bus drivers and students riding the bus will not be required to wear face coverings.
- Buses will have hand sanitizer available on each route.
- Bus riders will use hand sanitizer upon boarding the bus.
- Students may sit two to a seat. Family members should be seated together while riding the bus.
- Bus drivers are advised to travel with windows down as much as is possible depending upon weather conditions

- Bus drivers should seat students based on pick up order. Students picked up first should immediately move to the back of the bus.
- Once seating is established, it is advised to have a seating chart and assigned seats whether a child is riding or not.
- Busses will be staggered in ten minute increments to get one group out of the hallways before the next group enters.
- Buses will be appropriately cleaned and disinfected on a daily basis.
- Bus drivers will be properly trained in COVID safety measures.

### **Crisis Response & Drills**

- Intruder, fire, and storm drills should occur as normal with attention paid to social distancing.

### **Technology**

- No sharing of devices. Staff will limit the sharing of devices. Staff will ensure devices are sanitized if requested by students.
- These items should be sanitized on a regular basis.
  - Keyboards and mice
  - Phones
  - Headphones
  - Printers
  - Remotes
- The use of a 60-70% alcohol solution is recommended for technology items.

### **Staff Members Health and Safety Precautions**

- Prior to reporting to work daily, employees should self-assess their health and not report to work if they have a temperature more than 100 degrees, feel sick or have COVID-19 symptoms.
- Employee handwashing for a minimum of 20 seconds with soap and warm water is required using the following daily timeline:
  - Upon arriving at work
  - Mid-morning
  - Lunchtime
  - Mid-afternoon
- Employees should ensure appropriate distancing of at least six feet in all areas, including individual workspaces.
- Congregational areas should be arranged to facilitate and encourage appropriate social distancing and safe interpersonal interactions with no more than 10 people in large congregational spaces.
- Face coverings are recommended but not required . The district will provide facial coverings or employees may wear their own. Facial coverings will need to be kept clean with regular cleaning after use following provided guidelines for cleaning.
- Employees may wear gloves, but instead, handwashing or use of hand sanitizer is strongly advised.

### **Niangua R-V School District Mission Statement**

Niangua R-V School District will provide students an academically challenging, safe, and supportive environment.

### **Niangua R-V School District Vision Statement**

Niangua R-V School District will foster excellence through a community of learning and literacy that leads to high academic achievement, independent learning, a safe and orderly environment, and productive citizens of a global society.

### **Niangua R-V School District Philosophy**

We realize that ultimately all people need to be prepared to work, but we also realize that there must be more to life than work. Therefore, we believe that:

- \* All children can learn, but often not in the same way or with the same interests.
- \* Successful schools require the support of parents, the community, and its students.
- \* The school should be the focus of the community, and by increasing the quality of the students' education, we can increase the quality of the community.
- \* All children need to know how to respect others as well as themselves, to know kindness, so they can be productive members of a pluralistic society.
- \* All children need to appreciate beauty, to find truth, and remain healthy so they can be well-rounded people.

### **CUSTOMS AND TRADITIONS**

**School Colors:** Red and White with Black trim

**School Mascot:** Cardinal

**School Traditions:** Pride and Sportsmanship

**School Song:** (To the tune of "Roll Out the Barrel")

*"Here comes Niangua,  
The school we all learned to love.*

*Here comes Niangua,  
Her colors flying above.*

*Our school is ideal,  
To her we'll always be true.*

*Come on all Niangua, for we're all for you!"*

Students should remember that school life is comparable to life within the community. At school you should perfect the qualities of good citizenship and practice those qualities in the community. Some of the things it means and some of the ways students can contribute to good school spirit are:

1. Loyalty to all functions of the school.
2. Courteous to teachers, officials, adults, fellow students, and all visiting students.
3. Sportsmanship. Being fair, courteous, generous, a good loser and a graceful winner.
4. Keeping buildings and grounds free of litter and trash.

## **Niangua R-V Standard Complaint Resolution Procedures**

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy School Community Relations #1005.2

The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern with five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education. The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability. Complaints regarding district compliance with nondiscrimination laws will be processed according to Board policy. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

## **STANDARD COMPLAINT RESOLUTION PROCESS AS IT APPLIES TO DISPUTES REGARDING THE EDUCATION OF HOMELESS CHILDREN AND YOUTH**

Following is the complaint resolution process recommend by the Department of Elementary and Secondary Education when a dispute arises regarding the education of a homeless child or youth:

- I. School District Level – Every effort must be made to resolve the complaint or dispute at the school district level before it is brought to the Department of Elementary and Secondary Education. It is the responsibility of the Niangua R-V School District to inform the complainant of the district’s Complaint Resolution Procedure when a question concerning the education of a homeless child or youth arises.
  - A. Notify the Niangua R-V School District’s Homeless Coordinator (Niangua R-V Superintendent). The Homeless Coordinator serves as a liaison between the homeless child and the school the child attends. All staff will be able to assist in recognizing and identifying the Homeless Coordinator.
    1. Request a copy of or access to the Niangua R-V Board of Education policies addressing the education of homeless children and youths and review them. Make an appointment with the Homeless Coordinator to discuss the complaint.
    2. If the dispute is not resolved after the initial discussion with the district’s Homeless Coordinator, the complainant can file a complaint in writing to the district’s Homeless Coordinator for further review.
    3. In the complaint, include a request that a written proposed resolution of the dispute or a plan of action be provided within five (5) days\* of the date the complaint was received by the district’s Homeless Coordinator. A review of the proposal or plan of action with the Homeless Coordinator should follow.
  - B. If the dispute is not resolved at the homeless coordinator level, the complaint may be forwarded to the superintendent of the district for review followed by a meeting with the superintendent to discuss the dispute. The complainant should request from the superintendent a written resolution within five (5) days\* of the date of the discussion.
  - C. If the dispute is not resolved in a satisfactory manner at the superintendent level, the complainant may take the matter before the Niangua R-V School Board for resolution.
- II. State Level – If the dispute is not resolved in a satisfactory manner at the school board level the complaint may be brought to the Department of Elementary and Secondary Education. Complaints made under this process must be made in writing and signed by the complainant. The following steps are to be taken:

- A. Address the complaint to the State Homeless Coordinator, Federal Discretionary Grants, P. O. Box 480, Jefferson City, Missouri 65102-0480.
- B. Include in the complaint:
  - 1. A detailed description of the dispute
  - 2. The name(s) and age(s) of the children involved
  - 3. The name(s) of involved school district personnel and the district(s) they represent
  - 4. A description of attempts that were made to resolve the issue at the school district level
- C. The Director of Federal Discretionary Grants (the director) will inform the involved school districts (2) of the complaint. The director of the director's designee will gather needed information including documentation and statements of the parties and may conduct an independent investigation through an on-site visit if necessary.
- D. Within thirty (30) days\* after receiving a complaint, the director will resolve the complaint and will inform the parties, in writing, of the decision.
- E. If a complainant disagrees with the director's decision, the complainant may, within ten (10) working days, appeal the decision to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision.
- F. Within thirty (30) days \*\* after receiving the appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant and all other interested parties in writing.
- G. While the dispute is ongoing, the child (ren) in question must be enrolled in school. If the dispute revolves around which school is the school of best interest for the child, the child shall remain in the school they currently attend until the dispute is resolved, unless arrangements already implemented allow the child to attend the school of origin.

\*The parties may mutually agree on an extension; however, every effort should be made to resolve the complaint in the shortest possible time.

\*\*Although the standard procedure allows thirty (30) days for a response, every effort will be made to resolve the complaint in the shortest possible time.

<b>Board of Ed.</b>	Aaron York .....	President
	Ted Stuber .....	Vice President
	Kellie Kelso.....	Treasurer
	Bryon Medley.....	Member
	David Johnston.....	Secretary
	John Dudley .....	Member
Nick Jones.....	Member	
<b>Administration</b>	T. J.Bransfield .....	Superintendent/6-12 Principal
	Lori Allen.....	K-5 Principal
	Clint Gazette .....	Asst. Principal/Ath. Dir./Girls Basketball/Softball
<b>Faculty (PreK–12)</b>	Chelsea Adams.....	4 <sup>th</sup> Grade
	Richole Bickford .....	Paraprofessional
	Gladys Brown.....	Librarian/Social Studies
	Jennifer Callaway.....	Business/Computer Science
	Zoe Cantrell.....	Paraprofessional
	Cindy Clark.....	Title I Reading/Math
	Kalem Copling .....	PE/Boys Basketball
	Amy Corban .....	Foreign Language/Online Learning
	Aaron Crosby .....	Building Trades
	Shanda Cullen .....	English
	Chawn Daniel.....	2 <sup>nd</sup> Grade
	Kelly Donaldson.....	Vocal/Instrumental Music
	Pam Earls .....	1 <sup>st</sup> Grade
	Tim Hankins.....	PE/Health
	Dianna Hartsell.....	K-12 Counselor
	Marla Harnden .....	Preschool Lead Teacher
	David Hesford .....	H.S.Math
	Austin Jackson .....	K-5 STEM/M.S. Science
	Donna J alas .....	M.S.Math
	Teresa Jennings .....	6-8 Special Education
	Elle Jones .....	Paraprofessional
	Angelia Kochs .....	FACS
	Desiree Laskowski .....	5th Grade Teacher
	Jacob Layne.....	9 -12 Science
	Heather Lewis .....	2 <sup>nd</sup> Grade
	Andrea Long .....	Paraprofessional
	Delene McAnarney .....	Occupational Therapist
	Kim Nichols .....	5 <sup>th</sup> Grade
	Lorri Osbourne .....	Special Education Coordinator
	Sam Rossio.....	6-12 Social Studies
	Nerissa Sandt.....	6-12 STEM
	Carly Sefrit .....	Preschool/ECSE
	Shell Short.....	Kindergarten
Jana Simpson.....	English	
Cody Starnes .....	Ag. Education	
Patricia Throne .....	3 <sup>rd</sup> Grade Teacher	
Matthew Tucker .....	Elem. Special Education	
Sarah Tucker .....	1 <sup>st</sup> Grade	
Laurin Wehling .....	Kindergarten	
Fran Wells .....	Title I Math	
Morgan Williams.....	Speech	
Crystal Young .....	Paraprofessional	
<b>Staff</b>	Lori Eiserle Ballard .....	Assistant Cook
	Sandy Crain.....	PreK – 5 Custodian
	Tara Deckard .....	Food Service Coord./Head Cook
	Angie Hunt.....	Nurse
	Teresa Jennings .....	Assistant Cook
	Meredith Johnston .....	MOSIS Secretary
	Gina McMahan.....	District Secretary
	Roger Mephram.....	Bus Driver
	Kathy Porter .....	Bus Driver
	Sam Porter.....	Dir. of Maintenance/Transportation/Bus Driver
Jeff Wantland .....	6 – 12 Custodian	

