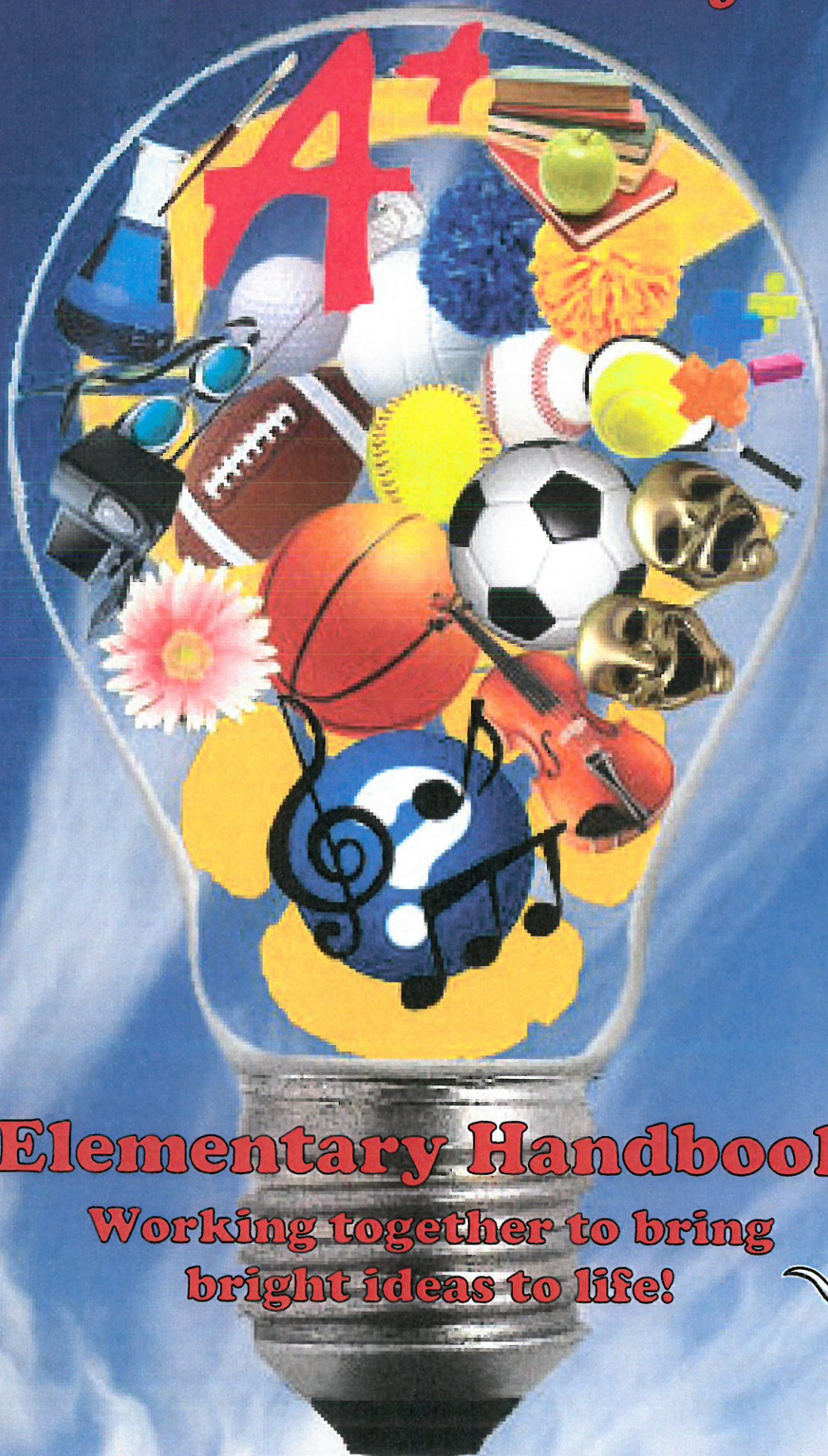


# South Nodaway



## Elementary Handbook

Working together to bring  
bright ideas to life!



2020-21



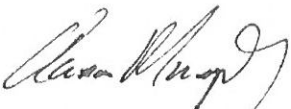
Dear South Nodaway Parents, Students and families,

Welcome to the 2020-21 school year! On behalf of the faculty and staff, we are excited about continuing our journey together. We have great expectations for each of our students and know you share in our commitment to help each child reach their full potential.

The key to a child's success is the communication between school and home. We encourage you to contact us at anytime. The school phone number is 652-3718 or 652-3715. Our fax number is 652-3711. Our fax is open for public use. There is a \$1.00 charge for each faxed page.

This Elementary Handbook has been put together for your use. Student and parent information and guidelines are included in this booklet concerning different aspects of South Nodaway Elementary. Please keep this booklet for reference throughout the school year. If there are any areas that have not been addressed, please contact the principal's office for further information.

We look forward to the new school year and all it has to offer. We take our commitment to your child and his/her education seriously and thank you for sharing them with us.



Aaron Murphy, Principal

## **South Nodaway Elementary Vision**

South Nodaway is a child-centered school in a supportive community. The elementary faculty and staff are committed to providing the students with the skills and knowledge necessary for them to participate to their fullest potential in our changing society. This will be accomplished in a safe and orderly environment where teaching/learning time is protected. The South Nodaway Elementary students' needs will be met through up-to-date, meaningful, integrated, problem-solving curriculum which is included in a success-oriented educational program.

## **South Nodaway Mission Statement**

The mission of South Nodaway R-IV School District is doing what is best for students every day in everything we do.

## **SCHOOL ENROLLMENT:**

A child will be enrolled in the South Nodaway R-IV School system and may begin classes when the parents/guardians have supplied all documentation required by the district and the law. This documentation includes an enrollment form, a notarized health inventory and permission form, a Social Security card (to be copied by the office), a birth certificate (to be copied by the office), and a copy of the original up-to-date immunization record. The school district also has the right to request proof of residency within the South Nodaway School District, and proof of custody.

## **Health Inventory and Permission Form**

The Health Inventory and Permission Form must be on file for every student. It is important for parents to accurately fill out the entire form, have it notarized and on file at the elementary school as soon as possible. This form provides us with contact numbers and medical history of a student in case of an emergency.

**\* Please contact the office (652-3718) if any of this information changes during the course of the school year.**

## **ATTENDANCE**

Good academic progress goes hand in hand with good attendance. At South Nodaway Elementary we expect good attendance from our students. Should your child be sick or need to miss school for any reason, please call us and let us know. Please send a signed note stating the reason your child missed school when he/she returns. If you must take your child from school, for any reason, please stop in the office and sign him/her out or back in. Parents are to sign students in and out of the office when bringing them to school after 8:20 am and picking them up before 2:55 pm. Classes are still in session until 2:55 each day, therefore anyone being picked up before 2:55 pm will be marked absent for that time.

We monitor attendance very closely and you will be notified of excessive absences or tardies. Ten or more absences in a semester is considered excessive. Consistent attendance helps your child receive the best

educational opportunities South Nodaway can provide. Excessive absences may warrant notification to the juvenile officer. State funding is directly related to student attendance; therefore we encourage parents to make appointments after school hours or on days school is not in session if at all possible. Out of town travel should be scheduled during school vacations.

## **ABSENCES**

A parent or guardian must call the office or send a note with the student to report the reason for the absence. Excused absences are one of the following:

- A. Personal illness
- B. Illness in the immediate family
- C. Death in the family
- D. Dental or medical appointments
- E. Approved school activities
- F. Family out-of-town travels with advance notice to classroom teachers and principal. Assignments should be obtained from teachers in advance.
- G. Other reasons cleared by the principal in advance.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Each individual should be given the opportunity to develop and achieve to the maximum extent possible, being limited only by individual differences. Therefore, the district will foster an educational environment that provides equal educational opportunity for all students.

Education programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, color, religion, sex, national origin, economic status or handicap. The district is obligated to provide education to homeless children. Parents may inspect instructional materials used as part of the curriculum including materials used in sexual instruction. Inquire through the principal's office. Instances of harassment and discrimination should be reported to school personnel.

South Nodaway requires teachers in core academic areas to be highly qualified. (Hold at least a bachelor's degree and demonstrate academic content area knowledge through an exam.)

Paraprofessionals providing instruction or support must have completed 2 years of study of higher education and obtained at least an associate degree or demonstrates through a formal state or local assessment knowledge of, and ability to assist in instructing reading, writing, and math.

Parents have the right to request information on the professional qualifications of teachers and paraprofessionals. All teachers and paraprofessionals at the elementary building are highly qualified.

The complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education. A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, 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. (Check with the superintendent of South Nodaway for our district policy.)

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the

complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

## **SCHOOL LUNCH & BREAKFAST**

South Nodaway Elementary serves breakfast and lunch daily. Breakfast is served from 7:45 - 8:15. a.m. Lunch is served from 10:40 - 12:25 p.m. A balanced meal is served to each student. Elementary students have an option of cereal or entrée for breakfast. For lunch students may choose to have the main entrée or a ham and cheese rollup.

Children may bring their lunch and buy a milk for 35 cents. The lunch your child brings from home should also be nutritionally balanced. **Pop is not allowed, except on class field trips, brought in plastic bottles.** School lunches as well as breakfast may be purchased by the day, week, month, etc. The price of breakfast is 80 cents, and the price of lunch is \$2.55. District policy states that charges may not exceed \$8.00 for breakfast or \$25.50 for lunch after which your child will not be allowed to charge lunch or breakfast. You will be notified well in advance. Lunch notices will be sent every Friday. The main entree may be purchased for \$1.00 if your child would like an extra serving.

