

**SOUTH NODAWAY  
JR. HIGH AND HIGH SCHOOL  
HANDBOOK**



**2016-17**



## **SOUTH NODAWAY R-IV MISSION STATEMENT**

**“The mission of South Nodaway School District is doing what is best for students every day in everything we do.”**

**Adopted: April 15, 2015  
South Nodaway R-IV Schools  
Barnard, Missouri**

**South Nodaway R-IV is an equal opportunity employer and does not discriminate on the basis of age, sex, national origin, religion or handicapped condition.**

## HISTORY

- ❖ The first schoolhouse was built in 1873. It was a small four room brick building where teaching was limited to the lower grades.
- ❖ Feeling the need for a larger school and a more complete course of study, it was decided to build an additional two rooms to that building. Work was begun which, when completed, was a roomy, well built two story brick structure which served the community as a place of learning. In 1936, the present building was erected to take its place.
- ❖ During the construction, school was maintained in churches and vacant buildings in Barnard. In the fall of 1937, the doors were opened for school.
- ❖ In the year 1916, the first senior class rings were purchased at the price of \$1.50.
- ❖ In 1924, the first school annual was published by the Rush Printing Company of Barnard, Missouri.
- ❖ The first senior trip was taken in 1952.
- ❖ In 1952, the Barnard and Guilford Schools were consolidated with the school district being named South Nodaway. Resulted from consolidation, were a more workable unit financially, a broadened athletic program and a strengthened curriculum.
- ❖ The “Longhorn” was chosen as the school mascot and cardinal red and black were selected as the school colors.
- ❖ In the 1952-53 school year, the high school began in Barnard and the elementary school in Guilford. Grades 1-3 were taught at Barnard also that year.
- ❖ Mother’s Club was organized in 1953.
- ❖ Guilford Community Club was continued after the formation of the South Nodaway R-IV School District.
- ❖ Lettermen’s Club was organized in 1960, as was a chapter of the National Honor Society.
- ❖ In 1961, a new wing was built on the Barnard building, including the junior high classroom (high school English room), industrial arts room (cafeteria), the music room and boys and girls locker rooms. The fifth and sixth grade rooms were added to the Guilford building.
- ❖ In 1961, the new athletic field, “The Longhorn Corral”, was initiated for outdoor sports.
- ❖ A new gymnasium was added to the Barnard building in 1967-68 with a seating capacity for 560 people.
- ❖ In 1970-71, a chapter of the Future Homemakers of America was organized.
- ❖ A new building for industrial arts and art was added in 1974.
- ❖ South Nodaway Booster Club was established in 1978-79.
- ❖ Lettermiss Club was organized in 1980.
- ❖ Mother’s Club and Community Club were merged to Parent’s Club in 1980-81.
- ❖ In 1981, a new classroom was added for Learning Disabilities (now the Superintendent’s office) to the Barnard building.
- ❖ Science Club and Quill and Scroll were organized in 1984.
- ❖ The Eight-Block Schedule was implemented in 1989-90.
- ❖ In 1995, the elementary building addition was completed by volunteer labor including a science lab, computer lab and a new classroom.
- ❖ An FFA chapter was established in the 1996-97 school year through Northwest Technical School in Maryville. South Nodaway chartered its own FFA chapter in the 2004-2005 school year.
- ❖ Land was purchased for additional parking on the southeast side of the school in 1996-97.
- ❖ FBLA was established in 1998-99.
- ❖ A new addition was completed in September of 1999 to the front of the high school, which included a new social studies room, math room, nurse’s office, principal’s office, secretary’s office, I.S.S./storage room, handicap accessible restrooms and library on the upper level, and a weight room, agriculture room, art room, and restroom in the basement.
- ❖ In 2000, South Nodaway’s Agriculture department constructed a greenhouse operated by the Agriculture classes.

- ❖ New for the 2003-2004 school year, a 10-block schedule was implemented to add one more academic class and a possible study hall for all students.
- ❖ Art Club was started in 2004-05.
- ❖ In 2008 the high school received the state honor of being a “**Gold Star School**” from the Department of Elementary and Secondary Education. This honor is given to only fifteen middle and/or high schools throughout the state every other year.
- ❖ For the 2008-2009 school year the school changed to a 4.0 grading system to establish consistency with post-secondary institutions.
- ❖ From 1952-53 through 1954-55, Mr. WT. Dawson was the superintendent. Mr. Earle Heckman was superintendent from 1955-56 through 1957-58, Mr. William K. Ray was superintendent from 1958-59 through 1965-66. Mr. Golden Neely joined the team as superintendent for 1966-67. Mr. Cecil T. Elliott from 1967-68 and 1968-69, Mr. Boris Brown in 1969-70, Mr. George Vaughn from 1970-71 through 1972-73, Dr. Wilson Streightiff from 1973-74 through 1975-76, Mr. Roger Adamson from 1976-77 through 1980-81, Mr. Warren Denney from 1981-82 through 2001-02, Mr. Terry Hutchings 2002-03 through 2008-09, Dr. Kyle Collins from 2009-10 through 2013-14, and Mr. Johnnie Silkett is the present Superintendent.
- ❖ Became an A+ designated school and switched back to a standard 8 period day in 2010
- ❖ The elementary building in Guilford was closed and both schools were under one roof in Barnard in 2013.