Niangua R-V School Calendar 2020-2021

<u>DATE</u>	<u>EVENT</u>
<b><u>AUGUST</u></b>	
5	New Teacher Workday
6	Teacher Workday
7	Teacher Workday/VIRTUAL OPEN HOUSE
11	School Begins
17	NO SCHOOL
24	NO SCHOOL
<b><u>SEPTEMBER</u></b>	
7	NO SCHOOL/LABOR DAY
14	NO SCHOOL/ STAFF PD DAY
7, 14, 21, 28	NO SCHOOL
<b><u>OCTOBER</u></b>	
5, 12, 19, 26	NO SCHOOL
16	End of First Quarter (40 days)
19	NO SCHOOL – Parent-Teacher Conferences (1:00 – 7:00)
<b><u>NOVEMBER</u></b>	
2, 9, 16, 23, & 30	NO SCHOOL
2	NO SCHOOL – STAFF PD DAY
23-27	NO SCHOOL – THANKSGIVING BREAK
<b><u>DECEMBER</u></b>	
7, 14, 21, 28	NO SCHOOL
7	STAFF PD DAY
18	End of 1 <sup>st</sup> Semester (72 days)
21 – JAN.5	NO SCHOOL/CHRISTMAS BREAK
<b><u>JANUARY</u></b>	
4	First Day Back for Staff
5	First Day Back for Students
4, 11, 18, 25	NO SCHOOL
11	SNOW MAKEUP DAY #1
25	SNOW MAKEUP DAY #2
<b><u>FEBRUARY</u></b>	
1, 8, 15, 22	NO SCHOOL
8	SNOW MAKEUP DAY #3
1	STAFF PD DAY
22	SNOW MAKEUP DAY #4
<b><u>MARCH</u></b>	
1, 8, 15, 22, 29	NO SCHOOL
8	SNOW MAKEUP DAY #5
12	End of 3 <sup>rd</sup> Quarter (104 days)
1	STAFF PD DAY
15 – 19	NO SCHOOL/SPRING BREAK
29	SNOW MAKEUP DAY #6
<b><u>APRIL</u></b>	
5, 12, 19, 26	NO SCHOOL
12	SNOW MAKEUP DAY #7
5	STAFF PD DAY
26	SNOW MAKEUP DAY #8
<b><u>MAY</u></b>	
3, 10, 17, 24	NO SCHOOL
3	STAFF PD DAY
12	Last Day of School/End of 2 <sup>nd</sup> Semester (142 days)
13	Last Contract Day for Teachers

## Bell Schedule

<b>Tuesday, Wednesday, Thursday, Friday</b>		
<b>Period</b>	<b>Time</b>	<b>Total Minutes</b>
<b>1</b>	<b>8:00 – 9:00</b>	<b>60</b>
<b>2</b>	<b>9:04 – 10:04</b>	<b>60</b>
<b>3</b>	<b>10:08 – 11:08</b>	<b>60</b>
<b>4</b>	<b>11:12 – 12:12</b>	<b>60</b>
<b>Lunch</b>	<b>11:52 – 12:36</b>	<b>40</b>
<b>5</b>	<b>12:40 – 1:40</b>	<b>60</b>
<b>6</b>	<b>1:44 – 2:44</b>	<b>60</b>
<b>7</b>	<b>2:48 – 3:48</b>	<b>60</b>

- **PreK Breakfast 8:00**
- **K – 12 Breakfast 8:00**
- **PreK Lunch – 10:50**
- **K – 5 Lunch – 11:00-12:10**
- **6 – 8 Lunch – 11:52 – 12:12**
- **9 - 12 Lunch – 12:16 – 12:36**

Elementary students arriving at or before 7:30 a.m. need to report to their classrooms. Middle School/High School students will report to their first hour class upon arrival.

## **Fire Alarm**

The fire alarm will be sounded with all students and personnel following these rules:

1. Escort students out of the building using evacuation routes and in an orderly manner.
2. Leave doors and windows. Do not take the time to open or close anything.
3. No books or backpacks should be taken. Student should NOT stop at their lockers.
4. Teachers should take class record book if possible.
5. Teachers should follow the students out of the building. Teachers are responsible for caring for disabled students.
6. Verify presence of all students.
7. Students should walk rapidly away from the building to their designated areas. Students should proceed to, but not beyond, the boundaries of the school grounds.
8. Wait for all clear (short tones stop or administrator states “all clear”) to be given to return to class. This will usually be done by bell.
9. All students will remain in school custody until released by administrator.
10. In the event of an emergency during class break or lunch, the students should be instructed to meet with their previous hour’s teacher after they exit the building in that class’s designated location.

Students should follow the disaster plan for the room they are in at the time the warning bell sounds.

In severe weather, an administrator will determine if the storm shelter is safe for all students to assemble while awaiting arrival of emergency services.

## **Tornado Alarm**

The alarm will sound with all personnel and students quietly, calmly, and quickly evacuating to the Storm Shelter using routes designated in Emergency Response Plan. If students are unable to make it to the Storm Shelter they should proceed to an inside hallway and assume a position on knees, facing the wall, with hands cupped over the head. Positions should be maintained until the all-clear bell is sounded. This all-clear bell will be when the siren sound stops or an administrator states “all clear”. Do NOT open windows in the classrooms before exiting.

Students in the new gym that do not have time to evacuate to the Storm Shelter should go immediately to the boys' dressing room and assume the position on knees, facing the wall with hands cupped over the head.

Students in the music building that do not have time to evacuate to the Storm Shelter should get as near the southwest corner of the building as possible, assume the necessary position.

If an alarm should sound while students are in the cafeteria, everyone should move into the Storm Shelter.

If time is short and a tornado is fast approaching, everyone is advised to get on the floor or under desks in the southwest corner of the room. Move away from glass and windows.

All rooms will have emergency instructions posted.

### **Lockdown/Intruder**

The alarm may sound along with an announcement over the intercom that an intruder is in the building.

1. Secure any students in the hall to the closest classroom.
2. Lock doors and windows and pull all shades.
3. Cover windows on doors, if possible.
4. Move students to a wall that is the least visible from the door or windows and instruct the students to remain as quiet as possible.
5. Verify the presence of all students. Green card for all students present, red card for missing student.
6. Attempt to notify office of missing students.
7. Classroom doors should not be opened for any reason until the all-clear has been given (descending door bell tone stops or administrator states “all clear”).
8. Students who are trapped out of their rooms during an intruder alert should stay where they are, such as in the bathroom or the library.
9. Students in the hallway should go into the first available classroom and follow teacher instructions.
10. Students and teachers should not try to be heroes.
11. Maintain calm and order in the classroom.

### **Acceptable Use Policy**

#### **Introduction**

Niangua R-V Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Niangua R-V Schools network is intended for educational purposes.

- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Niangua R-V Schools makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

### **Technologies Covered**

Niangua R-V Schools may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Niangua R-V Schools will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

### **Usage Policies**

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know.

### **Web Access**

Niangua R-V Schools provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn’t be, the user should follow district protocol to alert an IT staff member or submit the site for review.

## **Email**

Niangua R-V Schools may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

## **Social/Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, Niangua R-V Schools may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

## **Mobile Devices Policy**

Niangua R-V Schools may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff or teachers immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

## **Personally-Owned Devices Policy**

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express

permission from IT staff. In some cases, a separate network may be provided for personally-owned devices. ALL CELL PHONES ARE TO BE TURNED IN THE OFFICE BEFORE SCHOOL BEGINS AT 8 A.M. Students found with cell phone on their person will serve three (3) days after-school detention and have phone confiscated with the phone only released to parents/guardians.

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

### **Downloads**

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

### **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

## **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author. Discipline for instances of plagiarism include no credit for assignment and detention.

## **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

## **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained. Students found guilty of this offense will serve time in after-school detention.

## **Examples of Acceptable Use**

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.

- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Examples of Unacceptable Use**

I will **not**:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Limitation of Liability**

Niangua R-V Schools will not be responsible for damage or harm to persons, files, data, or hardware.

While Niangua R-V Schools employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Niangua R-V Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

## **Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

## **ATTENDANCE POLICY**

The Board of Education, Administration, and Faculty of the Niangua School District believe that regular attendance in school is important. When students miss school, regardless of the reason, they miss an educational opportunity that is lost forever.

We believe students should learn the value of and demonstrate a pattern of good attendance and punctuality. Students who have developed a pattern of good attendance will be better prepared for the attendance requirements that will be placed upon them throughout their lives. As adults they may find that poor attendance leads to job dismissal and subsequent loss of income.

The attendance policy exists to help our student body reach and maintain the optimum level of achievement. It is not intended to punish the student who truly cares about becoming educated but is forced to miss school because of unplanned and unavoidable reasons.

All students of the Niangua School District will be held responsible for completely informing their parents or guardian of these policies. Students may find that poor attendance leads to failure to meet the requirements for earning credit.

### **Absenteeism - Effect of Participation in Extra-Curricular Activities**

According to the Missouri State High School Activities Association, in order to participate in extra-curricular activities, students must attend at least 6 of their 7 classes for the day of that activity, **or on Friday for Saturday activities**. If there are extenuating circumstances, permission must be given from district or building administrator.

### **Academic Requirements**

All students are required to have a minimum of twenty-six (26) units of credit and must have seven semesters of attendance. Permission may be granted to be dismissed at the end of the seventh semester under one of the following conditions:

1. The student is unable to attend school because of health problems.

2. The student has completed a total of twenty-six units including all requirements, and is enrolled in further education or enlisted in the military.
1. **Summa Cum Laude** – will be students with a 3.9 grade point average and above as computed at the end of the seven (7) semesters of high school work.
2. **Magna Cum Laude** – will be students with a 3.7 to 3.89 grade point average as computed at the end of the seven (7) semesters of high school work.
3. **Cum Laude** – will be students with a 3.4 to 3.69 grade point average as computed at the end of seven (7) semesters of high school work.

### Minimum Graduation Requirements

Communication Arts.....	4 units
<i>(must include Eng I, II, and III)</i>	
Social Studies.....	3 units
<i>(must include AH, Govt., WH)</i>	
Math.....	3 units
<i>(must include Algebra I)</i>	
<i>(Algebra IA and IB fulfills 2 math units)</i>	
Science.....	3 units
<i>(must include Phy Sci. and Bio.)</i>	
Fine Arts.....	1 unit
Practical Arts.....	1 unit
<i>(must include 1/2 unit of Computer Applications I and 1/2 unit of Computer Applications II)</i>	
Physical Education.....	1 unit
Health.....	.5 unit
Personal Finance (Ag. Business).....	.5 unit
General Electives.....	9 units
TOTAL.....	26 units

### Missouri Options Diploma

The Missouri Option Diploma is for students in Missouri High Schools. Niangua R-V School District has been approved to offer this program. The program allows for students 17 years of age or older and at least one year’s credit behind their cohort class to stay in school, participate in meaningful classes and support services and have the opportunity to graduate “on schedule” if they meet state and district requirements. A student must attend a minimum of fifteen hours per week to prepare for taking and passing the GED test. In addition, student must work and/or take 15 hours each week and have passed Government, Health, and Personal Finance classes as part of this program. If a student stays enrolled and completes all requirements, they are eligible to graduate and receive a Missouri High School diploma.