Please feel free to come eat lunch with your child. Adult lunches are \$2.70. Please send a note or call the office the morning of the day you wish to have lunch with your child. A monthly lunch menu will be sent home with the youngest student at the elementary. You may also refer to it on the district's website.

Free and reduced lunches are available for students of families that qualify through a federal program. Check with the office for available forms. Reduced prices are 30 cents for breakfast and 40 cents for lunch.

## **FIRE/TORNAD/EARTHQUAKE DRILLS**

Fire and tornado drills are held at irregular intervals throughout the year. Remember these basic rules:

1. Check and know the instructions in each classroom indicating fire and tornado evacuation. They are posted in each room. Fire is a short repeating of emergency system bell and tornado is a long siren.
2. Walk! No talking! Move quickly and quietly to the designated area.
3. Roll will be taken upon arrival at the designated area.

Two Earthquake drills will be conducted each year as required by law.

## **Building Access During School Hours**

The main entrance off of Morehouse Street will be open until 8:20 AM. All entrances will remain locked while school is in session, visitors will have to buzz in at the main entrance off of Morehouse or the west entrance by the Superintendent's office by pushing a security button and wait to be admitted by school personnel.

## **Crisis/Emergency Situations**

A crisis plan is in place to lock down all classrooms and secure building exits. In the event of an emergency evacuation of the building elementary students will move to a designated site off school campus. In the case of an early dismissal notification and further instructions will be through radio, TV and the school text caster system. Parents wishing to pick up their child during an emergency will only be allowed to do so when emergency personnel or school administration have declared it safe to do so, at which time the parents will be required to sign out their child in a designated area.

## **IMMUNIZATIONS/MEDICATIONS**

It is unlawful for any student to attend school unless he/she has been satisfactorily immunized or unless the parents/guardians have signed and placed on file with the school administrator a statement of exemption. Failure to comply with this legal requirement will result in the student's exclusion from school until proof of compliance has been presented to the district. Please check with your physician, the county health nurse, or our office to make sure your child's immunizations are current before the school year starts. Students will not be allowed to start school without current immunizations on file in the office.

### **Policy for administering medication during school hours.**

The following guidelines have been established for the dispensing of oral medications during school hours. The purpose of these guidelines is to provide directions to the school staff and to protect the student. Administration of medication by school personnel will be done only when a child's health may be in jeopardy without it. The school district has the right to refuse to give a medication.

### **Over-the-Counter Medications**

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

### **Prescription Medications**

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed. The bottle should include the following information:

- |                       |                            |
|-----------------------|----------------------------|
| A. Student's name     | B. Date prescribed         |
| C. Name of medication | D. Time to be administered |
| E. Dosage             | F. Termination Date        |

Usually it is not necessary to give more than one dose per day during a six hour day. Exceptions should be arranged with school personnel. Consult your physician to see if it is possible for all medication to be taken at home instead of at school.

### **Students with Chronic Health Conditions**

Students with chronic or specific problems requiring medications for emergency situations, such as allergic reaction, asthma, anaphylaxis, seizures, and other chronic health conditions should have their medication properly labeled as listed above. Specific written instructions must be provided as to when and under what circumstances medication is to be given. This information needs to be provided and signed by the student's doctor annually.

## Possession and Self Administration of Medications

Students may possess and self-administer medications for the treatment of asthma, anaphylaxis and other chronic health conditions in accordance with this policy and law. The district will not permit students to possess and self-administer medications unless:

- The medication was prescribed or ordered by the student's physician.
  - The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
  - The student has demonstrated proper self-administration technique to the school nurse.
  - The student's parent/guardian has signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.
1. The medication permission slip must be signed by parent/guardian and brought to school **each** time a prescription medication or non-prescription medicine is to be given at school. If you need more forms at home call the school or go to the school website and click on the nurse page to copy another form.
  2. The following medications are available at school to treat minor illnesses/injuries with parent permission. Parents/guardian must sign the South Nodaway R-IV Health Inventory and Permission Form before any of these medications can be administered. Instructions for dosages were received from a Certified Family Nurse Practitioner (CFNP)

Generic versions may be used.

Epipen (used for severe allergic reactions)	Aloe Vera Gel
Benadryl (used for mild allergic reactions)	Cough Drops
Caladryl/Calamine Lotion	Solarcaine Spray
Hydrocortisone 1% Cream	Tums
Eye Wash /Artificial Tears	Pepto-bismol
Campho-phenique	Tylenol
Triple-Antibiotic Ointment	Tylenol Cold/Sinus
Anbesol/Orajel	Ibuprofen
Peroxide	Midol
Similasan Ear Drops	

## Emergency Medications

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode.

Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies.



The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times.

## **Student Allergy Prevention and Response**

### **Identification**

South Nodaway will attempt to identify students with life-threatening allergies, including food allergies. An allergic reaction is an immune system response to a substance that itself is not harmful but that the body interprets as being harmful. Allergic reactions can range from mild to severe and can even be life threatening. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.

### **Education and Training**

All staff members will be regularly trained on the causes, symptoms of, and responses to allergic reactions. Training will include instruction on the use of prefilled epinephrine auto syringes and the administration of asthma-related rescue medications.

### **Peanut Allergies**

Peanut allergies in children have increased over a five year period and the medical field now says that up to 8% of children are affected by food allergies. This is equal to one in every fifteen children has this type of allergy. South Nodaway is not immune to these statistics. To protect our students with these allergies, we are asking you to join us in taking steps to minimize their risk of exposure. A child with a serious peanut allergy does not necessarily have to ingest the peanut product but can suffer a reaction merely by touching a food containing peanut products or the hands of another who has handled peanut containing products. A reaction to peanut containing products can become life-threatening within as little as three minutes; therefore, we are implementing the following safety guidelines into effect:

1. Please do not send any peanuts, peanut butter or foods containing peanut butter to be eaten as snacks in the classroom. It is fine to send these products for your child's lunch which is eaten in the cafeteria. If your child does have peanut products in his/her lunch, please have your child notify their teacher. Tables are washed between every class and children with these specific allergies will be monitored carefully.
2. Children who have eaten peanut butter or peanut products for lunch will wash their hands when they return from the cafeteria. Similarly, if your child eats peanut butter for breakfast, we would greatly appreciate it if you would please make sure your child washes their hands with soap and water before getting on the bus or coming to school.
3. We will no longer be doing any classroom projects that involve peanut butter (like bird feeders) or peanut shell art projects. Please do not send any of these projects into the classroom with your child.
4. Parties are a special time for our students, but can be a difficult time for the food-allergic child. If you would like to send in baked goods, please be careful about the ingredients. Please let the classroom teacher know a few days in advance of your wanting to bring in birthday snacks so that the children with allergies can decide if it is best to bring their own treat from home.

**As a resource and reference for you, there are several pages of Peanut-Free snacks included in the back of this handbook.**

No matter how careful we are, children cannot totally be protected from ever coming in contact with peanuts or tree nuts. What is in our control is to educate ourselves in preventing all unnecessary exposures. As always, we hope by working together we can continue to provide a safe environment for all our South Nodaway students.

## **COMMUNICABLE DISEASES**

A student shall not be permitted to attend classes or other school sponsored activities, if the student is known to be afflicted with or liable to transmit any contagious or infectious disease unless: (1.) the student is no longer infected or liable to transmit that disease; or (2.) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions. (This includes head lice.) The principal may require a written statement of health from a physician prior to allowing a student to attend school.

If a student is vomiting or has a temperature, please keep them at home. It is recommended that students having a temperature and/or prescribed antibiotics should remain fever free and/or on their medication 24 hours prior to returning to school. You will be asked to take your child home if this occurs while at school. Please make sure your emergency numbers are current. We ask that you arrive as quickly as possible or make arrangements to have your child picked up.

## **FIELD TRIPS**

Field trips are scheduled to enhance the program of instruction and add to the total education of our students. These trips require much planning and contribute to the achievement of desirable educational goals. The trips are always planned with an educational purpose and reflect each grade's unit objectives.

Cost of field trips can be very expensive. South Nodaway Elementary has a fund to defray some of the cost of such field trips. The student or parent may pay some costs. Contact the teacher or principal if costs are a hardship.

Parents of students who are participating in field trips will be notified well in advance of the activity. If your child is not to participate in the activity, notice must be sent to the classroom teacher. The administration and teacher will determine the necessary adult supervision needed on each trip. Parents may be asked to help supervise children when the need arises. Students riding on a bus to a school event must ride the bus back unless a parent or guardian signs them off. Students may be released to ride with persons other than parent or guardian only if prearranged with the principal by a phone call and/or a note from the parent.

## **SCHOOL INSURANCE**

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

## **SCHOOL PARTIES**

School parties are limited to Fall Harvest/Halloween, Winter/Christmas, Valentine's Day, and Spring/Easter. Parents organize the parties. You will be asked to choose a party date at open house or a party date will be assigned to you. Parties that celebrate the child's birthday must be arranged with the classroom teacher. Please ask the teacher for an appropriate time since classroom teaching time is protected.

## RECESS

Recess is a part of the regular school day. All children are encouraged to participate. If a child is to stay indoors for recess, a daily note is needed from a parent. If this is abused, a doctor's excuse must be necessary. Students must be dressed properly for recess. This includes coats, hats, gloves, and boots when the weather necessitates. This also includes appropriately fitting footwear to help alleviate tripping and falling. Outside recesses are conducted unless rain, excessive cold, or a wind chill below 20 degrees prohibits students from being outside safely.