**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, sex, national origin, economic status or handicap.

**SCHOOL SONG**

South Nodaway all hail thy name!  
 Sons and daughters honor Thee.  
 May thy standards black and red  
 Lead eternally.

Through the hush of fading day;  
 Silent voices raise thy name,  
 Hearts look up with praise.

Proudly stands on Longhorn Hill  
 ‘Neath the wind-swept skies;  
 Alma Mater, we will praise Thee  
 As the years go by.

May thy spirit guide thy sons,  
 Keep thy daughters true.  
 Loyal to our dear old high school,  
 We’ll see South Nod’way thru.

**School Song Words by Ray and Arrangement by Drown**

**SCHOOL COLORS**

The South Nodaway R-IV School District’s colors are cardinal red and black.

**TEAM MASCOT**

The student athletic teams of South Nodaway are known as the Longhorns.

### DAILY CLASS SCHEDULE TIMES

7:30	Building open to students
8:00	1 <sup>st</sup> Warning Bell
8:03-8:53	1 <sup>st</sup> Period
8:56-9:41	2 <sup>nd</sup> Period
9:44-10:29	3 <sup>rd</sup> Period
10:32-11:17	4 <sup>th</sup> Period
11:17 -11:48	Lunch
11:51-12:36	5 <sup>th</sup> Period
12:39-1:24	6 <sup>th</sup> Period
1:27- 2:12	7 <sup>th</sup> Period
2:15- 3:00	8 <sup>th</sup> Period
3:30	Faculty dismissed
3:30	Unsupervised students must leave

### GRADING SYSTEM

The following grading system will be used to indicate a student's grade at the end of each nine-week period:

<b>A - Outstanding Work</b>	<b>B - Above Average Work</b>	<b>C - Average Work</b>
<b>D - Inferior Work</b>	<b>F - Failing</b>	<b>P - Passing</b>
<b>I - Incomplete Work</b>		

The South Nodaway R-IV grading scale will be uniform for all classes following these standard percentages:

<b>100-96 - A</b>	<b>86-84 - B</b>	<b>76-74 - C</b>	<b>66-64 - D</b>
<b>95-90 - A-</b>	<b>83-80 - B-</b>	<b>73-70 - C-</b>	<b>63-60 - D-</b>
<b>89-87 - B+</b>	<b>79-77 - C+</b>	<b>69-67 - D+</b>	<b>59-Below – F</b>

### HONOR ROLL

The principal shall post the honor roll quarterly. The following grading criteria will apply for the Honor Roll:

<b>A = 4.00 points</b>	<b>C = 2.00 points</b>
<b>A- = 3.67 points</b>	<b>C- = 1.67 points</b>
<b>B+ = 3.33 points</b>	<b>D+ = 1.33 points</b>
<b>B = 3.00 points</b>	<b>D = 1.00 point</b>
<b>B- = 2.67 points</b>	<b>D- = 0.67 point</b>
<b>C+ = 2.33 points</b>	<b>F = 0 points</b>

The high honor roll will be figured on a 3.67 average and the regular honor roll will be figured on a 3.00 average with no grade below a C- for either honor roll.

### CLASS WEIGHTING

The South Nodaway faculty has devised a course weighting system to be used to rank students in their classes. More difficult courses will carry a heavier ratio than the easier courses. We feel this will cause students to freely take advantage of the more difficult courses with compensation of more weight to the more difficult courses. We also feel this will encourage teachers to develop and maintain the more rigorous courses that students need today to be able to compete effectively once they leave our high school.

Class weights will be subject to change yearly. This system will not change the present calculations for the honor roll in any way. The system is to improve class rank for those persons pursuing scholarships.

The class weighting system was adopted by the South Nodaway Board of Education in July, 1984.

Current Class Weights Approved 2016-2017.

**Agriculture** -- All classes in agriculture are weighted as 1.0 unless for dual credit.

**Technical School Classes** -- All classes are weighted as 1.0 except second year classes, which are 1.1 and Health Sciences is 1.2.

<b>Subject Area</b>	<b>1.2 Weight Classes</b>	<b>1.1 Weight Classes</b>	<b>1.0 Weight Classes</b>
<b>Mathematics</b>	College Algebra	Algebra II, Geometry	Algebra I, Consumer Math, Fundamentals of Geometry or Algebra Technical Math(NTS)
<b>Social Studies</b>		Psychology, Sociology, Contemporary American History,	Contemporary Issues, Civics, American Heritage, World History
<b>Science</b>	Advanced Biology,	Chemistry, Geology Biology	Physical Science,
<b>Communication Arts</b>	English IV	Creative Writing, Novels, Mass Media I Mass Media II	English I, English II, English III, Speech
<b>Fine Arts</b>	Advanced Art (prerequisite 2-D or 3-D) Band - year 4	Band - year 3	Choir, Guitar Band - Years 1 & 2 2-D Art, 3-D Art,
<b>PE/Health</b>			Health, PE,
<b>Agriculture</b>		Ag Business, Animal Science, Landscape Management, Greenhouse Operations,	Ag Mechanics Ag Sciences I Ag Sciences II
<b>Business</b>		Accounting I Accounting II Web Design	Computer Aps, Accounting I, Personal Finance Business, Communications Business Management