## **Admit Slip/Make up Work**

Students **will** be required to obtain admit slips when they are arriving late for school. The office will provide an admit slip before school starts at 8:00 and the admitting teacher will retain the slip.

Upon receiving an admit slip, teachers will provide make-up work at the request of the student for the day(s) absent. The length of time for the completion of make-up work shall be equivalent to twice the number of days absent (two days for every one absent). Work not completed and turned in to the educator within the time span will cause the student to receive no credit for the assignment.

There will be make-up work for out of school suspensions at the request of the student or parent.

All make-up work shall be completed no later than ten (10) days after the end of the quarter. No credit will be given for OSS work.

## **Alternative Methods of Instruction Plan**

Missouri Revised Statute 171.033 states “in school year 2020-2021 and subsequent years, a district shall not be required to make up any hours of school lost or cancelled due to exceptional or emergency circumstances during a school year if the district has an alternative methods of instruction plan approved by the department of elementary and secondary education for such school year. Exceptional or emergency circumstances shall include, but not be limited to, inclement weather, a utility outage, or an outbreak or a contagious disease. The department of elementary and secondary education shall not approve any such plan unless the district demonstrates that the plan will not negatively impact teaching and learning in the district.”

Niangua R-5 School District plans to utilize the first five (5) AMI days for the first five inclement weather days the district encounters. Before utilizing the first five (5) “snow days”, the superintendent will seek approval from the school board to utilize the Niangua R-5 School District AMI (Alternative Method of Instruction) plan.

Individual classroom teachers will provide assignments utilizing a virtual method of instruction (Google Classroom, Classroom Dojo, Google Voice, etc.) that they regularly use within their classrooms and “hardcopy” assignments for those students without internet access at the beginning of every month.

- Niangua R-5 School District will use the first five (5) AMI day’s for the first five (5) inclement weather days the district encounters.
- AMI lessons will be provided by teachers at the beginning of every month. These will also be posted to websites as well as the district website.

- The district will introduce AMI in September to students, parents, and community members. The district will utilize an AMI day in October to evaluate the process.
- The district will communicate its plan for AMI on the district website, district social media sites (Facebook, Twitter, Instagram), Swift K12 emails, text messages, and phone messages. This plan will also be contained in student handbooks and delivered to students and parents at the beginning of each school year.
- Students will complete the work (one lesson per day) in order to receive attendance credit for the AMI or inclement weather day.
- Students who do not complete the work will be marked absent for the related AMI or inclement weather day.
- Absences can negatively impact exam exemptions, perfect attendance, etc.
- AMI work will be due to teachers within five (5) days after school resumes.
- Teachers will evaluate the work and return it with feedback. At the teacher's discretion, the work may or may not result in a grade in the grade book.
- All teachers will be available for students via email, Google Classroom, Classroom Dojo, Google Voice, etc. between the hours of 9 a.m. – 3 p.m. on inclement weather days.
- Niangua R-5 School District will determine which students can implement the plan virtually or through traditional methods but both methods will be available to all students.

The Niangua R-5 School District recognizes that direct instruction provided by highly qualified and effective teachers is the ultimate method of student achievement. The instructional staff also recognizes the research data that supports opportunities for students to manage their own learning, take charge of their own learning, and work independently with an abundance of choices that can occur anytime and anywhere. Alternative Methods of Instruction or AMI days will give students a unique opportunity to make more choices than usual about their learning, to manage their own learning, and to work independently. This approach will broaden student experiences during the school year while still containing our school year to the traditional school calendar without infringing on other portions of the calendar when our students are pursuing outdoor education, community-based teams, camps, and educational family travel.

As stated in the legislation, the Missouri Department of Elementary and Secondary Education may grant up to the equivalent of thirty-six (36) hours of student attendance for Niangua R-5 School District that have an alternative method of instruction plan approved by the Department of Elementary and Secondary Education. The use of alternative methods of instruction can include virtual learning on days when Niangua R-5 School District is closed due to exceptional or emergency circumstances during the school year. The district's alternative instructional plan shall demonstrate how teaching and learning will not be negatively impacted by the use of alternative methods of instruction.

## **Student Prolonged Medical Care**

In the case of a serious accident or illness requiring prolonged medical care, the parents may request a waiver be granted. Students are able to continue instruction through a virtual schedule. If students are considered “Homebound” they must have written permission from a doctor. In these cases, with the authorization of a physician, homebound instruction may be given (if approved by the Department of Elementary and Secondary Education).

## **Change of Schedule**

Students may request change of schedules during the first two (2) days of each semester. A change of schedule form must be obtained from the counselor and then properly filled out by all teachers and the student requesting the change. After review by the counselor and/or principal, the decision will be made. Parental permission may be necessary for a student to change classes.

## **Late Start (inclement weather)**

The Niangua R-V School District continues to keep the safety of our children as our top priority during inclement weather. However, there are times when the weather is expected to improve throughout the day. When the district believes that weather will be improving as the day continues, we will be using a “Late Start” designation. “Late Start” means the following will occur:

- Television and radio stations will announce as early as possible that there will be a “Late Start” for Niangua at 10:00 a.m.
- Bus routes will be delayed by 1 ½ hours. For example, if your driver typically arrives at 7:30 a.m., they will arrive at 9:00 a.m. to pick up your student.
- Teachers will report at 8:00 a.m. to supervise students.
- Parents may drop off students as early as 8:00 a.m.
- Breakfast cereal will be provided to those arriving before 9:00 a.m.
- School will begin at 10:00 a.m.
- School will be dismissed at regular time.

Attendance will be counted on late start days, but the safety of our children is our top priority so please contact the office if road conditions make it too dangerous to travel.

## **Checking In and Out**

All students who arrive on campus between 8 a.m. and 3:48 p.m. are required to check in and out of the school. Checking in or out is to be done with the principal's secretary. An admit slip will be given to students that arrive late. The student will present this to the teacher and the

admitting teacher will retain the slip. Student will be called to the office for parent pick-up.

**PARENTS ARE NOT ALLOWED TO TAKE CHILDREN FROM THE CLASSROOM FOR SAFETY PURPOSES.**

**PARENTS ARE NOT ALLOWED TO CALL STUDENTS FROM CLASS.**

No students may leave early without a signed note from their parent/guardian or telephone confirmation by school employee. Students cannot check themselves out. Students can get permission from the principal. Students who fail to check out before leaving can be considered truant, and could be disciplined as such. The exception to this rule is 18 year-olds and married students. They may check themselves out with administrator permission before leaving.

When students check in, they should immediately present any notes they may have as to why they are late to the principals' secretary.

Students who fail to check in will not be counted as attending, which could ultimately affect their grades.

### **Credit Recovery Course (grades 9-12)**

The Niangua R-V School District is mandated by the federal and state government to improve test scores and graduation rates. In order to ensure that the district is following these mandates the district has developed a credit recovery program.

This program is designed for High School students who have failed a class or classes and would like to recover the credit that was lost. Credit Recovery is available online through LAUNCH. This is a program designed, developed, and maintained through the Springfield Public School System.

The following rules apply to Niangua R-V Credit Recovery Program:

1. Student must attain at least a 30% in their class.
  - a. Anything below 30% will require taking the entire semester course over in the classroom setting if possible.
2. Student attendance is a must and a timeline will be made so the license will not be wasted. The student must show adequate progress towards completion.
  - a. Credit Recovery proctor will be in constant contact with student and parents.
  - b. Student who fail a Credit Recovery course will not be allowed to take another Credit Recovery course without paying for it prior to enrollment.

3. Students will be required to complete seated time for Credit Recovery, however; the program is designed for the student to work at home, at their own pace.
  - a. Students who had a final classroom grade of 50-59% will earn back their credit once the class is completed to LAUNCH standards as well as the student has put in a minimum of 10 seated hours.
  - b. Student who had a final classroom grade of 40-49% will earn back their credit once the class is completed to LAUNCH standards as well as the student has put in a minimum of 15 seated hours.
  - c. Students who had a final classroom grade of 30-39% will earn back their credit once the class is completed to LAUNCH standards as well as the student has put in a minimum of 20 seated hours.
  - d. Student who failed a course with an overall grade below 30% will be able to use the LAUNCH program at administrator's discretion, but if approved, will be able to earn back their credit once the class is completed to LAUNCH standards as well as the student has put in a minimum of 30 seated hours.

Student interested in Credit Recovery need to fill out a Credit Recovery Course Enrollment Form in the office and submit to the Guidance Counselor. A team consisting of the Guidance Counselor, Administrator, Classroom Teacher, and Credit Recovery Teacher will meet to determine which students qualify for Credit Recovery Courses.

### **Dual Enrollment**

Dual Enrollment is where a student receives both high school credit and college credit at the same time for the same class. Juniors and seniors are considered for dual enrollment, with the permission of the counselor, principal, and parents or guardians.

Students will be considered dually enrolled if, during the course of the regular school day, they take classes at OTC, MSU, or any recognized post-secondary institution, or take college credit courses at Niangua from a certified instructor, and the credit they receive for these classes also counts as credit toward their graduation at Niangua.

Those students who leave the Niangua campus during the day to attend a post-secondary institution and are NOT dually enrolled will be considered part-time students (see above). The student is responsible to pay any tuition or other costs incurred in being dually enrolled. Students will be charged if course is not completed or grade is below a 70%. It will also be the student's responsibility to provide transportation. It will also be the student's responsibility to provide transcripts from dual enrollment institution to Niangua R-V in order to receive high school credit.

Under School Board policy, dual enrollment classes are considered weighted. Those students who take courses outside of the regular school day, such as evening courses or correspondence courses, will not be considered dually enrolled.

### Field Trips

Students with more than one ‘D’ (less than 70%) on their current progress report will be exempt from attending field trips.

### Finals

All junior high and high school students will take semester finals in each of their scheduled classes. Finals are designed to check for comprehension of the subject matter and allow for flexibility in the curriculum. Exemptions below only apply if semester grade is above a 70% before final exam. Exemptions can include the following:

1. Based on scores earned on the spring MAP and End-of-Course exams, qualifying students may opt out of final examinations. Student must have scored Advanced on the previous year’s MAP/EOC Exam, be currently passing the course with a 70% or better.
2. Any student that has earned a grade of “A” or “A-“ in that class prior to final examinations.

### Grades

#### Grading Scale

100	-	95	A
94	-	90	A-
89	-	87	B+
86	-	83	B
82	-	80	B-
79	-	77	C+
76	-	73	C
72	-	70	C-
69	-	67	D+
66	-	63	D
62	-	60	D-
59	-	0	F

#### Regular Grade Scale

A	4	C	2.0
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.0	D	1
B-	2.67	D-	.67
C+	2.33	F	0

Note: X grade will be counted as an F

## Weighted Grades

A system of weighted grades for advanced classes was instituted in order to provide a more equitable method of measuring student achievement. The weighted classes and grade point averages are as follows:

### Weighted Grade Scale

A	5	C	3.0
A-	4.67	C-	2.67
B+	4.33	D+	2.33
B	4.0	D	2
B-	3.67	D-	1.67
C+	3.33	F	0

Weighted classes: Anatomy/Physiology, Zoology, Botany, Composition 1, Chemistry, Economics, English IV, Algebra II, Geometry, Trigonometry, Calculus, and Physics. **All College Courses, including Dual Credit Courses, will be weighted.**

**NO EXTRA CREDIT WILL BE ALLOWED.**

## High School Classification

Student class affiliation is determined at the beginning of the year with the following guide:

Seniors, 19 credits; Juniors, 12 credits; Soph., 6 credits and less than 6 will be freshmen.