### \*PLAYGROUND EXPECTATIONS

#### Be Respectful

- Follow staff directions
- Use appropriate school language
- Follow game rules.
- Include Others & Take Turns

#### Be Responsible

- Pick up equipment
- Pick up belongings

#### Be Safe

- Use equipment as intended.
- Maintain personal space.

**Students should remain inside until monitor is on duty.**

## Arrival and Dismissal Times

Students walking or being brought to school are not to arrive at school before 7:30 a.m. unless prearranged with a teacher for something special like tutoring. Teachers are not available for supervision until 7:30. **Classes begin at 8:20.** Students are counted absent or tardy after 8:20. Students that ride the bus will be dismissed at 2:55 p.m. Students that walk or are being picked up will not be dismissed until the buses leave at 3:05. Preschool has been approved to attend a full day of school this year, but only Monday thru Thursday. They will never have classes on Fridays. Unless staying for an after school activity with parent permission, students are to leave the building and school grounds at the 3:05 dismissal time.

## Please Read Carefully

### Dismissal Procedures:

Parents wishing to pick their child up after school are welcome to wait for their child inside the elementary. **Parents and students are asked to wait to return to their vehicles until after students walking have been dismissed.** Parents picking up or dropping off students should do so at the main entrance on the south side of the building. You may drop your child off no earlier than 7:30 am and pick up your child at 3:05 pm. If the school buses are still parked in the loading zone, please wait until they leave to pull up to the front doors.

### AFTER-SCHOOL ROUTINE:

**Students will be sent to their normal after-school destination unless the child's parents/guardian has communicated with the school through a note/phone call that there is a**

change in their normal routine. Parents/guardians must give prior consent in writing or verbal consent by phone for anyone other than the child's parents/guardians to pick up the child from school.

**Please try to notify the school no later than 2:30 p.m. when changing your child's after school routine.** Parents/guardians may call or email the school when changing your child's after school routine. If there is no reply to an email, please follow up with a phone call to ensure the message has been received. **A text message to a student's phone will not be accepted as notification.** This will allow school personnel time to inform the child and his/her teacher in order to make sure the child arrives at the new destination safely.

## SCHOOL CANCELLATION

If the weather dictates early dismissals or cancellation, it will be on the following stations: KFEQ, KNIM, KMA, KQTV, KXCW, KAAK, and KJO. You may also go to the [www.southnodaway.k12.mo.us](http://www.southnodaway.k12.mo.us) and sign up for Longhorn Alerts. This will send a text message to your cell phone/pager announcing any school cancellations. If you need assistance getting signed up for the Longhorn alert, please call the elementary office and we will be happy to assist you.

Be sure your child knows where to go in case of early dismissal. Due to time restraints we are unable to notify every parent.

## RESPONSIBILITIES

Parents are responsible for making after school arrangements for their children. **If a note is not sent to school or a phone call to the school is not made, your child will be sent home or to their usual destination.** Make sure if your child is to attend functions after school a note is sent to his/her teacher each time. If your child is to attend these functions on a weekly basis (tutoring), only one note stating such, per year, is necessary. Please inform your child and the school if your child's destination for early dismissal is different than their usual place.

Student notarized forms and the handbook awareness form must be returned with signatures before **Sept. 7th**. Students will not participate in extra activities or field trips without having all notarized forms and a signed handbook awareness form is turned into the office.

## COMMUNICATIONS

School news may be found monthly in the elementary newsletter or on the school website. The school web site is <http://www.southnodaway.k12.mo.us/> Updates, a calendar of events, and schedule changes can also be found on the South Nodaway website. You can get alerts sent directly to your phone for immediate updates. Just click on the text caster tab on our website and follow the instructions given. If you have any problems contact the school and we will assist you in getting signed up. Classroom newsletters vary from grade to grade.

## DRESS CODE

Students should dress appropriately for school and all school activities. If the school administration feels a student's appearance is inappropriate or disruptive to others or to the learning process, appropriate disciplinary action will be taken. No hats shall be worn in the school building during school hours or at any non-sporting events such as the school play, concerts, graduation, etc. Attire with reference to alcoholic or tobacco products or inappropriate slogans will not be allowed. Halter tops, strapless attire and articles of clothing that reveals any part of the midriff section of a student or reveals undergarments (bras, underwear, etc.) are not school appropriate.

## TELEPHONE/MESSAGES

The telephone number of South Nodaway Elementary is 652-3718 or 652-3715. You may also fax us at 652-3711. In case of an emergency, please call the office and we will deliver a message to your child. We discourage children and parents from making calls unless it is an emergency situation. Please make after school arrangements with your child before he/she leaves home. Long distance calls will be charged to the child's home phone, or a charge of 50 cents will be assessed. **Students will not be allowed to call home for band instruments or homework.**

## ELECTRONIC DEVICES POLICY

This policy applies to any electronic devices such as Gameboys or other gaming systems, I-Pods, etc. which are considered to be a disruption to the school learning process.

1. These devices are not allowed at school. Exceptions will be decided by the principal.
2. Any student caught with such a device will have it confiscated and taken to the office on the first offense. The student may have it back at the end of the day.
3. Any student caught with such a device for a second offense will have it taken to the office where it will be stored until the student's parents pick it up.

Cell phones are allowed on school grounds; however they must remain off during the school day and stored in the students backpack. The office will also store the cell phones for the students. Permission to use cell phones for emergency purposes may be obtained from the building administrator.

Unauthorized cell phone use will result in the phone being confiscated which must then be picked up at the office by a parent. Cell phones are not allowed in locker rooms.

## VISITORS

Visitors are always welcome. We are happy to have parents/grandparents visit school and eat lunch with their student at any time. We do ask that all visitors report to the office upon arrival. An adult must accompany all visiting children and students from other schools. Friends and relatives of students, for all practical purposes, are prohibited from spending the entire day at school as visitors but are encouraged to be guest readers, guest presenters, and volunteers. In this case, permission may be granted by the principal and the classroom teacher in advance.

## PROMOTION/RETENTION

Students will normally progress annually from grade to grade when, in the judgment of the district's professional staff, it is in the best educational interest of the student involved. The final decision to promote a student rests with the school administration.

The district requires remediation as a condition of promotion to the next grade level for any student identified by the district as failing to master skills and competencies established for that particular grade level. The superintendent or designee shall determine which skills and competencies must be mastered, how they are to be assessed and what type of remediation is appropriate.

Remediation may include, but shall not necessarily be limited to, a mandatory summer school program focused on the areas of deficiency or other such alternatives conducted by the district outside of the regular school day. Such remediation shall recognize that different students learn differently and shall employ methods designed to help these students achieve at high levels.

The district may require parents or guardians of such students to commit to home based tutorial activities with their children. Decisions concerning the remedial reading instruction of a student, who receives special education services, including the nature of parental involvement consistent with a free appropriate

public education, shall be made in accordance with the student's Individualized Education Program (IEP).

### **Acceleration**

The district will assist students so that they progress academically in accordance with their capabilities. While provisions for individual differences should be adequately accomplished within a grade level, it may occasionally be necessary to advance a student to the next grade. Acceleration to a higher-grade level should be approached with caution. Capable students may be so advanced, but only after thorough discussions with the student's guidance counselor and with the joint approval of the parents/guardians, the principal, and the superintendent.

### **Retention**

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

State law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment shall be retained if the student had not adequately improved by the end of summer. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

The law known as SB 319 requires school districts to assess reading skills and provide remedial help for those students reading significantly below grade level.

The reading level of students in grade 3 and transfer students in grades 4-6 must be determined by an assessment within 45 days of the end of the school year. Students with disabilities or limited English may be exempt.

A "Reading Improvement Plan" must be developed for any third-grader reading below second grade level to be implemented during fourth grade. The plan must include a minimum of 30 additional hours of reading instruction/practice outside the regular school day during the fourth grade year which could be during the summer before fourth grade or during the regular school term.

Starting in the 2003-04 school year mandatory retention of students in fourth grade who are still reading below third grade level at the end of summer school (minimum of 40 hours of reading instruction) and/or tutoring will apply for the first time.

Parents will be notified of students requiring a Reading Improvement Plan, progress of the student and possible retention of these students.

## **GRADING SCALES**

100-96	A
95-90	A-
89-87	B+
86-84	B
83-80	B-
79-77	C+
76-74	C
73-70	C-
69-67	D+
66-64	D
63-60	D-
Below 60%	is an F

Report cards are issued quarterly. Halfway through each quarter, teachers in grades 3-6 prepare mid-term progress reports for each student.

Parent-teacher conferences are held two weeks prior to the end of first quarter and mid-term of the third

quarter. However, a parent wanting a conference at any time may respond by note or a call to school. To help with communication, mid-term reports must be signed and returned to school as soon as possible. First quarter grade cards and third quarter mid-term grades will be given to the parents at parent-teacher conferences. First, second and fourth quarter mid-term grades cards will be sent home with the student. Grade cards will be mailed after each quarter ends. (Except the first quarter)

## **BUS REGULATIONS**

Students who come to school on the bus should return home on the bus, unless we receive a note or phone call from the parent. Riding the bus is a privilege. The conduct on the bus and at any bus stop should be the same as that in the classroom. Improper conduct on the bus or at the bus stop could result in the bus privilege being denied and additional consequences outlined in the discipline plan.

The bus rules: 1.) The bus driver may assign seats. 2.) Be courteous. 3.) No Profanity. 4.) Do not throw ANYTHING! 5.) Do not eat or drink on the bus; keep the bus clean. 6.) Keep feet and bags out of the aisle. 7.) Violence is prohibited. 8.) Remain seated. 9.) No smoking. 10.) Keep your hands and head inside the bus. 11.) Do not destroy property. 12.) For your own safety, do not distract the driver through misbehavior.