<b>Foreign Language</b>	Spanish II	Spanish I	
<b>Dual Credit</b>	All Dual Credit Classes are weighted 1.2		
<b>NTS</b>	Health Science Year 1 & 2	NTS Classes (2 <sup>nd</sup> Year),	NTS Classes (1 <sup>st</sup> year)
<b>Odysseyware</b>	Weighting will be considered in accordance to the class rigor.		

### **ADDITIONAL COURSES AVAILABLE**

Students have the ability to take online dual credit courses throughout the school year. All courses must be approved prior to enrollment. Class time will be allowed for all students that are enrolled in an online dual credit class. Students taking 2 or more online DC classes concurrently are eligible for an honors study hall.

The Missouri Virtual Instructional Program is available to all South Nodaway students. Students can obtain high school credit by completing these courses. All MoVIP class weightings will be consistent with the current class weighting. These courses can be taken at any time and all costs associated with the class must be covered by the student.

The Satellite High School has been approved for all students needing credit recovery. Other credit recovery options may be available upon approval. These courses can be taken at any time and all costs associated with the class must be covered by the student.

Odysseyware has been approved for all students needing credit recovery. Other credit recovery options may be available upon approval. These courses can be taken at any time. Student and parent may be responsible for cost of course.

### **STANDARDIZED TESTING**

All students will be expected to take all tests required by the state of Missouri, as well as any other district required tests. (ASVAB, PreACT, ACT, ect.)

All EOC test scores will count as ten percent of the student's second semester grade.

### **THE A+ PROGRAM**

South Nodaway is a designated A+ school from the State of Missouri. This program is available to all high school students at South Nodaway. Upon completion of the A+ program students have the opportunity to receive a two year education at a vocational school or community college in the state of Missouri.

To be eligible for A+, students must complete the following obligations:

- Enter into Written Agreement with South Nodaway
- Attend a designated A+ school for three consecutive years prior to graduation
- Maintain a 2.5 Cumulative Non-Weighted GPA
- Maintain a 95% High School Attendance Rate
- Perform 50 hours of district supervised unpaid tutoring
- Maintain a record of good citizenship and avoid the use of drugs or alcohol



- Register for selective service if applicable
- Make a good faith effort to secure all post- secondary financial assistance
- Beginning with the high school senior class of 2015, have achieved a score of proficient or advanced on the Algebra I EOC exam and/or the Compass Test, if needed.

All senior students that are enrolled in the A+ program will be allowed to complete their A+ tutoring hours during the school day. Students will be placed according to need and availability. Students will receive ½ credit per year for the time that they are tutoring.

### **CHANGING CLASS SCHEDULES**

All changes shall be made by the end of the first week of the present semester. Changes may be made only if you bring a dated, signed note from a parent/guardian giving their approval and there is a substantial reason for the change. Changes will be made by obtaining a Student Schedule Change Form in the office and having it signed by the teacher of the class you are dropping and the teacher of the class you are picking up. The change must then be approved by the principal and the counselor.

### **PROGRESS REPORTS**

Two times per quarter, deficiency slips will be mailed home to parents whose child is receiving below a C- in his/her respective class. The purpose of the deficiency slips is to explain to the parents/guardians how their student is progressing during each quarter throughout the year. Mid-term reports will be sent out for every student at the middle of each quarter.

### **FINALS POLICY**

All students will be required to complete any final exam or project before final grades will be issued.

### **GRADUATION REQUIREMENTS AND POLICY-**

The school district of South Nodaway will require a total of 26 credits for graduation. Beginning with the class of the 2018, students will be required to have 27 credits for graduation. Each student must meet the following specific requirements: at least four units in communication skills, three units in social studies, three units in mathematics, three units in science, one and a half units in fine arts, one and a half units in practical arts and one and a half units in physical education/health. Students must pass a test evaluating their understanding of the United States and Missouri Constitutions during grades 7-12, successfully complete a course in Personal Finance.

All students will be required to attend eight semesters in grades nine and above, except those who complete the required high school courses and credits in seven semesters of attendance and shall attend on a full-time basis, a college or university, or vocational school for the eighth semester. (College or university, vocational school, or on-the-job training programs must be approved before the beginning of the seventh semester.) The decision to allow the seventh semester graduation will depend on the recommendation of the superintendent, principal, and counselor. Recommendation from each will be necessary for approval.

If seventh semester graduation is permitted, the graduating student will be considered as an alumna of the South Nodaway R-IV School District and waives all rights to eighth semester high school activities, in which he/she might have normally participated. (Example: prom, senior trip, awards program, etc.)