## Homecoming Guidelines

The Homecoming basketball game will be determined by the Athletic Director, High School Principal, and Superintendent. Any questions concerning homecoming need to be directed to the Student Council Advisor followed by the Athletic Director, High School Principal, and finally the Superintendent of Schools.

### Selection of Homecoming Candidates:

1. Each class (9-12) will select one girl to represent them as their homecoming candidate. The candidate must select a boy from their class to escort them during homecoming activities.
2. Each class will be responsible for raising money for their candidates by setting out cans to collect change. Each cent raised will be considered one vote for that class candidate.
  - a. Classes will begin setting out cans to raise money on a date agreed upon by the Student Council Advisor and the High School Principal. Candidates must turn in money to the Student Council Advisor. **NO DOOR-TO-DOOR SOLICITING OF FUNDS IS PERMITTED.**

- b. Classes are responsible for creating and maintaining their cans, and collecting the money raised.
- c. The candidates whose class raises the most money will be crowned Homecoming King & Queen.
- d. Homecoming Queen candidates are eligible under the following conditions:
  - i. Must have a C average on first semester grade report.
  - ii. Allowed to run as many times throughout their high school career.

Dress Code for Homecoming Candidates:

The Homecoming Coronation is a formal event, thus candidates must dress appropriately and follow the Niangua R-V School District Dress Code Policy. Other dress code guidelines follow:

- Boys should wear dress pants and a dress shirt. Basketball players may wear their warm-up suits.
- Girls should wear a traditional formal dress or gown, which the following criteria:
  - No bare stomachs/midriiffs or sides.
  - Undergarments must not be visible.
  - No see-through clothing.
  - Slits should not be above mid-thigh.
  - Garments should not be excessively tight or low-cut.

Rules for Wall Wars:

1. Wall war decorations must be completed by the deadline set by Student Council.
2. Students must bring their own supplies from home to use for decorations.
3. Class designs must be submitted to the Student Council Advisor and the High School Principal for approval before the deadline set by Student Council.
4. Designs should be in good taste and should be respectful to the other team while encouraging school spirit. Once a design has been approved, the class cannot change it.
5. The size limit for grades 9-12 is 10 blocks high and 10 blocks wide. The 7<sup>th</sup> grade class will decorate the home locker room door and the 8<sup>th</sup> grade class will decorate the guest locker room door.
6. Students may only work on Wall Wars before or after school, not during class time.

## **Honor Roll**

In order to recognize academic achievement by the students of Niangua High School, there will be two honor rolls. Each will be published quarterly and each for the entire year.

1. The All A's Principal's List: All "A" or "A-" grades (full-time attendance/7 classes or Vo-Tech/6 classes).
2. A-B Honor Roll: No grades of C (full-time attendance/7 classes or Vo-Tech/6classes).

## **Middle School Retention**

Students enrolled in grades 6, 7, and 8 shall be classified as middle school students.

In order to be promoted to the next grade, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students must pass any three (3) of the four (4) core curriculum classes and at least two (2) of the three remaining non-core classes. The core curriculum classes are English, Social Studies, Math, and Science. Non-core classes are all other classes not mentioned above. Administration will ultimately decide retention of Middle School students.

## **Part-Time Attendance**

Only those juniors and seniors who do not need to attend the entire day in order to graduate are eligible for part-time attendance. Those students wishing to be considered for part-time attendance must have it approved by the school counselor, the principal, and their parents or legal guardians. Part-time students must have employment and present documentation of employment.

Part-time students must take at least six (6) classes a day.

Students may only change their part-time status at the end of a semester.

## **Participation**

All students who wish to participate in any extra-curricular activity must abide by the rules as set forth by the Missouri State High School Activities Association. This association regulates music, speech, and a number of sports activities. Students will not be allowed to practice or be in the building without a sponsor.

## **Progress Reports**

The purpose of progress reports is to inform parents and guardians of their students' academic standing throughout the year. They also allow the student's time to bring up any low grades before those grades become permanent. Procedures for making up missed work may vary from class to class.

Progress reports will be sent out every three weeks. All students in grades 2 through 12 will receive a progress report.

Dates for progress reports, as well as dates for the teachers' grade cutoff for the progress reports, will be announced and posted throughout the school. All teachers will use the same cutoff date for progress reports. This date will be made available to all students for at least two previous weeks.

Extra-curricular eligibility will be based on semester grades. The district will follow MSHSAA guidelines allowing incoming freshman one semester of eligibility before semester grades determine future eligibility. Students are allowed to continue to participate with ONE individual class grade below a 70% (C-). Students with two or more grades below a 70% or an 'F' will follow the following guidelines:

- Required to attend Monday tutoring sessions with coach/sponsor for two (2) hours until grade is acceptable. If student neglects to attend the required tutoring session, they will not be allowed to participate in scheduled competitions.
- If student fails to meet grade requirements for two (2) successive progress reports, the student will be unable to participate in half of the next regularly scheduled competition.
- If a student fails to meet grade requirements for three (3) successive progress reports, the student will be unable to participate in regularly scheduled competitions until the grade is acceptable.

Administration may grant permission before progress reports if there is appropriate teacher documentation. Students are not allowed to attend away games if transportation leaves before school is released.

Students who are academically ineligible are only excluded from participating in games or performances. An academically ineligible student, with coach or sponsor's permission, however, will still be allowed to attend and participate in practices. It is the students' responsibility to be aware of their grades at all times.

Students currently classified as EMR or LD may be given consideration to objectives completed in their IEP in lieu of the grade requirements.

Should students or their parents dispute a progress report, they should schedule a time to speak with the teacher and administrator.

Extra-curricular activities are defined as activities that take place before or after normal school hours for which a student does **NOT** receive a grade. Music performances, plays, and other functions for which credit is earned are deemed co-curricular. Expelled or students in OSS are not allowed to attend extra-curricular activities.

X grades will be considered the same as an “F.” Students will become ineligible beginning the Monday after progress reports are handed out.

## **Prom Guidelines**

In an attempt to be consistent to students and guests, the following guidelines have been developed. They have been developed within the spirit of the Board of Education approved dress code with adaptation for a formal dance. The guidelines have been established to include behavior, dress, and musical selection for the Prom. Students and attendants must be high school students or age 20 and under.

### Behavior

The Board of Education approved Student Code of Conduct will be in effect at all times. Students who choose to bring an outside guest are responsible for registering the guest at the high school office. Host students who bring guests are responsible to properly inform and clarify the Student Code of Conduct to their dates.

### Boys Formal Dress

Formal prom attire may be classified as a tuxedo or dress suit, including a tie, bow tie, a turtle neck, a shirt or priest-collar shirt, which may include a vest or cummerbund. Shirts are to be worn at all times. Dress shoes must be worn while in any public building.

### Girls Formal Dress

Traditionally formal dresses or gowns may be strapless or may feature spaghetti straps. Bare or open backs to mid-back are acceptable; however, bare stomachs, bare midriffs or bare sides are not permitted. Dress shoes or dress sandals are to be worn at all times. Undergarments should not be visible. See-through apparel and gowns or dresses with slits that are above the mid-thigh area are not permitted. Garments that are extremely tight or extremely low-cut are also unacceptable.

### Music

Music selection being played must be appropriate for a high school prom. A diverse selection of music may be played including pop, country, oldies, rock, dance, rap, Christian, swing or other appropriate music that represents current culture. Any music that implies promiscuous sexual activity or contains explicit lyrics including, but not limited to, extreme violence and language that is foul or profane will not be permitted.

## **SCHOOL ACTIVITY LETTERING SYSTEM**

### **Academic Letter**

For students in grades 9-12 to acquire an "Academic Letter", the following criteria must be met:

1. Maintain a 3.0 GPA (B+) on an 11.0 scale for all 4 quarters during the year, with no grade below a B-.
2. Be enrolled in a minimum of 7 units of academic work each quarter. Vo-Tech students must be enrolled in a minimum of 6 units of academic work each quarter.
3. Three units of the 7 units must be carried in different departmental areas (English, Math, Social Studies, and Science). Vo-Tech students must have 2 units of 6 in different departmental areas.
4. Must have minimal instances of discipline code violations other than tardies and no major infractions.
5. Transfer students will be eligible for the NHS Academic Letter as soon as they have completed 4 quarters of one year at Niangua Schools and have met requirements 1-4.

The school will issue an "Academic Letter" or "Bar" with an "Academic Certificate" to all students who meet requirements 1-5 in the fall.

### **Athletic Letter**

In recognition of participation and goal achievement, Senior High (9-12) letters will be earned when earned under the following conditions:

1. To receive a high school letter a student must represent the school in varsity competition.
  - a. Volleyball--have played in half of the games played.
  - b. Basketball--have played in half of the "halves" played.
  - c. Baseball--have played in half of the games played.
  - d. Cross-country--run in at least half of the meets, placing in the first five (from Niangua) at least two times.
  - e. Participation award--have participated in at least half of the junior varsity games or shared time between junior varsity and varsity games to equal half of the games.
2. Students who quit an activity of their own accord, or are dismissed by the coach or administration for disciplinary action or academic eligibility are not eligible.
3. Any student injured playing in a school sport may be awarded a letter, providing he/she meets all other requirements for the team, which will

be determined by the coaches. A letter may not always be rewarded to every injured player.

4. Students, who have already received a letter, will then receive bars to denote the number of times they letter in a sport. Activity emblems will be given by the school to represent the sport in which they have lettered.
5. A student may purchase and wear any patch or number of letters they have earned.
6. Must have minimal instances of discipline code violations other than tardies and no major discipline infractions.

The school will issue an athletic letter at the end of the year to students who meet requirements.

### **Music Letter**

For students in grades 9-12 to acquire a Music Letter, the following criteria must be met for each individual music course:

Choir:

1. Must compete in District Solo/Small Ensemble Music contest or District Large Ensemble Music contest. (For the years that the Choir does not participate, as a whole, in the District Large Ensemble Music contest, the student will be required to participate in the District Solo/Small Ensemble Music contest in order to receive a Music Letter.)
2. Must participate in every musical performance for the entire school year.
3. Must maintain a 95% attendance rate for Choir rehearsals.
4. Must have minimal instances of discipline code violations other than tardies and no major infractions.

Band

1. Must compete in District Solo/Small Ensemble Music contest.
2. Must participate in every public concert for the entire school year.
3. May have no more than two excused absences for pep band performances.
4. Must maintain a 95% attendance rate for Band rehearsals.
5. Must have minimal instances of discipline code violations other than tardies and no major infractions.