### **Misbehavior on the bus**

Any violation of these rules will warrant the issuing of a pink slip. After the pink slip is issued the penalty will be handed out at the discretion of the principal depending on the circumstances. (This may include removal from bus for 3 to 10 days or permanent removal from bus by a formal hearing.) Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

First offense - Warning, report to parent.

Second offense - 3-5 day suspension from bus privilege.

Third offense - 5-10 day suspension from bus privilege.

Fourth offense - Suspended from riding the bus for the remainder of the semester.

## **DISCIPLINE PLAN**

South Nodaway Elementary uses a discipline plan based on the premise that school is a place for learning. The school environment is a place where teachers can teach and learners can learn. A student, because of poor behavior, will not be allowed to stop a teacher from teaching and/or any student from learning. All students can behave and we encourage them to do so through clear school classroom rules and positive and negative consequences that result from students' appropriate or inappropriate conduct. The classroom rules for each class will be given to parents at the beginning of the year.

If a student's behavior is severe (consistent classroom interruption, fighting, lack of respect for school personnel or property) then he/she will be sent to the principal. The discipline policy at South Nodaway R-IV is designed to maintain an atmosphere where orderly learning is possible and encouraged. If disciplinary action is needed, the following discipline measure will be used:

1. Hearing with the principal (All disciplinary cases will be granted a hearing)
2. Oral reprimand
3. After-school detention
4. In-school suspension
5. Out-of-school suspension

The punishment implemented will fit the situation. (Example: If a student marks on the wall, he/she

will scrub the wall.)

South Nodaway R-IV School requires that all district personnel are responsible for the care and supervision of students and are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during sponsored activities, or during intermission or recess periods.

## **HEARING WITH THE PRINCIPAL**

Each student shall receive a hearing before the principal. The student shall have a chance to tell his/her side of the story. He/she shall be informed of the charges against him/her and they shall be informed of their punishment.

## **IN-SCHOOL SUSPENSION**

Students assigned to in-school suspension will complete required work and will receive credit for it. In-school suspension may be used at the principal's discretion if more appropriate for the age of the student.

## **OUT-OF-SCHOOL SUSPENSION**

The student may do the work, and they will receive credit for the work that was scheduled during the time missed due to the suspension.

No student will be suspended unless:

1. The pupil has been given oral or written notice of the charges against him/her.
2. If the pupil denies the charges, he shall be given an oral or written explanation of the facts that form the basis of the proposed suspension.
3. The pupil has been given an opportunity to present his version of the incidents.
4. In the event of a suspension for more than ten days where the pupil gives notice that he wishes to appeal, the suspension shall be stayed until the board renders its decision, unless in judgment of the Superintendent of Schools the pupil's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process in which case the pupil may be immediately removed from school, and the notice and hearing shall follow as soon as possible.
5. The expulsion of a pupil from school shall be by the Board of Education only, meeting in an official body with the student and parents being present, or having had the opportunity to be present, to represent the pupil's case. A majority vote of the Board of Education is necessary for expulsion. The Superintendent of Schools shall request to the Board of Education President the need for such a meeting. The decision of the board shall be final.

## **CONDITIONS WARRANTING SUSPENSION OR EXPULSION**

The Board of Education has authorized the suspension of pupils by the Principals of Schools for not to exceed ten days and by the Superintendent of Schools for not to exceed 180 school days. In case of a



suspension by the superintendent for more than ten days, the pupil or his/her parents or others having his/her custodial care may appeal the decision of the superintendent who may revoke the suspension at anytime. In the event of an appeal to the board in writing of the facts relating to the suspension, the action taken by him and the reasons therefore, and the board upon request, shall grant a hearing to the appealing party to be conducted as provided in section 167.161 Missouri School Laws 1974.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

The board believes that students have rights which should be recognized and respected. It also believes that every right carries with it certain responsibilities.

Students have the right to a quality education and the responsibility to put forth their best efforts during the educational process. Students have the right to expect school personnel to be qualified in providing that education. Students have the responsibility to respect the rights of other students and all persons involved in the education process.

If all rights and responsibilities of all individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the student.

If the policy guidelines adopted by the board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply them in a given situation. Students must obey and such interpretation, subject to appeal.

## **ADDRESSING A QUESTION OR CONCERN**

When there is a concern or issues, the chain of command process will be used. All concerns should first be discussed between the student and teacher and/or the parent and teacher (or person at the origin of the situation). If a satisfactory resolution is not found, then the situation should be taken to the principal. If the parent feels the situations is still unresolved, then the superintendent should be notified. If a parent wishes to speak to the school board, they must first request to be placed on the agenda in accordance to Board policy.

## **STUDENT CONDUCT**

The board recognizes that acceptable behavior is essential to development of responsible and self-disciplined citizens and to provide for an effective school program. Positive behavior is based on respect for one's self and for the worth and human dignity of others. Development of such positive behavior in students is a dual function of the home and of the school.

In order to fulfill the responsibility of the school, it is necessary that each learning activity contribute positively to learning. All professional staff members have a responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

A student code of conduct, developed under leadership of the district administration, will be made available to parents and students and enforced in the schools. The school will deal with misbehaviors. Law enforcement will be notified of criminal behaviors.

## **VIOLATIONS AND CONSEQUENCES**

Violations and consequences apply to all students whether at school, on school property or at a school sponsored activity.

## 1. VIOLATIONS AGAINST PERSONS

### A. Assault-Student

Attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury. Assault cases will be referred to law enforcement officials.

First Offense: 1-3 hour detentions, ISS, OSS, or expulsion.

Second Offense: 3 hour detentions, ISS, OSS, or expulsion

Third Offense: 1-10 days out-of-school suspension or expulsion

### B. Fighting

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Possible documentation in student's discipline record.

First Offense: 1-3 hour detentions, ISS, or OSS.

Second Offense: 1-3 hour detentions, ISS or OSS.

Third Offense: 5 one hour detentions or 1-3 hour extended detention, ISS, OSS, or expulsion.

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

### C. Use or possession of weapons. (Anything used to cause bodily harm to someone.)

Students are forbidden to bring into school or onto school grounds or property any item that is ordinarily or generally considered to be a weapon. (Examples include: lasers lights, knives, guns, chains, metal knuckles, or fireworks.) Weapons will be confiscated and referral to legal authorities as necessary. Possible documentation in student's discipline record.

First Offense: Notify parents and 1-3 hour detentions and/or out-of-school suspension or expulsion.

Second Offense: 1-180 days out-of-school suspension and/or expulsion.

### D. Possession of a Firearm/Explosives.

Possession of a firearm and/or explosive on school property or at a school sponsored activity. Students will be referred to law enforcement officials. Confiscation of firearm/explosive and a suspension of up to 365 days in accordance with state law. Legislation allows either one year suspension or an expulsion for bringing a weapon to school, unless modified by the Board of Education upon recommendation of superintendent. Documentation in student's discipline record.

### E. Disrespectful behavior toward staff

Disrespectful behavior of a written, verbal or gesturing nature. Possible documentation in student's discipline record.

First Offense: 1-3 hour detentions, ISS or 1-10 days OSS.

Second Offense: 1-3 hour detentions, ISS, OSS, or expulsion.

Third Offense: 3 hour extended detention, OSS or expulsion

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

### F. Behavior of a Threatening Nature

Gestures, written or spoken word threatening physical harm or violence. Threats may be reported to law enforcement officials and parents may be notified. May be documented in student's discipline record.

First Offense: 1-3 hour detentions, ISS, or 1-10 day out of school suspension.

Second Offense: 3 hour extended detention, out of school suspension, or expulsion.

Third Offense: Out-of-school suspension or expulsion.

## **Bullying and Cyber-bullying**

**Bullying** For purposes of this policy, bullying is defined as 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, exclusion from a peer group, extortion, or threats; 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.

**Cyber-bullying** is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber-threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

**First Offense:** 1-5 days detention, in-school suspension

**Second Offense:** 1-10 days in-school-suspension, 1-180 days out-of-school suspension

**Third Offense:** 1-180 days out-of-school suspension or expulsion

## **VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY**

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

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

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

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

B. Sale, purchase or distribution of controlled substances, prescription drugs, narcotic substances, unauthorized inhalants, counterfeit drugs or drug related paraphernalia, alcoholic beverages or substances represented to be such.

First Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion. Referred to law enforcement and documented in student's discipline record.

Second Offense: 1-180 days out-of-school suspension or expulsion. Referred to law enforcement and documented in student's discipline record.

The district may periodically search school property and may use drug-sniffing dogs.

### **C. Tobacco Use**

Students having possession or using tobacco on school grounds or at a school sponsored activity may be referred to law enforcement officials. Confiscation of tobacco products.

First Offense: 1-3 hour detentions, or ISS. 1-3 days OSS (tobacco use only)

Second Offense: 3 hour detentions, ISS, or 1-10 days OSS.

### **D. Arson**

Starting or attempting to start a fire on school grounds or at school sponsored activities, lighting a match or lighter causing a fire either accidentally or intentionally, matches and lighters will be confiscated.

Students will be referred to law enforcement officials and documentation in student's discipline record.

First offense: 3-10 days detention, out of school suspension or expulsion.

Second offense: 3-180 days out of school suspension or expulsion.

## **VIOLATION AGAINST PROPERTY**

### **A. Extortion**

Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from the student. Possible documentation in student's discipline record.