### **COURSES REQUIRED BY SOUTH NODAWAY**

#### **Communications Skills -- 4 Units Required**

English 9 (required), English 10 (required), English 11 (required), English 12, Speech (required), Mass Media I and II, Practical English, American Literature.

### **Social Studies -- 3 Units Required**

Civics (required), World History (required), American Heritage (required), Psychology, Sociology, Contemporary Issues, Contemporary American History

### **Mathematics -- 3 Units Required**

Algebra I (required), Geometry, Algebra II, College Algebra, \*Fundamentals of Geometry, \*Consumer Math, \*Fundamentals of Algebra.

(\*)Most universities will not recognize Fundamentals of Geometry, Fundamentals of Algebra, or Consumer Math as requirements for college admission. The general college requirement is for three years of math including Algebra I, Geometry, and Algebra II.

### **Science -- 3 Units Required**

Physical Science (required), Biology (required), Chemistry, Geology, Advanced Biology,

### **Embedded Credit (NTS - .5 credit)**

Automotive Tech, Technical Math (Only students needing the math will receive it), Technical Science, Collision Repair, Building Trades, Welding, Culinary Arts and Child Care - No Credit, Health Science - 1 credit for first year only.

### **Fine Arts -- 1.5 Units Required**

2-D Art, 3-D Art, advanced art, Chorus, Band, Guitar

### **Practical Arts -- 1.5 Units Required**

Computer Aps (required), Agriculture Classes, Business Classes

### **Personal Finance -- .5 Unit Required**

### **Physical Education -- \*1.5 Units Required**

P.E. (1 full unit other than health required), Health (required ½ credit), Athletic Conditioning

### **Electives – 7.5 Units Required**

## **HIGH SCHOOL CLASSIFICATIONS**

In high school, a student shall have completed the following number of credits for placement at the grade levels given: sophomores – 7 units, juniors - 14 units and seniors - 21 units.

## **NORTHWEST TECHNICAL SCHOOL GUIDELINES**

- 1) Juniors and seniors will be allowed to attend Northwest Technical School (NTS) depending on availability of class space. A senior who has already been in the program for one year will be given priority and students with an IEP that includes tech school will be given priority.
- 2) Junior and seniors who attend NTS must be able to meet all of the requirements for graduation set forth by South Nodaway High School before they will be considered for admittance to NTS.
- 3) In the event of competition for limited seats in a particular vocational program students will be prioritized in the following manner:
  - a) IEP students
  - b) senior students who have been in the program for one year
  - c) cumulative GPA
- 4) Students who are unable to get into their first choice of programs will be allowed to select another available program provided they have successfully completed the application process.
- 5) Students will ride the NTS bus to and from Maryville unless permission is obtained in advance from the principal or superintendent.
  - a) Any student driving to NTS without permission:  
**First Offense:** 1-5 days out-of-school suspension  
**Second Offense:** Removal from NW-Tech
- 6) All punishment for misbehavior will be handled as if the student was attending South Nodaway the full day.

**SOUTH NODAWAY-NW TECH SCHOOL AGREEMENT**

Because I choose to attend Northwest Technical School (NTS), I understand and agree to the following conditions:

- 1) I understand that the NTS bus leaves from South Nodaway High School at 7:30 a.m. and I am expected to be there on time.
- 2) I understand that my attendance at NTS will keep me from participating in morning activities at SOUTH NODAWAY including assemblies.
- 3) I understand that I will be excused from NTS for the following activities:
  - a) Float building
  - b) Yearbook ad sales
  - c) Contests or scheduled activity trips
  - d) Activities approved by the principal
- 4) I understand that my involvement with athletics, cheerleading, or other activities **may not** be a justifiable excuse to not attend NTS.
- 5) **I will be expected to attend NTS on the days SOUTH NODAWAY is not in session unless excused by the principal.**
- 6) On the days that NTS is not in session and SOUTH NODAWAY is in session, I am expected to be at SOUTH NODAWAY in time for lunch at 11:17 a.m.
- 7) I understand that I am to ride the bus to and from NTS. I am not to drive to NTS without written permission from a parent **and** approval from the principal. I will not be allowed to drive because of work or personal business.
- 8) If I do not attend NTS, the SOUTH NODAWAY principal’s office will be notified as soon as possible.
- 9) I understand that while attending NTS I am still bound by the attendance policy of SOUTH NODAWAY. If I miss more than eight days of NTS in a semester then I will lose credit for that NTS class until I make up the time in detention or in Saturday school. If I do not make up the time missed then I will lose credit for the NTS class. The attendance and appeals process will be the same found in the South Nodaway Student Handbook.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal’s Signature

**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 or assistant principal. If the parent feels the situation 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.

**SOUTH NODAWAY DISCIPLINE POLICY**

Adopted September, 1985

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
  - a) All disciplinary cases will be granted a hearing.
- 2) Oral reprimand
- 3) After school detention

- 4) Saturday School
- 5) In-school suspension
- 6) 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 Schools require that all district personnel are responsible for the care and supervision of students and are authorized to hold every pupil strictly accountable for any inappropriate conduct.