## Jazz Band

1. Must participate in at least 75% of all possible before/after-school rehearsals. More than 15 minutes tardy will result in an absence.
2. Must participate in all public performances.
3. Must show improvisational skills and/or compositional skills through performance on instrument.
4. Must have minimal instances of discipline code violations other than tardies and no major infractions.

Any music student who quits an activity of their own accord, or are dismissed by the music director or administration for disciplinary action, academic ineligibility, and/or lack of effort are not eligible for a music letter.

Students who have already received a music letter, will then receive bars to denote the number of years in which they letter.

The school will issue a music letter at the end of the year to the students who meet all of the above requirements for their individual music course.

## Speech & Drama Letter

In recognition of participation and goal achievement, High School (9-12) letters will be earned under the following conditions:

1. A student must represent the school in varsity competition.
  - a. Time Keeping/Judging WILL NOT COUNT as competing.
  - b. Student must attend regular practices, and shall not miss more than 5 unexcused during tournament season (September-March).
2. Students who quit Speech/Drama of their own accord, or are dismissed by the coach or administration for disciplinary actions, academic eligibility, or are suspended for drugs, alcohol, or smoking are not eligible.
3. Students who have already received a letter, will then receive bars to denote the number of times they letter in Speech/Drama.
4. As Speech/Drama is an intellectual sport, student may not letter if they have any D's or F's on their report card.

## Vocational Letter

Juniors or Seniors must meet the following requirements to earn a "Vocational Letter:"

1. The student must have a vocational objective as evidenced by a Declaration of Intent (All Vo-Tech students have this).
2. No grade below a "B-".

3. Be enrolled in 7 units of academic work each quarter. Vo-Tech students must be enrolled in 6 units of academic work each quarter. Each Vo-Tech class counts as 4 units.
4. Must be enrolled in at least two vocational classes that meet their vocational objectives. Vocational classes include those offered through Vo-Tech, and the Vocational Home Economics, Industrial Arts, and Business classes.
5. Must have minimal instances of Discipline Code violations other than tardies and no major discipline infractions.
6. Transfer students will be eligible for Niangua Vocational Letter as soon as they have completed 4 quarters of one year at Niangua High School and have met requirements 1 through 5.

The school will issue a Vocational Letter to students who meet requirements 1-6 in the fall.

## **GENERAL RULES AND REGULATIONS**

### **Awards**

End-of-Year awards will be presented by classroom teachers and sponsors. Awards will be based on student grade performance in individual courses. There will be no awards based upon student conduct/behavior or teacher perceptions. No special awards will be recognized beyond student performance.

### **Backpacks and Purses**

All backpacks and purses will not be allowed in the 6 -12 classrooms. Backpacks and purses must be secured in the students' lockers during the day.

### **Bus Misconduct**

Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school.

### **Bus Regulations**

- The bus driver has the authority to assign students to seats as necessary.
1. While loading and unloading, enter or leave the bus orderly and quickly.
  2. While riding the bus, students are under the supervision of the driver and must obey the driver at all times. The driver has the authority to temporarily suspend a student from riding the bus.
  3. Students are expected to conduct themselves in a manner such that they will not distract the attention of their driver or disturb other

riders on the bus (which includes keeping your hands to yourself; attending to your own materials; leaving other pupils alone and being quiet).

4. No sharp objects of any kind are allowed or firearms, pets nor other animals.
5. You are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc. Pupils must keep assigned seats while the bus is in motion and must not even move while it is stopped except as the driver directs. Pupils are not to put their hands, arms, heads, or bodies out of the window. Do not yell at anyone outside the bus.
6. Students are not to deface the bus or any school property. Do not write on the bus or damage seats, etc. Do not throw paper, food, or other objects on the floor of the bus or out the windows. Do not smoke or eat on the bus. Keep aisle of the bus clear from books, lunches, etc. Do not put feet in aisle.
7. The bus driver will not let you off the bus up town, at the store, to get the mail out of the box, or any place except at your regular stop unless you have written permission from your principal.
8. If you must cross the road or highway to enter the bus, try always to be on the right side of road waiting for the bus. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus. (Unless the driver directs you differently)
9. Pupils who must cross the road after leaving the bus in the afternoon must cross the road only after the driver has signaled to do so.
10. Pupils cannot ride any bus except their own unless permission is secured in the form of a note or a phone call from both parents.
11. The driver may find it necessary to interpret these policies in light of his or her own bus needs.

Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road. If you miss the bus, do not attempt to hitch hike a ride or walk to or from school.

**RIDING TO SCHOOL ON A BUS SHOULD BE REGARDED AS A PRIVILEGE**

## **Procedures for Misconduct**

In the event of misconduct on the bus, the driver will fill out a Bus Warning Report or a Bus Suspension Report. These will be delivered to the building principals and in turn sent to parents after administrative review.

Generally, bus misconduct will result in the following course of action. However, more serious cases of misconduct may warrant more serious consequences, regardless of previous warnings.

- 1st Offense: Warning
- 2nd Offense: One day off of bus
- 3rd Offense: Three days off of bus
- 4th Offense: Five days off of bus
- 5th offense: Ten days off of bus
- 6th Offense: Off remainder of semester
- 7th Offense: Off remainder of school year

## **Cafeteria Rules**

1. Walk quietly to and from the cafeteria.
2. Enter the cafeteria in a single-file line.
3. Show respect for others by not pushing or cutting in line.
4. Remain at school and in the cafeteria for lunch until dismissed.
5. Leave salt and pepper and all sauce bottles at assigned area. Keep the area clean and use utensils provided.
6. Show respect for cafeteria workers by leaving our eating area clean.
8. Refrain from sharing food.
9. Refrain from throwing food.
10. Friends not enrolled in Niangua Schools won't eat in the cafeteria.
11. Commercial food will not be delivered to students for lunch. (Lunches brought from home are permissible.)
12. No open containers are allowed on campus except during lunch time.
13. No open containers are allowed to leave the cafeteria after lunch.

## **Dance Regulations**

1. Out of school dates: All guests must be signed up by the sponsoring student by the deadline set by the dance administration / sponsor. No guest may be signed up at the door. The administration / sponsor reserves the right to disapprove any guest. Each student will be limited to one guest. The age requirement for guests range from 14 to 20 years. Only high school students are allowed at Prom.
2. Dress code: Students should dress in a manner that is presentable to the school and appropriate to the occasion. Students should follow the school dress code. The administration /sponsor reserves the right to disapprove attire.

3. General Guidelines: No dance shall last longer than 12:00 midnight, and most will end at 11:00. Once you leave the dance, you will not be re-admitted. Anyone with alcohol on his or her breath will not be admitted. Anyone under the influences of any drug will not be admitted. The administrator in charge will judge any other condition. Law enforcement officials will be notified regarding alcohol and drug offenses.
4. Inappropriate dancing and/or behavior may result in disciplinary action and expulsion from the dance.
5. Anyone who leaves the building without permission will not be allowed to re-enter.

### **Dress and Grooming**

Students are expected to dress in appropriate attire at all times during the regular school day and at all school-related functions and activities. The purpose is not to restrict the right of any student, but rather to increase the effectiveness of the education process so that all students can benefit. Following are some basic rules that the school staff will enforce at any time and upon any student:

1. Shorts are permitted, but cannot be excessively short or tight. The bottom of shorts and skirts must be lower than the finger tips of the student when shoulders are relaxed and left at the side of the student. This rule applies all the way around the student.
2. Shirts must cover the student's midriff and back. No halter-tops, open mesh shirts, shirts altered by tearing or cutting, or any shirt that exposes the midriff. No tops with spaghetti straps or straps narrower than 1 inch.
3. Clothing/headgear with words referring to alcohol, tobacco, drugs, sex, lewd language, or anything deemed to distract from the educational process is prohibited.
4. Headgear can be worn in any school building at any time at the teacher's discretion. This includes but is not limited to hats or bandannas.
5. Underwear may not be visible outside or through clothing.
6. No pajama bottoms or tops are to be worn.(unless approved by an administrator)
7. Girl's skirts may not be excessively short or have excessive slits in the side. The bottom of shorts and skirts must be lower than the finger tips of the student when shoulders are relaxed and left at the side of the student.
8. Shoes are to be worn at all times. No house shoes or slippers.
9. Trench coats and the like will not be worn in classrooms. Such garments should be placed in a locker during the school day
10. No holes in jeans or shorts above fingertip length – all the way around the student.
11. No chains hanging from clothing or wallets are allowed.

12. Jeggings, leggings, yoga pants, or tight fitting pants must be worn with a top that covers the student to fingertip length with arms relaxed at the side.

These Dress and Grooming policies apply to all PE, Open Gyms, Field Trips, and practices. If staff members are not sure whether or not some clothing is appropriate, they will send the student to the principal for a decision. Students in violation of the dress code will be asked to correct their attire or face disciplinary measures.

### **Early Graduation**

Students who have completed state and local academic requirements for graduation by the end of the first semester of their senior year are eligible for early graduation. These students will have successfully completed the prescribed classes and electives totaling 26 units. Students who fall in that category need to apply for early completion to the Superintendent of Schools. The superintendent will assure that academic requirements are met. Students who complete requirements early and wish to not attend the second semester will be granted that privilege by the superintendent. The students shall provide the superintendent a written request for this status signed by the student and his or her parent or legal guardian.

Students exempted from second semester attendance will not be permitted to be on school premises during the normal school day. Each request will be considered on its own merits.

Participation in extra-curricular activities is controlled in accordance with MSHSAA rules.

Application should be made before starting of school year or at beginning of second semester.

Students who receive an early graduation status will be eligible to attend Prom and the Senior Trip.

### **Electronic Devices**

Because they are subject to theft and can cause disruptions to the educational process, students who bring electronic devices on campus are permitted in classrooms only with teacher permission. Electronic devices include radios, CD players, and MP3. These devices are allowed with teacher permission. These devices will be confiscated if they are brought into the classrooms without teacher permission. Confiscated devices will be confiscated and returned only to parents/guardians. Students will also serve 3 days ISS. If students refuse to give up electronic devices, they will serve an additional day of ISS for insubordination.

**CELL PHONES ARE NOT ALLOWED ON CAMPUS DURING THE REGULAR SCHOOL DAY FOR ANY REASON.** Cell phones are not allowed to be used as radios, MP3 players, etc. These devices will be

confiscated if brought onto school property. They are NOT allowed in backpacks, purses, gym bags, lockers, or in clothing. Cell phones will be confiscated and returned only to parents/guardians. Students will also serve 3 days ISS/After School Detention. If students refuse to give up the cell phone, the student will be referred for insubordination and given an additional day of ISS.

All Offenses – Phone confiscated and released only to parents/guardians as well as 3 day ISS/After School Detention.

Insubordination – will result in an additional 1 day ISS/After School Detention.

### **Employment (Students)**

Work certificates are required for youth 14 to 15 years of age before they start employment at any job (other than in the entertainment industry) during the school year. No child under the age of 14 may be employed in any capacity (other than in the entertainment industry or in newspaper delivery, babysitting, occasional yard or farm work with parental consent, or some youth sporting events). Work certificates are issued by school officials only upon application requested in person by the child with the written consent of his/her parent, legal custodian or guardian, or if deemed necessary, by the issuing officer, the child shall be accompanied by his parent, guardian, or custodian. The school official has the right to deny a certificate if deemed not in the best interest of the youth. School officials should keep copies of certificates issued, and cancellation notices.