First Offense: 1-3 hour detentions, ISS, or 1-10 days OSS.

Second Offense: 3 hour detentions or 1-3 hour extended detention, ISS, 1-180 days OSS or expulsion.

### **B. Theft**

Stealing or attempting to steal private or school property. Theft may result in referral to law enforcement officials. Parents may be notified.

First Offense: Restitution and 1-3 hour detention

Second Offense: Restitution, 1-3 hour detentions, 3 hour extended detention, ISS

Third Offense: Restitution, 1-10 days out-of-school suspension

### **C. Willful Damage to school, staff, or student property/vandalism**

Students shall pay for property damaged through carelessness and/or willful destruction. Students vandalizing property will be referred to law enforcement officials. Possible documentation on student's discipline record. Parent may be notified.

First Offense: Restitution, 1-3 hour detention, ISS, OSS, or expulsion.

Second Offense: Restitution, 1-3 hour detention, ISS, 1-180 days OSS, or expulsion.

### **D. False Alarm/Bomb Threats**

Pulling the fire alarm, dialing 911, or making a bomb threat when there is no fire or emergency. Students pulling the fire alarm when there is no fire will be referred to law enforcement officials.

First Offense: 1-10 days out-of-school suspension, ISS, or expulsion.

Second Offense: ISS, 1-180 days OSS, or expulsion

## **OTHER VIOLATIONS**

### **A. Truancy**

Skipping school or being absent without knowledge and consent of parent/guardian and/or administration; excessive non-justifiable absences, even with consent of parent/guardian. May be referred to law enforcement officials.

First Offense: 1 hour detention or 1-3 days ISS.

Second Offense: 1-3 hour detentions, or 1-10 days ISS.

Third Offense: 1-10 days ISS.

### **B. Tardy**

Student arriving late to class after 8:20 AM

First Offense: After 3 tardies - warning

Second Offense: 1 hour detention

Third Offense: 1-3 hour detentions

Fourth Offense: 3 one hour detentions

### **C. Inappropriate Language/Conduct**

Use of sexual, obscene, defiant, or disrespectful gestures or words (spoken or written), which are

offensive to community standards and does not have a serious literary, artistic, political, or scientific value. Used solely to harass or injure other people, such as threats of violence, defamation of a person's race, religion, or ethnic origin.

First Offense: Conference and/or 1-3 hour detentions, ISS, 1-10 days OSS

Second Offense: 1-3 hour detentions, ISS, OSS, or expulsion.

Third Offense: ISS, OSS, or expulsion.

#### D. Sexual Harassment

Making sexual comments or jokes, making sexual gestures, touching, grabbing, pinching in a sexual way, brushing up against, flashing or mooning, spreading sexual rumors, pulling clothing off or down in a sexual manner, showing or giving sexual pictures, messages or notes, blocking passage in a sexual way, sexual messages or graffiti on walls, locker rooms etc., being forced to kiss someone or do something else sexual, being called gay or lesbian, being spied on while showering or dressing, etc. Possible documentation in student's discipline record.

First Offense: 1-3 days detention, ISS, OSS, or expulsion.

Second Offense: 1-10 days detention and/or extended detention, ISS, OSS, or expulsion.

#### E. Disruptive Conduct or Speech

Conduct or speech, be it verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities or functions, or simply talking in class when told not to do so. May be documented in student's discipline record.

First Offense: Conference and/or 1-3 hour detentions, ISS, 1-10 days OSS

Second Offense: 1-5 hour detentions, ISS, 1-180 days OSS or expulsion.

Third Offense: 1-3 days extended detention, ISS, 1-180 days OSS or expulsion.

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

#### F. Inappropriate Apparel/Signs

If the administration feels a student's appearance is inappropriate or disruptive to others, appropriate disciplinary action will be taken. Clothing with reference to alcoholic, tobacco products or inappropriate slogans will not be allowed. Hats are not to be worn in the school building during school hours or at any non-sporting events such as the school play, concerts, graduation, etc. Midriff tops, halter tops, or undergarments (bra, underwear, etc.) that are exposed are not allowed.

First Offense: Conference and removal of apparel/sign and/or 1-3 hour detentions

Second Offense: 1-3 hour detentions

Third Offense: 3 hour extended detentions

Fourth Offense: 1-3 days out-of-school suspension

#### G. Public Display of Affection

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

First Offense: -3 days detention, ISS or OSS

Second Offense: 1-5 days detention, extended detention, ISS, 1-180 days OSS or expulsion.

## **DETENTION**

Detention will be served from 3:05-4:05 on as needed basis. A staff member will be assigned to supervise students serving detention. The supervisor will also provide academic assistance. Parents will be notified prior to detention. The following guidelines will be followed by students in detention:

A. Student will report to assigned room at 3:05.

- B. Student will bring homework, library books, paper, pencils, and book report forms.
- C. No food or pop will be allowed.
- D. Music or talking (other than academic explanation) will not be permitted.
- E. Student will remain in room until 4:05.
- F. Parents are responsible for student being picked up at 4:05.

## OTHER STUDENT RULES

- A. Toys, trading cards, electronic games, etc., are not to be brought to school unless approved by the classroom teacher for a particular purpose such as a class project, demonstration, or such.
- B. Students are to have a pair of gym shoes at school for the use in the gym and in the classroom when shoes are muddy.
- C. Chewing gum is not allowed in the building
- D. Since it would be virtually impossible to list every violation and consequence, the principal shall use his/her own discretion and judgment on violations that are not listed above or in the Discipline Policy.

### Discipline Plan

OFFENSE	FIRST	SECOND	THIRD	FOURTH
Possession and/or use of alcohol/drugs	1-3 days det. &/or 1-180 days OSS or expulsion, legal	1-180 days OSS, expulsion. Legal	1-180 days OSS or expulsion, legal	
Tobacco – Use or Possession	1-3 days detention or ISS, 1-3 days OSS	3 days detention, ISS or 1-10 days OSS		
Assault	1-3 Days detention, legal, ISS, OSS or expulsion	3 days detention, legal, IS, OSS, or expulsion	1-10 OSS, legal, and/or expulsion	
Fighting	1-3 days detention, ISS, OSS	1-3 days detention, ISS, OSS, or expulsion	5 days detention and/or extended detention, OSS or expulsion	1-180 days OSS, or expulsion
Truancy	1 day detention, or 1-3 days ISS	1-3 day detention, or 1-10 days ISS	Extended detention, legal, 1-10 days ISS	
Disruptive Speech, or Conduct/ Misbehavior	Conference, and/or 1-3 day detention, ISS, 1-10 days OSS	1-5 day detention, ISS, 1-180 days OSS or expulsion	1-3 days extended detention, ISS, 1-180 days OSS, or expulsion	1-180 days OSS or expulsion
Theft	1-3 hour detention, restitution	1-3 hour detention, 3 hour extended detention, ISS restitution	1-10 days OSS, restitution	
Vandalism	1-3 days detention. Legal, restitution, ISS, OSS or expulsion	1-3 day detention, legal, restitution, ISS, 1-180 days OSS, or expulsion		
Disrespect to teachers, school personnel	1-3 days detention, ISS or 1-10 days OSS	1-3 days detention, ISS, OSS, or expulsion	Extended detention, OSS or expulsion	1-180 days OSS, or expulsion
**Firearms/explosives weapons	1-3 day detention, or OSS, or expulsion	1-180 days OSS or expulsion		
Harassment	Conference and/or 1-3 days detention, ISS, OSS, or expulsion	1-10 days detention &/or ext. detention, ISS, OSS, or expulsion		

Inappropriate language/conduct	Conference, and/or 1-3 days detention, ISS, 1-10 days OSS	1-3 days detention, ISS, 1-180 days OSS, or expulsion	Extended detention, ISS, OSS, or expulsion	
Inappropriate apparel/signs	Conference, and/or 1-3 days detention	1-3 days detention	Extended detention	1-3 days OSS
Insubordination	Conference, and/or 1-3 days detention	1-5 days detention	Extended detention	1-3 days OSS
Tardy	After 3 tardies, conference	1 day detention	1-3 days detention	3 days detention
Arson	3-10 days detention, legal, OSS or expulsion	3-180 days OSS or expulsion, legal.		
Bullying/Cyber Bullying	1-5 days detention	1-5 days in-school suspension	1-3 days out –of-school suspension	

Detention – After School. 1 hour for each day. Students must be picked up at 4:05 p.m.

OSS – Out-of-school Suspension. Up to 180 days

Legal – Proper authorities as required, including law enforcement officials and or juvenile personnel.

\*\* Legislation allows for one-year suspension or expulsion based on recommendation of superintendent.

## CHROMEBOOKS AND LAP TOP COMPUTER USUAGE

Kindergarten through sixth grades have a Chromebook or lap top to use in their classrooms. The teacher will dispense these computers when they need it for class or projects. Computer usage is a privilege. Any student abusing their computer will no longer have one to use.

## INTERNET ACCESS CONDITIONS, RULES, AND ACCEPTABLE AGREEMENT

The Internet is part of the information “superhighway”. The South Nodaway School District believes this computer technology will help propel today’s schools into the information age by allowing students and staff to access and use information sources from distant computers, communicate, and share information with individuals or groups of other students and staff, and significantly expand their knowledge base. The Internet is a tool for lifelong learning and only begins to open the door to many advanced tools.

**Proper and Ethical Use:** With this new learning tool students and staff must understand and practice proper and ethical use. All students and staff must receive training regarding procedures, ethics, and security involving the use of the Internet before using the system.