### **Honesty Policy**

Honesty is a virtue that is extremely important to the students, staff and community of South Nodaway Junior-Senior High School. South Nodaway seeks to instill this virtue in the realization that an atmosphere of trust and cooperation is essential to our school. Honesty will be considered as a mitigating factor when determining disciplinary measures.

### **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 shall be informed of his/her punishment.

### **Saturday School**

Students assigned to a Saturday School will be required to attend a four hour session on an assigned Saturday. A student assigned to attend a Saturday School will arrive no later than 8:00AM and leave at 12:00PM. A student must bring assigned work with them to work on during this time. Additional work may be assigned if a student is having problems staying busy. A missed Saturday School will result in one day of in-school suspension

### **In-School Suspension**

Students assigned to in-school suspension will complete any in-school suspension curriculum. Homework assigned while a student is in in-school suspension may be completed for credit. Students serving in-school suspension will be able to practice but will not be eligible to participate in a school sponsored activity (including sporting events) until suspension is completed.

### **Out-of-School Suspension**

The student may do the homework, but will receive no credit for the work that was scheduled during the time missed. Students serving out-of-school suspension will not be eligible to practice or participate in a school sponsored activity (including sporting events) until suspension is completed and the student has been in school for the last four periods of the day of the activity or practice.

### **No student shall be suspended unless:**

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

the student'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 summary suspension of pupils by the Principals of Schools for a period of time not to exceed ten days and by the Superintendent of Schools not to exceed 180 school days. In case of suspension by the superintendent for more than ten days, the pupil or his/her parents/guardians may appeal the decision of the superintendent to the board. Any suspension by a principal shall be immediately reported to the superintendent who may revoke the suspension at any time. In the event of an appeal to the board in writing of the facts relating to the suspension, the action taken by him/her 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.

### **Violations and Consequences**

The violations and consequences listed apply to all students in the South Nodaway School District; whether at school, on school property or at a school sponsored activity.

#### **I. Violation Against Person**

##### **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:** 1-180 days out-of-school suspension

**Second Offense:** 1-180 days out-of-school suspension and/or recommendation for long term suspension/expulsion

##### **B. Fighting**

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

**First Offense:** One day out-of-school suspension or 1-3 days in-school suspension

**Second Offense:** 3-10 days out-of-school suspension and/or 6 days in-school suspension

**Third Offense:** 10 days out-of-school suspension

**Fourth Offense:** Recommendation for long term suspension/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: knives, chains, metal knuckles, fireworks or laser lights). Students bringing a weapon to school will be referred to law enforcement officials.

**First Offense:** 1-180 days out-of-school suspension

**Second Offense:** Recommendation for expulsion

##### **D. Possession of a Firearm/Explosive**

Possession of an arm or firearm and/or explosive on school property or at a school sponsored activity. Students possessing a firearm will be referred to law enforcement officials.

**First Offense:** Confiscation of the firearm and a suspension of up to 365 days in accordance with state law.

### **E. Verbal Abuse of Staff**

Disrespectful behavior to a staff member, being a gesture, verbal or written.

**First Offense:** 1-10 days out-of-school suspension or five days in-school suspension

**Second Offense:** 10 days out-of-school suspension or 10 days in-school suspension

**Third Offense:** 10 days out-of-school suspension and possible long term suspension/expulsion

### **F. Behavior of a Threatening Nature**

Gestures, written or spoken words threatening physical harm or violence. All threats will be reported to law enforcement officials and parents will be notified.

**First Offense:** 1-10 days in-school suspension or 1-10 days out-of-school suspension or recommendation for long term suspension

**Second Offense:** 1-180 days suspension or expulsion

## **II. Violations Against Public Health and Safety**

Possession, use or attendance under the influence of a controlled substance, alcohol or substances represented to be such.

### **A. Under the influence of alcohol or controlled substance**

Any student possessing or under the influence of alcohol or a controlled substance at any site will be referred to law enforcement officials.

**First Offense:** 1-10 out-of-school suspension and/or consideration of long term suspension/expulsion

### **B. Sale or Distribution of controlled substances, alcohol or substances represented to be such at any site.**

Be aware that any student involved in the sale, sharing or distribution of controlled substances or alcohol at any site (school property or other) and admit guilt or are convicted in a court of law to the act, the school district has the right to suspend for 1-10 days and/or recommend long term suspension.

**First Offense:** 1-10 days out-of-school suspension and/or consideration of long term suspension/expulsion

### **C. Tobacco Use**

Students having possession or using tobacco on school grounds or at a school sponsored activity. Students possessing tobacco on school grounds or at school sponsored activities will be referred to law enforcement officials if under 18.

**First Offense:** 1-3 days in-school suspension

**Second Offense:** 1-3 days out-of-school suspension

**Third Offense:** 3-10 days out-of-school suspension

**Fourth Offense:** Recommendation for long-term suspension and/or expulsion

### **D. Starting of a Fire on School Grounds or at a School Sponsored Activity**

Lighting a match or lighter causing a fire either accidentally or intentionally. Matches and lighters will be confiscated at school. All students involved in starting a fire on school grounds or at a school sponsored activity will be referred to law enforcement officials.