### **Unacceptable Types of Work and Workplaces for All Youth Under 16**

- Door-to-door sales (excluding churches, schools, scouts)
- Operating hazardous equipment: ladders, scaffolding, freight elevators, cranes, hoisting machines, man-lifts, etc.
- Handling/maintaining power-driven machinery (with the exception of lawn/garden machinery in a domestic setting) (RSMo 294.011(7)(c), and RSMo 294.040(1))
- Mining, quarrying, or stone cutting/polishing (except in jewelry stores)
- Transporting or handling Type A or B explosives or ammunition
- Operation of any motor vehicle
- Metal-producing industries including stamping, punching, cold rolling, shearing, or heating
- Saw mills or cooperage stock (barrel) mills or where woodworking machinery is used
- Jobs involving ionizing or non-ionizing radiation or radioactive substances
- Jobs in hotels, motels, or resorts unless the work performed is physically separated from the sleeping accommodations
- Jobs in any establishment in which alcoholic beverages are sold, manufactured, bottled, or stored unless 50 percent of the workplace sales are generated from other goods.

- Any job dangerous to the life, limb, health, or morals of youth

### **Acceptable Work Hours for 14 and 15 year olds**

- Between 7 a.m. and 7 p.m. during the school term
- Between 7 a.m. and 9 p.m. during non-school term
- No more than three hours a day on school days
- No more than eight hours a day on non-school days
- No more than six days or 40 hours in a week

Please contact the Missouri Division of Labor Standards at 573-751-3403, or e-mail at [YouthEmployment@labor.mo.gov](mailto:YouthEmployment@labor.mo.gov) or go to [www.labor.mo.gov](http://www.labor.mo.gov) or go to [www.labor.mo.gov/DLS](http://www.labor.mo.gov/DLS) if you have questions or need additional information

### **Fund Raising**

All fund raising requests should be presented to and approved by the principal's office. Each organization wishing to raise money will be asked to put in writing the following:

1. Name of the organization.
2. Amount of money needed.
3. Reason for the fundraiser.
4. Type of fund raising activity.

Students are responsible for reimbursing the school for all fees incurred or money owed. This includes, but is not limited to, reimbursement for damaged property and equipment, reimbursement for theft, reimbursement for labor costs incurred by the school for replacement or repairs made necessary by a student, paying for lost books, paying for lost, damaged, or destroyed uniforms, turning in money or goods acquired through fund raising, and repaying fees to library.

Failure to pay fees or turn in money owed will result in students' grade cards being withheld until they do so, unless class dues are the only money owed. Students who don't pay class dues will not be allowed to participate in events financed by their class with class dues money. Students may also lose library and Internet privileges. In addition, students who owe money or fees to the school will not be allowed to participate in extra-curricular activities until the fees or money has been repaid. If students are not financially able to pay fees or money owed, they need to make arrangements with the school. Fees and money owed from previous years will be carried over to the new year.

Each organization will be limited to two fund raisers per year, with the exception of the junior class, which will be limited to three fund raisers per year, not counting the concession stand. No more than two fundraisers will be allowed to occur at the same time. Fundraisers that exceed more than two calendar weeks may be curtailed. All proposals for fundraisers

must be submitted on the appropriate form to the principal's office for approval prior to the start of the fundraiser. The principal and the superintendent must approve any exceptions to this policy in advance. Any outside group that chooses to raise money for any school organization should first obtain permission from the school. Any funds raised by an outside group will be considered a donation to the school, or a particular group within the school.

All fund raising requests should be presented to and approved by the principal. Each organization wishing to raise money must submit the appropriate form.

### **Internet Usage**

Having access to the Internet allows Niangua R-V students an invaluable communication tool, and access to nearly limitless research and information. Unfortunately, the Internet also allows students access to less desirable sites and information, many of which are virtually impossible to screen from the students.

**ALL STUDENTS AND PARENTS MUST HAVE A SIGNED COPY OF THE NIANGUA R-V ACCEPTABLE USE POLICY ON FILE BEFORE UTILIZING DISTRICT COMPUTERS OR NETWORKS.**

Students may not be on the Internet without a teacher's permission and supervision. For the students' protection, all students must record when and where they have logged on to the net, as well as when they have logged off. If a student accidentally opens an objectionable site, he or she must exit that site as quickly as possible, and report the accident to his or her supervising teacher.

Students will also not be allowed to use chat rooms, email or Instant Messengers while at school.

Failure to follow these rules will result in loss of Internet privileges.

### **Library**

Teachers may schedule time to bring their classes to use the library.

Students may check out materials from the library for a period of two (2) weeks, and reference materials overnight. Materials may be checked out for an additional two-week period if necessary.

Overdue materials will be assessed a fine of \$.10 cents per day per item, not including non-school days. If an item is lost or damaged, the student is responsible for paying the replacement cost of that item. Students will not be allowed to check out books if they owe \$10.00 or more. Students may also pay overdue fines with good grades, attendance, and afterschool tutoring.

**Grades:** grades earned on progress reports and grade cards may be used to waive fines in the following manner:

A : \$3.00 off                      B: \$2.00 off                      C: \$1.00 off

**Tutoring:** Time spent in tutoring may be used to waive fines in the following manner:

Every 5 minutes of time waives 10 cents.

**Instructions:** Students must bring their progress reports and/or time forms (available from the teacher who supervised student time) to the library to get fines waived.

**Special Notes:** This policy is not transferable or retroactive. This policy does not cover lost and damaged items. Each student's grades and minutes expire on the last day of the school year. Newly earned grades and minutes will need to be submitted for each new school year. The ten dollar rule still applies. Once a student's fines reach ten dollars, their library privileges are suspended until the amount owed on their account is less than ten dollars.

Any student who does not use the library and the materials and equipment contained therein in a responsible and appropriate manner may be deprived of access to the library.

## **Lockers**

Students shall keep their possessions in a locker. Lockers, as well as locks, will be assigned in the office, and students will not be permitted to change lockers without permission from the principal. Defacing the interior or exterior of the locker could result in the loss of locker privileges, and the student could face restitution. Doors to lockers should be completely closed and locked to help secure the occupant's contents. (Be aware, the school will not be responsible for lost or stolen items.) Keys or combinations to personal locks must be turned in to the office. The tops of lockers are not to be used for storage space. No valuables should be left in lockers. Food and drink are prohibited in lockers and violation will result in discipline procedures. This policy shall include gym lockers as well. Students may request a second locker if space is available.

Please note that the lockers are school property and may be entered by staff personnel without the presence or permission of the occupant.

## **Student Government**

To be eligible for election to a class office or Student council, a student must have a "C" average in all classes. The term of membership shall be for one school year and the student may run for election each year.

Presidents of each class are automatically representatives of the Student Council. Each class will elect an additional representative to the council.

Any junior or senior with a “B” average and principal approval may run for student body president. Repeated disciplinary infractions may disqualify a student from serving as president. All nominees must also have attended Niangua School the previous semester.

### **Student Parking**

Students are allowed to park in the student parking lot across from campus only. Students are not allowed to park in front of school or gymnasium at any time. Students must fill out an application for a parking permit before being allowed to park in the student parking lot. Student parking passes are to be visible at all times.

### **Telephone**

Students will not be called to the telephone. Students will not be able to make calls unless it is school related and approved by administration.

### **Transportation -- School-Sponsored Events**

Transportation will be provided by the School to all school activities. All students who participate in these activities are required to use the transportation provided by the district. After the event/game(s) is over, the coach/sponsor may allow the student participator/athlete to ride home with their biological parent and/or guardian, NOT boyfriend(s) or girlfriend(s).

Any person who is not 'contracted' with the Niangua R-V Public School District who wishes to ride an activity bus to an event must receive prior approval in writing from the administrator who is responsible for the activity/event. The Principal or Superintendent's decision will be final.

Student activity buses may be utilized if the demand for such services is warranted. The principal will be responsible for the requisitioning of the bus, the method in determining what number of students may ride, and who may not ride (i.e., those with a discipline history . . .). This will usually be done on a first come, first served, basis while seating space is available.

## **DISCIPLINE**

### **Discipline Code**

The student code of conduct is designed to foster student responsibility, respect for the rights of others (including staff, other students, and parents), and to ensure orderly operation of district schools.

It is ultimately the parents' responsibility to educate their children; therefore, it is ultimately the parents' responsibility to discipline their children. Parents should foster a respect for the school district, for the staff, and for education in general at home. Parents should also do everything possible to make sure their children arrive at school and to every class ready to learn, which includes regular attendance, being on time, and having proper supplies and homework. A parent unwilling to take responsibility for their child's success must be willing to take responsibility for their child's failure.

Discipline will be administered in compliance with the Discipline Code of the Niangua R-V School District.

Any behavior deemed inappropriate by the administration and not specifically covered by the Discipline Code may be handled by the administration in the manner most judicial to fit the offense.

No code can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses that, if committed by a student, will result in the imposition of certain disciplinary actions. Any conduct not included herein, an aggravated circumstance of any offense, or action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the administration.

As outlined by the Discipline Code, punishment for most offenses increases through repetition of the offense. These increases, however, are only recommendations. The administration is not bound to follow them in order, or at all (except in cases of violations of the Safe Schools' Act). The severity of an offense, as determined by the administration, will be sufficient grounds to jump to a higher level of punishment, even on the first offense.

The number of offenses applies only to those offenses referred to the principal. However, teacher documentation of repeated offenses, as well as attempts by the teacher to remedy those offenses, will be considered when determining punishment.

All formal teacher referrals to the principal, as a matter of routine, will be reported to the parents or legal guardians.

All referrals to the principal, regardless of severity, will be documented and become part of each student's file. More serious infractions, by law,

will become part of the student's permanent records, and must, by law, be reported to any school to which a student may transfer and may even follow a student beyond the school setting.

## **Classroom Rules**

Teachers have the right, and the responsibility, to set and enforce rules in their classrooms. These rules may not go against school board policy, but may augment that policy. Teachers may also set rules where no policy exists. For instance, any teacher may insist that students not chew gum in her or his or class, even though there is no specific school-wide rule against gum chewing. Further, it is not necessary for classroom rules to be consistent from one teacher to another. A student's ability to adapt from one situation to the next, if necessary, will be an invaluable life skill.

## **Due Process**

Due process means fair treatment under law and is guaranteed all citizens by the United States Constitution. Federal regulations Title IV, Title IX, and Section 504 require that agencies that use federal revenue not discriminate on the basis of race, creed, national origin, sex, or any handicapping condition.

Regarding any discipline, the principal will take the following steps in order to protect the student's due process rights.

1. Students will be given notice of charges against them (either verbally or written).
2. Students will have an opportunity to present their side of the story.
3. An explanation of the evidence will be given if the student denies the violation.
4. The student may appeal the decision to the superintendent and the Board of Education.