### Conditions and Rules for Use:

#### 1. Acceptable Use

A. The purpose of Internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your access must be in support of and consistent with the educational objectives of the District.

B. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening or obscene material, or material protected by trade secret.

C. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

#### 2. Privilege

The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of that privilege. The District may deny, suspend, or close any user account and/or access at any time based upon a determination of inappropriate use by an account holder or user.

### 3. Monitoring

The District reserves the right to review any material on user accounts and to monitor fileserver space in order to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user accounts and fileserver space, the District shall respect the privacy of user accounts.

### 4. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- A. Be polite. Do not get abusive in your messages to others.
- B. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Do not engage in activities, which are prohibited under state or federal law.
- C. Do not reveal your personal address or phone numbers of students or colleagues.
- D. Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges.
- E. Do not use the network in such a way that you would disrupt the use of the network by other users.
- F. All communications and information accessible via the network should be assumed to be private property.

### 5. No Warranties

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, miss-deliveries, or service interruptions caused by the District or the District's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.

### 6. Security

- A. Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue use of the system.
- B. If you feel you can identify a security problem with the Internet, you must notify a system administrator. Do not demonstrate the problem to other users.
- C. Do not use another individual's account.
- D. Attempts to log on the Internet as a system administrator may result in cancellation of user privileges.
- E. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the Internet by the District.

### 7. Vandalism and Harassment

- A. Vandalism and harassment will result in cancellation of user privileges.
- B. Vandalism is defined as any malicious attempt to harm, modify, and/or destroy data of another user, Internet, MORE net, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses.
- C. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.



## 8. Procedures for Use

A. Student users must always get permission from their instructors before using the network or accessing any specific file or application. FOLLOW ORAL AND WRITTEN CLASSROOM INSTRUCTIONS.

B. All users have the same right to use the equipment. Therefore, users shall not play games or use the computer resources for other non-academic activities when other users require the system for academic purposes. In addition, users shall not waste, nor take supplies, such as paper, printer ribbons, and diskettes, that are provided by the District.

## 9. Encounter of Controversial Material

Users may encounter material, which is controversial, and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of data and an industrious user may discover controversial material. It is the user's responsibility to not initiate access to such material. Any decision by the District to restrict access to Internet material shall not be deemed to impose any duty on the District to regulate the content of material on the Internet.

### **Penalties for Improper Use:**

1. Any user violating these rules, applicable state and federal laws or posted classroom and district rules are subject to loss of network privileges and any other District disciplinary options.
2. In addition, pursuant to Missouri law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation and subject to criminal prosecution.

## **PROTECTION OF STUDENT RIGHTS**

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis or evaluation as part of any federally funded program shall be available for inspection by the parents or guardians of the students.

No student, as part of any federally funded program, shall be required without prior parental consent in writing to submit to a survey, analysis or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The school district shall give parents and students effective notice of their rights under this policy.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY POLICY**

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible student") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's educational records within 45 days of the schools receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.
2. The right to request the amendment of the student's educational records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading, or in violation of their privacy rights. They should write the principal or appropriate school official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified for the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorized disclosure without consent. On exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff person (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the US Department of deduction concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are Family Policy Compliance Office US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
5. The district has determined that the following information regarding the district's students in not harmful or an invasion of privacy, and therefore will release this information without first obtaining parental consent. If a parent guardian, person acting as a student's parent in absent of a parent or guardian, or the student (if 18 or older), does not want the district to release the information listed below, they must notify the district in writing within 10 days of receiving this handbook of the information they do not want released.

**The following information may be released without obtaining parental consent:**

Student's name, parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status (e.g. full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

**Refusal to Provide Copies:**

If the record involves answers to a standardized test, the district will not provide a parent a copy of standardized test questions.

**Fees for Copies of Records:**

No charge

**Types, Locations and Custodians of Education Records:**

<b>Types</b>	<b>Locations</b>	<b>Custodians</b>
Cumulative School Records	Principal's Office & Bank	Principal
Speech & IEP	Speech Room	Teachers
Transportation	Superintendent's Office	Superintendent
Other	Counselor's Office	Counselor

**Disclosure of Education Records:**

The South Nodaway R-IV District will disclose information from a student's education records only with the written consent of the parent or eligible student, except:

1. To school officials who have a legitimate educational interest in the records. A school official is: a person elected to the school board; a person employed by or under contract to the district to perform a special task, such as an attorney, auditor, medical consultant or therapist. A school official has a legitimate educational interest if the official is: performing a task that is specified in his/her position description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of the student; providing a service or benefit relating to the student or student's family, such as health care, counseling or job placement.
2. To officials of another school in which a student seeks or intends to enroll upon request of such official.
3. To certain officials of the US Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the district.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent of income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.

**Record of Requests for Disclosure:**

The South Nodaway R-IV District will maintain a record of all requests for and/or disclosure of information from a student's education records, excluding requests of school officials and requests for directory information. The record will indicate the name of the party making the request, any additional parties to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The parents or eligible student may review the record.

**Directory Information:**

The South Nodaway R-IV District designates the following items as directory information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees

and awards received, most recent previous school attended and photograph. The district may disclose any of those items without prior written consent, unless notified in writing to the contrary.

### **Correction of Education Records:**

Parents or eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures of the correction of records:

1. Parents must ask the district to amend the record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.
2. The district may comply with the request or it may decide not to comply. If it decides not to comply, the district will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, the district will arrange for a hearing and notify the parents or eligible student, reasonably in advance of the date, place, and time of the hearing.
4. A hearing officer who is a disinterested party will conduct the hearing; however, the hearing officer may be an official of the district. The parents or eligible student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. One or more individuals, including an attorney, may assist the parents or student.
5. The district will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision.
6. If the district decides that the challenged information is not accurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the district discloses the contested portion of the record, it will also disclose the statement.
8. If the district decided that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.

### **POLICY ON COMMUNICABLE DISEASES – STUDENTS**

Adopted 10/26/88

A student shall not be permitted to attend classes or other school sponsored activities, if the student is known to be afflicted with or liable to transmit any contagious or infectious disease unless the board or its designee has determined, based upon medical evidence, that:

1. The student is no longer infected or liable to transmit the disease.
2. The student is afflicted with a chronic infectious disease, which poses little risk of transmission in the school environment with reasonable precautions.

Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. Any student determined to have a chronic infectious disease and who is not permitted to attend school, will be provided instruction in an alternative educational setting in accordance with district policy.

Students with a contagious or infectious disease and their families have a right to privacy and a need for confidentiality. Only staff members who need to know the identity and condition of such students will be

informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The district will implement reporting and disease outbreak control measures in accordance with 13 CSR 50-101.010 through 50-101.090 and 50-110.010.

*Suggested Procedures:*

1. The district's policy and procedures on communicable diseases will be disseminated to parents of all students attending schools of the district and to the news media at least annually.
2. Any staff member who knows a student has been exposed to a contagious or infectious disease or who observes symptoms of such a disease shall inform the building administrator who will request a review of the case by a designated health professional (school nurse, physician, county nurse).
3. If the designated health professional determines that the student is infected with an acute infectious disease of short duration, the student will be excluded from school for the number of days specified in the latest revision of the Missouri Department of Health publication, "Prevention and Control of Communicable Diseases—A guide for School Administrators", FHC 16, or until a physician certifies the student no longer is liable to transmit the disease.
4. If the designated health professional determines that a student identified as handicapped under the Education of All Handicapped Children Act (P.L. 94-142), may be infected with a chronic infectious disease, the student's medical condition and educational placement will be evaluated under the procedural safeguards stated in the district's compliance plan for implementing P.L. 94-142.
5. If the designated health professional determines that a student not identified as handicapped may be infected with a chronic infectious disease, the student shall be excluded from school until the following procedures have been concluded. The building administrator shall within ten working days request a team review and assessment of the student's medical condition. The team shall be comprised of the following:
  - a. The student's parents/guardians
  - b. The student's personal physician
  - c. A school health professional
  - d. A public health physician designated by or approved by the State Department of Health
  - e. The building administrator
  - f. Others mutually agreed upon

The teams will assess the student's condition and the risks of exposing others to the disease in the school environment and determine whether the student should be permitted to attend school without restrictions; attend school under stated restrictions and conditions; or be excluded from attending school and provided an alternative educational program. The team will also establish dates and/or conditions under which the student's status will be reviewed.

6. The determination of the team will be made within ten working days after the team is convened and communicated in writing to the student's parents/guardians, the building administrator, and to the superintendent. The determination will be final unless reversed on appeal.
7. The parents/guardians of the student may appeal the determination of the team to the Board of Education by submitting notice of appeal in writing to the superintendent within five working days after receiving written notification of the team's determination. Within five working days after receiving notice of appeal, the superintendent will confer with the assessment team, review the record and/or receive additional information, and make a recommendation to the board. The board will consider the appeal at its next regularly scheduled meeting or at a special called meeting. The board's decision shall be final. The stated time line may be adjusted by mutual agreement.
8. If a student with a chronic infectious disease is permitted to attend school:
  - a. All parents of students attending the school and all staff members of the school will be notified by direct mail of the presence in the school of infected students, the conditions under which the student is attending school, and the district's plan for keeping the public informed about the situation.

- b. The building administrator will identify and notify the staff members who will be informed of the student's identity and conditions under which the student is attending school. Willful or negligent disclosure of confidential information by a staff member will be cause for disciplinary action.
- c. The building administrator, in consultation with the designated health professional, will develop safety and precautionary procedures and incident reporting procedures and ensure that all staff members who have contact with the infected student are trained to implement them. Willful or negligent violation of safety and precautionary procedures and reporting procedures will be cause for disciplinary action.