**First Offense:** 5-180 days out-of-school suspension or expulsion

## **III. Violations 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. Students threatening or intimidating any student for money or possessions will be referred to law enforcement officials.

**First Offense:** 1-10 days out-of-school suspension

**Second Offense:** Recommendation for long-term suspension and/or expulsion

#### **B. 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:** 10 days out-of-school suspension

**Second Offense:** 10-180 day out of school suspension

#### **C. Theft**

Stealing or attempting to steal private or school property. Students stealing or attempting to steal will be referred to local law enforcement officials.

**First Offense:** Restitution and 1-10 days out-of-school suspension

**Second Offense:** 10 days out-of-school suspension and/or long term suspension/expulsion and restitution

#### **D. Willful Damage to School, Staff or Student Property**

Students shall pay for property damaged through carelessness and in case of willful destruction shall pay double the cost in accordance with the laws of the state. Students vandalizing property will be referred to law enforcement officials.

**First Offense:** Double restitution and 1-10 in-school suspension

**Second Offense:** Double restitution, 1-10 days out-of-school suspension and/or recommendation for long-term suspension and/or expulsion

### **IV. Other Violations/Public Decency and Good Order**

#### **A. Truancy**

Skipping school or being absent from an assigned area. Students who are truant will be referred to law enforcement officials.

**First Offense:** 5 days detention

**Second Offense:** 3 days in-school suspension and/or 3 1-hour detention

**Third Offense:** 6 days in-school suspension and/or 6 1-hour detentions

**Fourth Offense:** Recommendation for long-term suspension

#### **B. Careless Driving**

Driving on school property carelessly or without due caution so as to endanger person or property.

**First Offense:** 1-3 days in-school suspension or 1-5 1-hour detention

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

**Third Offense:** Expulsion

#### **C. Use of Obscene Language, Gestures or Conduct**

Gestures or use of words either spoken or written or pornographic material that describes conduct which portrays sex in a manner offensive to community standards and does not have a serious literary, artistic, political or scientific value. Words which are spoken solely to harass or injure other people, such as threats of violence, defamation of a person's race, religion or ethnic origin.

**First Offense:** 1-5 days detention

**Second Offense:** 1-5 days in-school suspension and/or one 3-hour detention  
**Third Offense:** 1-10 days out-of-school suspension  
**Fourth Offense:** Recommendation for long-term suspension and/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, and etc.

**First Offense:** 1-10 days in-school suspension and/or 1-10 days out-of-school suspension or recommendation for long term suspension or expulsion

**Second Offense:** 3-10 days out-of-school suspension

**Third Offense:** Recommendation for suspension/expulsion

#### **E. Use of Disruptive Speech or Conduct**

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.

**First Offense:** 1-5 days detention

**Second Offense:** 1-5 days in-school suspension and/or 1 3-hour detention

**Third Offense:** 1-5 days out-of-school suspension

**Fourth Offense:** Semester suspension

#### **F. Bus Misconduct**

Any offense committed by a student on a district-owned or contracted vehicle, or in an area which, in the administration's judgment, is pursuant to either waiting for the bus or being dropped off by the bus, shall be punished in the same manner as if the offense has been committed at the student's assigned school. Disciplinary reports filed by bus drivers may result in the following:

**First Offense:** Warning

**Second Offense:** 3-5 days suspension from bus privilege

**Third Offense:** 5-10 days suspension from bus privilege

**Fourth Offense:** Suspension from riding the bus for the remainder of the semester

#### **G. Bullying and Cyber Bullying**

- Bullying: For the 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, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber-bullying or cyber-threats.

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

**First Offense:** 1-5 days detention

**Second Offense:** 1-5 day in-school-suspension

**Third Offense:** 1-3 days out-of-school suspension



## **DETENTION**

A detention program will be served from 7:30 a.m.-7:57 a.m. and 3:10-3:40 p.m. on an as needed basis. A high school certified staff member will be assigned to supervise students assigned to detention. The program will be held in the supervising teacher's classroom. The teacher will not only supervise, but also provide academic assistance. Students serving detention will not be able to practice or participate in a school sponsored activity until the detention is completed.

The following guidelines will be followed by students in detention:

- 1) Student will report to the assigned room on time for detention.
- 2) Student will bring enough homework to keep busy the entire detention period.
- 3) No outside reading materials will be permitted.
- 4) No pop or food will be allowed.
- 5) Music and talking will not be permitted.
- 6) Students will not be permitted to leave the room.
- 7) Students late to detention and/or who violate any of the rules will automatically be assigned another detention.
- 8) Students who miss an assigned detention will automatically be assigned one day of in-school suspension and will still be responsible for serving the 1 hour detention.

One hour detentions each consist of 30 minutes before school and 30 minutes after school.