If you feel you have been discriminated against, write or call the Niangua Superintendent of Schools: 417-473-6101, or contact the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

## **Suspension**

The Principal shall have the power to suspend students from school for violations of the discipline code and for conduct unbecoming a student. The suspension by the principal shall not exceed 10 days. The Superintendent may suspend students up to 180 days. State law governs both of these amounts.

All days for suspension, whether in school or out-of-school, refer to days in school, NOT calendar days.

Students suspended or expelled from school will not be permitted to attend extracurricular activities including home and away events.

## **Lunch Detention**

Lunch detentions will be used at the discretion of the classroom teacher and the building administrator. Students will be notified by the teacher and the building administrator to determine dates to serve. Student receiving lunch detention will go to the front of the line, receive their tray, and walk to the ISS classroom to sit quietly.

## **Friday School (Hours – 4:00 p.m. – 5:00 p.m.)**

Friday School will be used on an as needed basis. It will be used when students have not completed assignments or for disciplinary infractions.

Students attending are expected to bring work to complete and are expected to remain absolutely quiet the entire time.

Failure to attend Friday School or being dismissed early may result in Saturday School, In-School Suspension, or Out-of-School Suspension. **NO EXCUSES WILL BE ACCEPTED FOR FRIDAY SCHOOL ABSENCES INCLUDING ILLNESS.**

## **Saturday School (Hours – 8:00 a.m. – 12:00 noon)**

Saturday school will be used on an as needed basis. Saturday School will be held on Saturdays from 8:00 a.m. until 12:00 p.m. Students who are assigned Saturday School must be on time. Further, students will not be allowed to leave until 12:00 for any reason whatsoever, other than emergencies.

Students attending are expected to bring work to do, and are further expected to remain absolutely quiet the entire time.

Saturday School is not an option. If a student has been assigned, he or she does not have the option of deciding which Saturday to attend or to take an alternate form of punishment instead. Students will not be allowed to miss Saturday School, or be given an early dismissal to attend or compete in extra-curricular activities.

Failure to attend Saturday School, or being dismissed from Saturday School early for failure to follow the rules, may result in out-of-school suspension. **NO EXCUSES WILL BE ACCEPTED FOR SATURDAY SCHOOL ABSENCES INCLUDING ILLNESS.**

## **In-School Suspension (ISS)**

Students assigned ISS will spend part or all of the day (depending on the circumstances) isolated from the other students, including bathroom breaks and meals. Students in ISS will report to the ISS teacher at the beginning of their first period.

Students in ISS will be given assignments to do by their regular classroom teachers and will not lose credit for lost class work. They may lose credit for classroom participation, depending on regular class requirements.

Students who willfully fail to report to ISS, or who refuse to abide by ISS rules, will be referred to the Principal and may receive out-of-school suspension, or other punishments as appropriate. Students in ISS are eligible to participate in extra-curricular activities.

### **After-School Detention (Detention) (4 p.m. until 5 p.m.)**

Student assigned After-School Detention will serve time, Monday through Thursday, from 4:00 p.m. until 5:00 p.m. They will be excused from regular classes and escorted to the room for After-School Detention before school is released.

Students in After-School Detention will be given assignments to do by their regular classroom teachers and will not lose credit for lost class work. They may lose credit for classroom participation, depending on regular class requirements. If coursework is not provided by the classroom teacher, students will be required to complete work given to them by the detention teacher.

Students who willfully fail to report or stay in After-School Detention, or refuse to abide by After-School Detention rules, will be referred to the Principal and may receive Out-of-School Suspension (OSS), or other punishments as appropriate. Students in After-School Detention are eligible to participate in extra-curricular activities.

Parents will be notified the day before the student serves After-School Detention in order to arrange appropriate transportation.

### **Out-of-School Suspension (OSS)**

Students given OSS will be excluded from all school activities for the period of time they are suspended, including all extra-curricular activities, both at home and away. If students serving OSS return to campus during their suspension, they must check into the office. If a student who has been suspended is on campus during her or his suspension without specific permission from the Principal only, she or he will be considered trespassing and may face legal action. Students serving OSS may make up missed class work up to the first 5 days in accordance with schoolwork make up policy.

### **Expulsion**

The Board of Education shall have the power to expel a student from school for conduct unbecoming a student. In order to return to school the student must meet the requirements set forth by the decision of a majority of the Board of Education and/or those requirements outlined by the Safe Schools' Act.

**Academic Dishonesty**

- a. 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 assignments;
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:	After-School Detention, Friday School, Saturday School, 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. Using physical force, such as hitting, striking, and/or attempting to cause physical injury to another person; placing a person in reasonable apprehension or imminent physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

First Offense:	Principal/Student conference, After-School Detention, Friday School, Saturday School, In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	After-School Detention, In-school suspension, 1-180 days out-of-school suspension, or expulsion.

- 2. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

### **Automobile/Vehicle Misuse**

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

First Offense:	Suspension or revocation of parking privileges, After-School Detention, Friday School, Saturday School, In-school suspension.
Subsequent Offense:	Revocation of parking privileges, After-School Detention, Friday School, Saturday School, In-school suspension, or 1-10 days out-of-school suspension.

### **Bullying & Cyberbullying (see Board policy JFCF)**

Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, threats, extortion; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

First Offense:	After-School Detention, Friday School, Saturday School, 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 (see Board policy JFCC)**

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

### **Complicity in Fighting**

Through action or inaction, causing or aiding to the cause of a fight by other persons. This includes the spreading of malicious rumors and arranging a fight.

First Offense:	Principal/Student conference, After-School Detention, Friday School, Saturday School, In-school suspension, 1-180 out-of-school suspension.
Subsequent Offense:	After-School Detention, Friday School, Saturday School, In-school suspension, 1-180 out-of-school suspension or expulsion.

## **Dishonesty**

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

First Offense:	Nullification of forged document. Principal/Student conference, After-School Detention, Friday School, Saturday School, or In-school suspension.
Subsequent Offense:	Nullification of forged document. After-School Detention, Friday School, Saturday School, In-school suspension, 1-180 days out-of-school suspension, or expulsion.

## **Disrespectful or Disruptive Conduct or Speech**

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, After-School Detention, Friday School, Saturday School, In-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	After-School Detention, Friday School, Saturday School, In-school Suspension, 1-180 days out-of-school suspension, or expulsion.

## **Drugs/Alcohol (see 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:	After-School Detention, In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

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© of the Controlled Substances Act.

First Offense:	After-School Detention, In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 ys out-of-school suspension or expulsion.

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© of the Controlled Substances Act.

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

### **Extortion**

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

First Offense:	Principal/Student conference, After-School Detention, Friday School, Saturday School, In-school suspension, or 1-10 days out-of school suspension.
Subsequent Offense:	After-School Detention, In-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences**

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, “Conditions of Suspension, Expulsion and Other Disciplinary Consequences.”

As required by law, when the district considers suspending a student for an addition period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, 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 is disruptive to the educational process or undermines the effectiveness of the district’s discipline policy.

First Offense:	Verbal warning, After-School Detention, Friday School, Saturday School, In-school suspension, or 1-180 days out-of-school suspension or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	Verbal warning, After-School Detention, Friday School, Saturday School, In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**False Alarms (see also “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, After-School Detention, Friday School, Saturday School, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Restitution, After-School Detention, In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Fighting (see also, “Assault”)**

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

First Offense:	Principal/Student conference, After-School Detention, Friday School, Saturday School, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	After-School Detention, 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, After-School Detention, Friday School, Saturday School, or in-school suspension.
Subsequent Offense:	Principal/Student conference, loss of privileges, After-School Detention, Friday School, Saturday School, in-school suspension, 1-10 days out-of-school suspension.

**Harassment including Sexual Harassment (see Board Policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments, requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense:	Principal/student conference, After-School Detention, Friday School, Saturday School, in-school suspension, or 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	After-School Detention, In-school suspension, 1-180 days out-of-school suspension or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

**Hazing**

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

### **Incendiary Devices or Fireworks**

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, After-School Detention, Friday School, Saturday School, in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, After-School Detention, Friday School, Saturday School, in-school suspension, 1-10 days out-of-school suspension.

### **Nuisance Items**

Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, After-School Detention, Friday School, Saturday School, in-school suspension.
Subsequent Offense:	Confiscation. Principal/student conference, After-School Detention, Friday School, Saturday School, in-school suspension, 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. Only hand holding is acceptable.

First Offense:	Principal/Student conference, After-School Detention, Friday School, Saturday School, in-school suspension.
Subsequent Offense:	After-School Detention, After-School Detention, Friday School, Saturday School, in-school suspension, 1-10 days out-of-school suspension.

## **Sexting and/or Possession of 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, After-School Detention, Friday School, Saturday School, in-school suspension.
Subsequent Offense:	Confiscation. After-School Detention, Friday School, Saturday School, in-school suspension, 1-180 days out-of-school suspension or expulsion.

## **Self-Defense**

True self-defense is very rare. Self-defense is defined as *action required to prevent others from hurting you or others*. The key question to self-defense is: Would the other person have continued using force against you or someone else had you not used force against them?

Any action that goes beyond stopping someone else from hurting you or someone else is not considered self-defense. Preemptory attacks (attacking someone before they have attacked you or someone else) are not considered self-defense, even if you believe that the person would have attacked you had you not attacked them first.

Self-defense will never be accepted as a defense for verbal attacks (mouthing), regardless of how vicious those verbal attacks might be.

Self-defense does not automatically include hitting someone back when he or she hits you first. In most instances, hitting someone back is simply retaliation.

## **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, After-School Detention, Friday School, Saturday School, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	After-School Detention, Friday School, Saturday School, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

## **Tardies (Unexcused)**

Each student will be given 3 tardies per semester, per class. Note that if a student is tardy for more than 25 minutes, he or she will be counted as absent (and subsequently truant) regardless of which number the tardy may be. Tardies will only be counted as excused if the student presents a note signed by another staff member.

- 1st Tardy : Warning by a teacher
- 2nd Tardy: Warning by a teacher and parent contact.
- 3rd Tardy: Discipline referral for one day ISS
- 4th Tardy: Discipline referral for one day ISS
- (One day ISS for all remaining tardies)

## **Technology Misconduct (see 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, After-School Detention, Friday School, Saturday School, in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch without permission from school personnel.

First Offense:	Confiscation. Principal/Student conference, loss of user privileges, After-School Detention, Friday School, Saturday School, in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, loss of user privileges, in-school suspension, 1 – 180 days out-of-school suspension, or expulsion.

3. Violation other than those listed in 1., 2. Or of Board policy EHB and procedures EHB-AP

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

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

First Offense:	Confiscation. Principal/Student conference, After-School Detention, Friday School, Saturday School, in-school suspension.
Subsequent Offense:	Confiscation. Loss of user privileges, After-School Detention, Friday School, Saturday School, 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, After-School Detention, Friday School, Saturday School, in-school suspension, or 1-180 days out-of-school suspension, possible notification to law enforcement.
Subsequent Offense:	Return of or restitution for property, 1-180 days out-of-school suspension, or expulsion, notification to law enforcement officials.