## **PROSECUTION OF CHILDREN AS ADULTS**

1. Allows children who are between the ages of 12 and 17 to be prosecuted as adults for felony offenses, as determined by the juvenile court findings, based on the seriousness of the offense, protection of the community, whether the child will benefit from treatment in the juvenile system; and the child's record, maturity, and age. Currently, children have to be at least 14 years old to be prosecuted as adults
2. Requires the court to have a certification hearing if the child is alleged to have committed first or second degree murder, first degree assault, forcible rape, sodomy, first degree robbery, distribution of drugs or has committed two or more prior unrelated felony offenses
3. Allows children previously certified to be prosecuted as adults to be prosecuted as adults for subsequent offenses without another certification hearing in certain cases. Current law requires another certification hearing, unless the child has been convicted as an adult; and
4. Adds racial disparity in certification as a criterion for court consideration in determining juvenile adult certification.

## **JUVENILE COURT RECORDS**

1. Allows the juvenile officer, in cases where the child has committed an offense that would be a crime if committed by an adult, to share the juvenile record with the victim, witnesses, school officials, prosecutors, persons having legal control of the child, or persons who may be treating the child
2. Allows the juvenile officer, in cases where the child has committed an offense that would be a felony if committed by an adult, to share non-identifying information with the public;
3. Makes public the record of the proceedings in juvenile court if the child has been accused of an offense which, if committed by an adult, would be a class A or B felony, or a class C felony, if the child has a prior adjudication of two or more unrelated acts which would be classified as A, B, or C felonies and
4. Allows prosecutors to access records related to offenses committed by children where a certification petition has been filed.

## **DISPOSITION OF CASES**

1. Allows the court to invoke dual jurisdiction of both the criminal and juvenile codes for offenders under 17 years old. The court is authorized to impose a juvenile disposition and simultaneously impose an adult criminal sentence that is suspended, so long as the juvenile offender successfully completes the juvenile disposition. Beginning January 1, 1996, the bill contains indeterminate sentencing provisions, allowing placement in the Division of Youth Services pursuant to the dual sentencing provisions.
2. Allows the court to require parents or guardian to participate in activities that the court finds necessary to carry out the purposes of the juvenile code and allows the court to require the parents to pay when a child is committed for institutionalization;

3. Requires law enforcement officers to fingerprint children that they take into custody for an offense which would be considered a felony if committed by an adult. Also, a child that is a victim of abuse or neglect or a status offender may be fingerprinted and photographed;
4. Requires the juvenile officer to provide the prosecuting attorney with a copy of the motion to prosecute the child as an adult.
5. Allows the prosecutor to testify at the certification hearing as to the likelihood of prosecution of the child as an adult. No testimony by the prosecutor can be used at subsequent proceedings
6. Allows certain prior juvenile offenses to be used to impeach the credibility of a witness or the defendant in a criminal case
7. Requires law enforcement agencies to maintain a confidential record of the date and time a child is taken into custody and the date and time the child is released;
8. Requires the juvenile court to make a written assessment of the child before the disposition of the matter
9. Allows for victims compensation to be paid from workers compensation funds. Increases the cap for psychological or counseling expenses from \$1,000 per claim to \$2,500. The cap on death expenses is to \$5,000. The previous cap for burial expenses was \$2,000. Loss of earnings expenses is increased to \$15,000 from \$10,000, not to exceed \$200 per week.
10. Requires school districts to educate a child placed in that district by court order by the Departments of Mental Health or Social Services, although the child's parents or guardians live in another district. The school district where the child's parents reside is required to pay the educating district the average that the parent's district produces per child by local taxes. The Departments of Mental Health and Social Services are required to reimburse the district for additional expenses.
11. Requires the Division of Youth Services to establish community work programs for nonviolent offenders from age 14 to 18.
12. Allows for establishment of a pilot program for boys between the ages of 7 and 17. One youth home will serve the metropolitan St. Louis area; the other youth home will serve the metropolitan Kansas City area. The pilot program has an emergency clause and the program shall expire on August 28, 2000.

## **JUVENILE COURT ADMINISTRATION**

The bill requires the State Courts Administrator to establish performance standards and collect outcome data to evaluate juvenile court services, develop standards for training of certain juvenile court employees, develop an assessment form for classifying juvenile offenders, and develop criteria for judges to use when deciding how long the child is detained before informal adjustments or formal adjudication. The State Courts Administrator is required to consider racial disparities in the juvenile justice system when developing standards, training, and assessment forms.

The bill establishes a Juvenile Court Personnel Advisory Commission. Members are appointed by the Governor and include; a Representative and a Senator and member representing the courts, the Division of Youth Services, the Office of Administration, MOSERS, and the counties. The Commission is required to report to the Governor by July 1, 1996, on whether a uniform juvenile court personnel system is needed the rate at which the state reimburses counties for detention costs, and the need for regional detention centers.

*In addition, the bill:*

1. Requires juvenile courts to provide relevant outcome data to the State Courts Administrator and requires the court to compel certain employees to receive training.
2. Requires the State Courts Administrator and Departments of Social Services, Mental Health, and Health to coordinate their information systems to allow for tracking of individual children; and
3. Eliminates the requirement that the States Courts Administrator employ a Juvenile Court Specialist.

## **SCHOOL SUSPENSIONS**

The bill allows school districts to suspend pupils from school based on a finding that the pupil has been charged or convicted as an adult of a felony. The bill allows school districts to suspend pupils for a period not exceeding 180 days. Current law is 90 days.

## **YOUTH VIOLENCE PREVENTION**

In addition, the bill makes several changes related to youth violence. The bill:

1. Creates an Advisory Committee in the Department of Economic Development composed of at least ten public members, none of which is under the age of 21. The Department of Economic Development in conjunction with the advisory committee is required to establish program criteria for the tax credit allowed by the bill.
2. Establishes the Youth Opportunities and Violence Prevention Fund. The fund consists of grants, gifts, federal funds and appropriations.
3. Gives tax credits to corporations or individuals for certain education, job, and violence prevention programs.
4. Requires the Department of Elementary and Secondary Education to develop programs which emphasize nonviolence in conflict resolution and ethical decision-making
5. Increases the amount of tax credit the Department of Revenue can grant under the Neighborhood Assistance Program from \$14 million to \$20 million. Six million dollars of the tax credits are required to go to the tax credits established in the bill.

## **FACULTY/STAFF**

Reading: Carrie Wampler

Preschool & Title I Reading: Lora Partridge

Kindergarten: Heather Heerlein

First Grade: Shayne Talmadge

Second Grade: Stacey Moutray

Third Grade: Sage Bennett

Fourth Grade: Jayne McGinness

Fifth Grade: Nicole Carter

Sixth Grade: Teresa Cordry

Library: Denise Bloom

Speech: Vikki Spire

Physical Education: Melinda Claycomb

Music, Band: Tamra Nally

Art: Renee Schreck

Special Education: Stacy Harlan

Paraprofessional: Dianna Jewett

Secretary: Kristi Davis

Nurse: Tabitha Holtman

Cooks: Pam Bledsoe, Jessie Germann, Laurie Ringold and LaShawna Henggeler

Custodian: Craig Albright

Maintenance: George Render

Principal: Aaron Murphy



## Peanut-Free Snacks

Purchasing snacks or birthday treats for a school event that involves a child who has a peanut allergy, please read all ingredients carefully. Avoid snacks that contain peanuts, peanut flour, and peanut oil. Below you will find a list of snacks that are peanut-free at this time. It is always important to read ingredients labels since manufacturers change production methods.

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### **Cereal/Bars**

#### **General Mills**

- Cinnamon Toast Crunch
- Kix, Berry Berry Kix
- Lucky Charms
- Rice Chex, Corn Chex, Wheat Chex
- Trix

#### **Kellogg's**

- Cereals - Corn Pops, Crispix, Fruit Loops, Post Alpha Bits, Quaker Cap 'N Crunch
- Nutri-Grain – Apple, Blueberry, Raspberry
- Nutri Grain Twist – Banana & Strawberry, Strawberries and Cream

#### **Post**

- Honey Combs, Frosted Mini Wheats, Kashi (Go Lean Crunch, Good Friends, Cinnamon Raisin Crunch, Heart to Heart) cereals
- Kix, Life (NOT Vanilla Yogurt Crunch), Wheaties, Other unsweetened cereal without nuts

#### **Other**

- Small bagels (Lenders or Thomas Brand) with cream cheese (no nut type)
- Popcorn, Pretzels (Most all brand, but some Snyder's products not peanut/nut free)
- Nutrigrain Cereal Bars/yogurt bars and Special K bars (NOT Honey Nut) \*\*Most other brands of granola bars contain peanuts/nuts or certain traces of peanuts/nuts.
- Special K Snack Bites, Fig Newtons, Rice cakes (NOT Quaker brand, not nut free), Quaker Quakes mini rice cakes/mini delights (all flavors safe)
- Potato Soy Crisps, Cheez-It Party Mix/Munchie Party Mixes \*\*Have not found any other brands of Chex type mixes to be peanut/nut safe.