## **ACADEMIC LAB:**

Academic Lab is a before and after school resource that allows students time to get additional help or to work on homework. This also allows students to use the schools internet to complete assignments. The Academic Lab will be in the school library and will be available on Tuesday, Wednesday, and Thursday at 7:15 AM and again after school from 3:10 until 4:00. A tutoring schedule for specific classes will be given to students the first week of school. Academic Lab is not a mandatory resource unless a student has a class average of 63% ( D-)or lower in which the student will have to attend one Academic Lab session a day until the class average grade is above 63%. Students that fail to attend sessions and still have a class average of 63% or lower will attend Saturday school from 8:00 – 12:00.

## **EMERGENCY PROCEDURES**

**Fire** -- The fire alarm will be a high pitched repeat of short bursts. If the alarm is sounded, please proceed as the posted instructions direct you to the proper exit from that particular room. Check the posters and make sure that you are aware of the proper procedure to leave each. During a fire or a fire drill, the building is to be cleared and all students and school personnel will proceed to the Barnard Christian Church, one block west of the school.

**Tornado** -- A tornado warning means a tornado has been sighted. When a tornado has been sighted in our area, the signal to take cover will be an all call on the intercom. Students should move quickly to the basement or locker rooms and take a crouched position facing the wall, covering their head with their arms.

## **ABSENCES**

When a student is absent from school, he/she must have their parent or guardian call the principal's office or bring a note from home explaining his/her absence. The note/call must be received in the office on the day the student returns to school and must be signed and dated by their parent/guardian, or it will be considered an unexcused absence. Unexcused absences will result in a zero percent for each class that was missed. Students who are absent are responsible for collecting their assignments for the day(s) they missed on their first day back in school. The student will have one make up day for each date that was missed. For instance, if a student misses school on Monday, they are to collect their missed assignments on Tuesday and all work will be due on Wednesday. If the student were to miss Monday and Tuesday, they would collect assignments on Wednesday and Monday's assignments would be due on Thursday and Tuesday's assignments would be due on Friday. In the case of an extended illness or other excused absence resulting in three or more consecutive absences, homework may be collected in the office at the end of each school day by the parent/ guardian and arrangements should be made with individual teachers.

There are two types of absences - excused and unexcused. A student with an unexcused absence will receive no credit for work missed for each unexcused absence.

Excused absences fall into the following categories:

- 1) Personal illness
- 2) Illness in the immediate family
- 3) Death in the family or of a close friend
- 4) Dental or medical appointments
- 5) Drivers test (half-day for each test)
- 6) Approved school activities
- 7) A vacation or trip that has educational value with the following stipulations:
  - a. The principal must be notified at least one week in advance.
  - b. An assignment sheet must be obtained from the office and the assignments complete before the trip.
  - c. You must bring proof of the trip when you return from the trip.
  - d. Failure to do any of the above will result in an unexcused absence.
- 8) College Day – juniors and seniors only - One day will be allowed without counting the student absent if prearranged with the principal. Any additional days will be counted as an excused absence if they bring back a note from the college. If no note, it will be considered unexcused. Students who have taken or are registered to take a college admittance test will be allowed college days. Students who have not taken a college admittance test and are not scheduled to take one may take a day to visit technical schools under the same guidelines as the excused college day.
- 9) Other reasons cleared by the principal in advance with one weeks notice.

## **EIGHT ABSENCE ATTENDANCE LIMIT**

### **RATIONALE**

Student attendance affects the student's behavior, attitude, learning and overall high school success. We hope parents will emphasize to their students about the importance of regular attendance. We believe that schools can make a positive difference in young people's education when they have few absences during their secondary school career. Because we believe students' success is of the utmost importance, we want the students to know that their regular attendance counts.

- **STUDENT ABSENCES MUST BE VERIFIED BY A PARENT PHONE CALL OR DOCUMENTATION TO THE SCHOOL WITHIN 5 DAYS OF THE SAID ABSENCE! BEING PROACTIVE IN VERIFICATION OF STUDENT ABSENCES WILL PREVENT UNEXCUSED ABSENCES.**

- 1) Eight Absence limit: Any student who misses a course in excess of eight absences per semester will receive a "0" and receive no credit. All absences from class will be calculated including excused and unexcused absences except those absences incurred while a student is participating in school-sponsored activities and/or essential administrative business. After eight absences, an official letter may be sent to the parents to set up a meeting to discuss options to help the student, their attendance, and their grades. This meeting may also include the Nodaway County juvenile officer.
- 2) A student may receive credit for the absences over the eight absence limit by arranging time for the time missed with each course's teacher and the administration. All time made up must be done during non-school time either before or after school or on Saturdays, if available.
- 3) Waiver of Policy: A student who has accumulated more absences from a class than allowed by the policy, but feels that the situation warrants special consideration, may appeal to the administration for a waiver. The

student will present the appeal in writing no later than one week following the notification of the semester 9<sup>th</sup> day absence to the principal and include the reasons that a waiver may be justified. At the discretion of the administration, the parent may be requested to appear at the hearing to verify the legitimacy of the appeal. The appeal will be heard by an attendance committee composed of South Nodaway High School Faculty and Administration who will review cases on an individual basis.

### **LEAVING SCHOOL OR LEAVING SCHOOL EARLY**

All students should leave the building promptly at the close of school.