## 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, After-School Detention, Friday School, Saturday School, in-school suspension, or 1-180 days out-of-school, or expulsion and possible notification to law enforcement officials.
Subsequent Offense:	After-School Detention, Friday School, Saturday School, in-school suspension, or 1-180 days out-of-school suspension, or expulsion, notification to law enforcement officials.

## Tobacco

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. This includes smokeless tobacco and vapor products, on school grounds, bus, or at any school activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense:	Confiscation. Principal/Student conference, After-School Detention, Friday School, Saturday School, in-school suspension.
Subsequent Offense:	Confiscation. After-School Detention, Friday School, Saturday School, in-school suspension, 1-10 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes, or other nicotine delivery products on district property, district transportation or at any district activity. This includes smokeless tobacco or vapor products, on school grounds, bus, or at any school activity. Nicotine patches or other medications used in tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense:	Confiscation. Principal/Student conference, After-School Detention, Friday School, Saturday School, in-school suspension, or 1- 3 days out-of-school suspension.
Subsequent Offense:	Confiscation. In-school suspension, 1-10 days out-of-school suspension.

**Truancy (see 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; arriving after the expected time class or school begins, as determined by the district. Truancy is when a student:

1. Leaves the campus without permission from the principal.
2. Comes to school, but does not attend any or all classes or authorized activities.
3. Obtains permission from the teacher or the office to go to a certain place on campus but does not go there.

In case an emergency arises, you should contact the principal.

First Offense:	Principal/Student conference, After-School Detention, Friday School, Saturday School, 1- 3 days in-school suspension.
Subsequent Offense:	Friday School, Saturday School, 3-10 days in-school suspension and removal from extracurricular activities.

**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, After-School Detention, Friday School, Saturday School, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension, or expulsion.

**Vandalism (see Board policy JFCJ)**

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

First Offense:	Restitution. Principal/Student conference, After-School Detention, Friday School, Saturday School, in-school suspension, or 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion, notification to law enforcement officials.

**Weapons (see Board policy JFCJ)**

The Board recognizes the importance of preserving a safe educational environment for students, employees, and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use of and/or possession of weapons on school grounds, buses, or at school activities.

A weapon is any instrument or device used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

Students who use or possess a weapon could be subject to suspension or expulsion from school for a period of time not to exceed one calendar year.

Missouri law allows for all children found with firearms on school property be detained by the juvenile authorities for up to 72 hours.

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, or 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials.
Subsequent Offense:	1-180 days out-of-school suspension, or expulsion, notification to law enforcement officials.

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, recommendation to school board for expulsion, notification to law enforcement officials.
Subsequent Offense:	Expulsion.

3. Possession or use of ammunition or a component of a weapon.

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.

## **PUBLIC NOTICES**

### **Notice of Non-Discrimination**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all employee groups, associations or organizations of the Niangua R-V School District are hereby notified that the institution does not discriminate on the basis of race, color, ancestry, national origin, sex, age, creed, religion, marital status, or handicapping condition in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Niangua R-V School District compliance with the regulations implementing Title IV, Title IX, or Section 504 is directed to the Superintendent of Schools, 301 Rumsey Street, Niangua, MO (417-473-6101).

### **Free and Appropriate Public Education**

All public schools are required to provide a free and appropriate education to all students, beginning on the child's third birthday through age twenty (20), regardless of the child's disability, that reside within the school district. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbances, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, special education, and traumatic brain injury. Children with disabilities are students, age 3 through 20, who have been evaluated and identified in accordance with the provisions of PL 94-142.

### **Rehabilitation Act of 1973, and Section 504**

Any student or adult needing special accommodations to have accessibility to school activities, or educational programs, should call (417) 473-6101, or visit the High School, to make arrangements. The Superintendent will be the coordinator and contact person to meet the special needs of those who may require special accommodations. If you need this assistance, call or visit during school hours.

## **Title IX of the Education Amendments of 1972, and Section 703 of Title VII of the Civil Rights Act of 1964**

In accordance with the guidelines of the Equal Employment Opportunity Commission, sexual harassment is deemed to include, but is not limited to, any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples of sexual harassment include such things as: Verbal Harassment - such as derogatory comments, jokes, or slurs of a sexual nature; Visual Harassment - such as derogatory or offensive posters, cards, cartoons, drawings, or gestures of a sexual nature; Physical Harassment - such as unnecessary or offensive touching or impeding or blocking movement; Unwanted Sexual Advances. Reports of harassment will be kept confidential except between involved parties, their parents, and school officials. Disciplinary action will be taken where appropriate.

### **Early Intervention**

The public school assures the provision of information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

### **Access to Student Records**

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. 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). You may contact your local District, if you wish to review the requirements provided in FERPA.

## **Special Education**

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative, which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures, which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 760301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you -have a child with a disability or suspected disability or know of a child with a disability who is not attending the public school, please contact your school district.

This notice can be provided in any language as may be necessary.

## **Virtual Instruction**

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.

The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

### **Enrollment in Virtual Courses**

The superintendent or designee will establish open enrollment periods and registration deadlines for students to enroll in virtual courses offered by the district or through MOCAP. These enrollment periods and registration deadlines will be strictly enforced unless the superintendent or designee determines that an exception is warranted due to circumstances such as a change in a student's health or the long-term suspension of a student. Enrollment periods and registration deadlines must align with the district's academic calendar and assessment schedule to the extent practicable.

A student or parent/guardian must notify the student's principal or designee before the student may enroll in a district-sponsored virtual course or a MOCAP virtual course through the district. The student will be enrolled unless the principal or designee, in consultation with the student's parents/guardians and relevant staff, such as the school counselor or district special education director, determines that there is good cause to refuse the student enrollment in the course. For enrollment in a MOCAP course, good cause is limited to situations where it is not in the best educational interest of the student to enroll in the course.

Students or parents/guardians who disagree with the principal's or designee's determination about a MOCAP course can appeal the decision to the Board of Education and the Department of Elementary and Secondary Education (DESE) as detailed later in this policy. For all other virtual courses, students or parents/guardians may appeal the decision to the superintendent or designee, and the superintendent's or designee's decision will be final. The superintendent or designee is authorized to consult the district's attorney prior to making a decision.

## **Students with Disabilities**

In general, students with disabilities may enroll in district-sponsored virtual courses or MOCAP virtual courses using the same approval process applicable to other students. However, in accordance with federal law, if a student receives special education services, the student's individualized education program (IEP) team may determine that a virtual course is not appropriate for the student even if the course has otherwise been approved. Any appeal of that decision must be made through the special education process rather than to the superintendent or designee or the Board.

If a student who is receiving accommodations for a disability under Section 504 of the Rehabilitation Act (Section 504) is enrolled in a virtual course, the student's Section 504 team will determine whether any additional accommodations are necessary for the student.

## **Attendance and Completion**

Students who enroll in district-sponsored virtual courses or MOCAP courses through the district are expected to actively participate in those courses with the goal of completing the course. If a student does not actively participate in a course or is not successful in the course, the district may remove the student from the virtual course and refuse to enroll the student in virtual courses in the future.

Students enrolled in virtual courses are expected to complete all course requirements in the time allotted for the course. Extensions of time to complete a virtual course will be permitted only in situations where completion of the course in the allotted time would be impossible due to factors not controlled by the student.

Students enrolled in a district-sponsored or MOCAP course through the district will be considered in attendance for state aid purposes in accordance with law. A completed virtual course shall be counted as no less than 95 percent attendance for purposes of A+ eligibility.

## **End-of-Course (EOC) Examinations**

Students are required to take state-required EOC examinations administered by the district regardless of whether the course for which the examination is required was taken virtually or in the traditional classroom.

## **Notice**

The district will inform students and parents/guardians in handbooks, registration documents and on the homepage of the district's website of the option to enroll in **virtual** courses, including courses offered through MOCAP, as required by law.

## **MOCAP**

In accordance with state law, the district will pay the cost of student enrollment in MOCAP virtual courses as long as:

1. The student meets eligibility requirements;
2. The student has approval for enrollment in accordance with this policy; and
3. Taking the course does not cause the student to exceed full-time enrollment in the district.

In addition to the requirements listed above and in accordance with law, a student is eligible to enroll in a MOCAP course through the district if:

1. The student resides in and is enrolled in the district on a full-time basis;
2. The student has attended a public school or charter school for at least one semester immediately prior to enrolling in a MOCAP course;\* and
3. The enrollment is approved by the principal or designee.

\*A student will be excused from this requirement if he or she has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the district during the previous semester.

The district is not obligated to provide students computers, equipment or Internet access to take a MOCAP course unless otherwise required by law to accommodate a student with a disability.

District counselors or certificated staff will develop an individual career and academic plan (ICAP) for district students enrolled in three or more virtual courses. If a student already has an ICAP, the plan will be reviewed and modified as necessary. In accordance with law, school counselors cannot be required to make the final decision regarding a student's enrollment in a MOCAP course.

### ***Appeal***

If the principal or designee determines that it is not in a student's best educational interest to take a virtual course, the student and the parents/guardians will be notified in writing, provided an explanation for the decision and informed that the student or parents/guardians may appeal the decision to the Board. However, if the student is receiving special education services, the student's IEP team will make the final decision regarding student enrollment in a virtual course in accordance with federal law, and the decision must be appealed through the special education process rather than through the Board.

If the student or parent/guardian appeals to the Board, the principal or designee will provide the Board written reasons for denying the student's enrollment, and the student or parent/guardian will provide written reasons the student should be allowed to take the course. Both documents will be retained by the Board and will be incorporated into the minutes. In addition, the student, parents/guardians and the principal or designee will be allowed to present their arguments at a Board meeting.

The appeal to the Board shall be held in closed session. The Board will consider the information presented and release a written decision within 30 calendar days of the meeting. The student or parents/guardians may appeal the decision to DESE. The appeal to DESE must be filed within seven days of the Board's final decision.

### ***Payment***

The district will pay a MOCAP course provider a monthly pro rata amount based on a student's completion of assignments and assessments, subject to the cost limitations in state law. The district will stop making monthly payments if a student discontinues enrollment. The superintendent or designee is authorized to negotiate lower course rates with MOCAP course providers when possible.

### ***Monitoring and Reporting***

The district will monitor the progress and success of students enrolled in MOCAP courses. The district may remove a student from a course if it does not meet the educational needs of the student. The district may terminate access to a course or refuse to allow students to enroll in a MOCAP course if the district determines that the course is not meeting the educational needs of the students enrolled in the course.

All concerns regarding the quality or delivery of a MOCAP course will be reported to DESE. The district may consider concerns regarding the quality of a course when making approval decisions for other students. In addition, the district will consider recommendations made by DESE regarding continued or future enrollment in MOCAP courses.

### ***Transfers***

The district will accept transfer credits students earn by successfully passing approved MOCAP courses if the course provider gives the district an official record of the completed course and the grade earned. Students who transfer to the district while enrolled in MOCAP courses will be allowed to continue enrollment in those courses even if the course provider is not one used by the district.