### **Cheese/Dairy**

#### **Sargento**

- Mootown Snacks – Cheeze & Pretzels, Cheeze & Crackers, Cheeze & Sticks

#### **Yogurt**

- Go-Gurt, Drinkables

#### **Other Cheeses**

- Sliced, Cubed, Shredded, string cheese, cream cheese, spreads, dips

### **Crackers/Chips/Cookies**

#### **Austin**

- Zoo Animal Crackers

#### **Betty Crocker**

- Cinnamon Graham Cookies
- Dunk Aroos
- Sprinkled Vanilla Frosting

## **Frito Lay**

- Cheetos – Crunch, Zigzag, Puffs
- Rold God Pretzels
- Sun Chips – Original, Sour Cream, Cheddar, Classic Flavored

## **General Mills**

- Bugles – Original

## **Keebler**

- Bite Size Snacking Grahams – Cinnamon, Chocolate
- Elf Grahams, - Honey, Cinnamon
- Fudge Stripes Shortbread Cookies
- Golden Vanilla Wafers
- Grasshopper Mint Cookies
- New Rainbow Vanilla Wafers
- Munch’ems – Sour Cream & Onion, Original, Ranch, Cheddar
- Snack Stix
- Sugar Wafers
- Toasteds – Wheat, Buttercrisp
- Town House Classic Crackers
- Wheatables – Original, Honey Wheat, Seven Grain

## **Kraft**

- Handi-Snacks – Cheez ‘N Crackers, Apple Dippers, Cheez ‘N Pretzels
- Handi-Snacks Teddy Grahams – Honey Chocolate

## **Nabisco**

- Air Crisps – Potato, Sour Cream & Onion, Ranch, Barbeque, Cheddar
- Pretzel – Original, Wheat Thins – Original, Ranch
- Ritz – Original, Barnum Animal Crackers, Cheddar Sportz, Cheese Nips, Dizzy Grizzlies – Vanilla & Chocolate Frosted, Graham Crackers – Honey Maid, Cinnamon, Chocolate
- Newtons, - Fig, Cobblers, Raspberry, Apple
- Saltine Crackers, Teddy Cheddy, Teddy Grahams – Cinnamon, Chocolate Chip, Chocolate, Honey, Triscuits, Triscuit Thin Crisps, Wheat Thins

## **Old Dutch**

- Baked Cheez Curls, Chips, Crunchy Curls, Pretzels

## **Pepperidge Farm**

- Butter Thins, Goldfish – any flavor, Goldfish Graham Snacks – Honey, Cinnamon, Golden

## **Pringles – Any Flavor**

**Sunshine** – Big Cheez-it, Cheez-it Regular & Reduced Fat, Hi Ho Crackers – Regular & Reduced Fat

## **Fruit**

**Fresh** – Apples, Bananas, Oranges

**Packaged Fruit** – Apple sauce, Apple Sauce Mixes, Diced Pears, Peaches, Raisins, Mandarin Oranges

**Fruit Snacks** - - Fruit Roll Ups, Fruit by the Foot, Fun Fruit

## **Jell-O and Pudding Snacks**

### **Popcorn**

**Barrel O’Fun** – Corn Pops (No Kernels)

**Frito Lay** – Cheddar Cheese, Chester’s Popcorn butter

**Old Dutch Popcorn** – Carmel PuffCorns, Cheddar, White, White Cheddar

## Vegetables

Fresh Carrot Sticks, Celery Sticks etc.

## Special Treats

**Cakes/cupcakes** – Cub Foods Bakery, Kowalski’s Bakery, Sam’s Club Bakery –

- White, Chocolate, Marble Cakes
- Hostess cupcakes, Twinkies, Ho Hos, Ding Dongs

### Candy

- Air Heads      Rolos      Dum Dum Pops      Runts      Gum Drops
- Shock Tarts      Sixlets      Jolly Ranchers      Skittles      Smarties
- Hershey Kisses – Milk chocolate and extra creamy      Junior Mints
- Spree      Life Savers      Starburst      Lollipops      Sugar Babies
- Mike & Ikes      Sweet Tarts      Milk Duds      Tootsie Pops      Nerds
- Tootsie Rolls      Oompas      Twizzlers      Ring Pops

### Cookies/Donuts

- Cub Foods Bakery – Donuts/Donut Holes - Glazed, Powdered Sugar, Sugar
- Kowalski’s Bakery – Iced Sugar Cookies, Donut Holes – Plain & Glazed
- Kellogg’s brand Rice Krispie Treats (Original)
- Oreos (regular, Golden or minis)
- Keebler Fudge Stripes, Fudge Grahams, Grasshopper Fudge Mint, E.L. Fudge sandwich cookies (original & double stuffed)
- Gripz Chips Ahoy, Any Dare Brand Cookies (Hiller’s carries)
- Krispy Kreme donuts/donut holes
- Mini Donuts/donut holes – Kroger brand (powdered sugar, glazed, plain, cinnamon sugar)
- Hostess brad (powdered, frosted)
- Muffins – mini or regular – Hostess and Kroger brands (any kind but banana nut)

### Chips

- Bugels, Cheetos, Doritos, Fritos, Potato Chips, Pringles, Sun Chips, Tostitos

### Ice Cream/Frozen Treats

- Edy’s whole fruit bars, Flavorice Freezies, Good Humor Popsicles – Sherbet Cyclone,
- Icee – Squeeze up tubes,
- Italian Ice
- Kemp’s – Fudge Bars – regular and junior size, Ice Cream Bars, Ice Cream Cups, Ice Cream Sandwiches – Regular, Mint, Chocolate Chip, Twin Pops any flavor, What’s Up Orange Sherbet Treats
- Klondike – Oreo Cream Sandwiches
- Minute Maid – Soft Frozen Lemonade
- Polar Express – Ice Cream Sandwiches
- Popsicles, whole fruit bars, juice bars, fruit ice/Icee squeeze up tubes
- Orange push-ups, Breyer’s Vanilla Ice Cream, Kroger brand – ice cream sandwiches, strawberry, shortcake bars, sundae cups

### Other

- Fruit snacks (twist, gushers, roll-ups, etc.)
- Pop Tarts, Pop Tart Snack Sticks
- Yopos/Yopos Rolls

# Peanut Free/Tree Nut Free Snack List

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Please avoid snacks that contain **peanuts, peanut flour, peanut oil or peanut butter** or other nuts. This includes snacks with almonds, coconuts, filberts, Brazil nuts, cashews, hazelnuts, macadamia nut, pecans, pine nuts, pistachios, and walnuts.

Please note: **Food labels/ingredients may change over time**, so it is always recommended that you read the label before purchasing snacks. Please read labels carefully to make sure the products are nut free. This includes labels that read “May contain traces of peanuts/nuts.”

Quick check brand: Kellogg’s, Keebler, General Mills, Betty Crocker, and Quaker Oats brands are excellent at calling out allergens in a box:

**Example:** CONTAINS PEANUT AND EGG INGREDIENTS

Thank you for your consideration and support in keeping the food allergic child safe from having a life-threatening allergic reaction at school.

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## **HEALTHY SNACKS**

### **Fruits/Vegetables**

Any fresh fruit (apples, oranges, bananas, grapes, pears, plums, clementines, strawberries, melons, berries, etc.)

Applesauce cups (and assorted variety fruit flavored applesauce)

Raisins, Craisins, and other dried fruits

Fruit cups (peaches, pears, oranges, pineapple, fruit cocktail, fruit blends, etc.)

Fresh vegetables (baby carrots, celery sticks, grape tomatoes, cucumber slices, broccoli, pepper strips, etc.)

Vegetable dips

### **Cheese/Dairy**

Yogurt in individual cups or tubes

Pudding in individual cups, cans, or tubes

String cheese or other cheeses (1 oz.)

Drinkable yogurt or smoothies

Cottage cheese

Kraft Handi-snacks with cheese (with red sticks) \*\*Be careful with any other type of pre-packaged cheese & cracker sandwiches, most contain nuts/traces of nuts.

### **Crackers/Snack Items**

Crackers – Triscuits, Wheat Thins, Vegetable Thins (all flavors)

Ritz cracker/dinosaurs/sticks (NOT Ritz bits or sandwiches)

Town House, Club, Toasteds crackers

Saltines, Oyster crackers

Wheatables, Air Crisps, Munch’ems, Keebler Snack Stix

Kashi Tasty Little Crackers (TLC)

Breton/Dare brand crackers

Goldfish crackers  
 Graham Crackers, Graham cracker Sticks  
 Teddy Grahams or Teddy Graham character brands  
 Bug Bites crackers  
 Goldfish graham snacks  
 Animal crackers (Austin Zoo, Barnum)  
 Vanilla Wafers  
 Cereals – Cheerios (NOT Honey Nut or Frosted), Chex – (Rice, Corn, Wheat) Cinnamon Toast Crunch,  
 Corn Flakes, Crispix.  
 Sweetened Cereals – Corn Pops, Froot Loops, Captain Crunch (Regular) Apple Jacks

**Candy**

Air Heads	Blow Pops	Dum-Dum suckers
Gummy bears/worms	Hershey kisses – milk chocolate	Jolly Ranchers
Junior Mints	Life Savors (hard & gummy)	Laffy Taffy
Mike & Ike's	Necco Sweethearts boxes (candy hearts)	Nerds
Pixie sticks	Ring Pops	Rolos
Runts	Sixlets	Skittles
Smarties	Spree	Starburst
Swedish Fish	Sweet Tarts (regular & chewy)	Tootsie Rolls
Tootsie Roll Pops	Twizzlers Licorice	Whoppers
Hershey Kissables	Milk Duds	

**Kosher (Peanut/Nut/Milk Free) Bakery**

Bake Station Too – 6663 Orchard Lake Rd. West Bloomfield (just south of Maple, located between Olga's and Wesley Berry Florist)

**READ EVERY LABEL EVERY TIME/FOOD LABELS AND  
 INGREDIENTS MAY CHANGE OVER TIME.**