If a student wishes to be excused from school early, his/her parent/guardian must call the office or he/she must present to the principal a signed, dated note from a parent/guardian, stating the reason for leaving early. This should be done before first hour in the mornings and the student's parent/guardian must come to the office to pick them up at the designated time. Students need to make sure they sign out in the principal's office before leaving the building and check back in upon returning.

### **TARDINESS**

**Tardy** - Any time a student is not in class, in the room, when the tardy bell sounds

at the beginning of each period. After 5 minutes the student will be counted as absent from the class. This is an unexcused absence unless proper documentation is provided from teacher, parent or guardian. Tardies to school, unless confirmed by parents as an emergency, will be considered unexcused.

Students have three minutes between classes for a passing period. This is sufficient time for students to be in class. Students taking longer with an unsatisfactory excuse will be marked tardy. Tardies are accumulated by quarter and by individual class. Accumulated tardies will be noted on the grade card.

**Consequences for being tardy per class are:**

**1st Unexcused Tardy:** Teacher warning—tardy assigned

**2nd Unexcused Tardy:** Tardy assigned

**3rd and Subsequent Tardies:** Office referral

**1st Office Referral:** 30 minute detention

**2nd Office Referral:** 2- 30 minute detentions

**3rd Office Referral:** 3- 30 minute detentions

**4<sup>th</sup> Office Referral and Subsequent Tardies for the Quarter:** Saturday School

- **STUDENT ABSENCES MUST BE VERIFIED BY A PARENT PHONE CALL OR DOCUMENTATION TO THE SCHOOL WITHIN 5 DAYS OF THE SAID ABSENCE! BEING PROACTIVE IN VERIFICATION OF STUDENT ABSENCES WILL PREVENT UNEXCUSED ABSENCES.**

### **DRESS CODE**

Students will dress with their own discretion for school and all school activities. If the school administration feels a student's appearance is inappropriate, disruptive to others, or the learning process, appropriate disciplinary action will be taken. Inappropriate attire will be confiscated.

The following guidelines for acceptable dress should be followed:

- All shirts must have a sleeve or thick strap, and no spaghetti straps are to be worn. The bottom of the shirt must meet the waistline of the pant/skirt/shirt. Tube tops, halter tops, and other garments that have excessively wide or low cut openings, are excessively tight and or are immodest in nature while standing, sitting, or walking should not be worn. This applies to males and females. Midriffs and cleavage should be covered at all times.

--All school sponsored uniforms are not subject to this rule and can be worn to school.

- Clothing that promotes the use of drugs, alcohol, tobacco, could have hidden meanings or contains subjects offensive to community standards will not be permitted.
- Short skirts, short dresses, short shorts and yoga pants/ spandex shall not be worn. While standing upright with your arms at your sides your dress/skirt must reach the end of your fingertips. Shorts must be three fingertip widths above the knee.
- Shoes or sandals must be worn at all times
- Hats, caps, headbands, or sunglasses are not to be worn unless approved.

## **PARKING**

Students driving vehicles to school are expected to display proper and courteous driving habits. Vehicles are not to be parked in the staff parking lot. Students may not drive their vehicle during the lunch hour and may not leave school grounds during school time without permission from the principal or superintendent.

The area from the front of the building east to the road is reserved for the buses, visitors, emergency vehicles and handicapped persons and the west parking lot is reserved for staff from 6:30 a.m. to 4:00 p.m.

The parking lot on the southeast side of the school is for the students and there will be no parking on the east side or the south side of the school, since this area will be used for picking up and delivering students. Vehicles are not to be moved after school until all buses have left the loading area. Students shall not park cars in such a way to restrict access to sidewalks or streets.

Students are expected to be courteous after school and not exit or block either driveway or adjoining south street while school buses are exiting. Once all buses are clear, you may leave. Parking privileges will be lost upon failure to comply.

**Students Driving:** Students needing to drive to an appointment will need to fill out the Student Driving Permit and have all the necessary signatures before the student will be allowed to leave school.

## **PHONE CALLS**

Phone calls will be made before or after school and only during the school day for emergencies. For personal long distance calls, you must pay 50¢ or with permission, students may use their cell phone. Students will not receive phone calls from family or friends, unless it is an emergency.

## **CELL PHONES AND ELECTRONIC DEVICES POLICY**

This policy will apply to any electronic devices such as MP3 players, I-Pods, etc. which are considered to be a disruption to the school learning process.

- 1) Cell phones are allowed on school grounds; however they must remain off during the school day. Permission to use cell phones for emergency calls purposes can be obtained from the building administrator.
- 2) Any student caught with such a device on during the school day will have it confiscated and taken to the office on the 1<sup>st</sup> offense. The student will be able to obtain the device from school administration at the end of the day.
- 3) Any student caught with such a device for a 2<sup>nd</sup> offense will have it taken to the office where it will be stored until a parent/guardian can retrieve the device. Multiple unauthorized cell phone usage will result in further disciplinary action.
- 4) At administrator discretion, phones may be allowed to be turned on during lunch periods or during special occasions for student usage.
- 5) Cell phones may be kept in students' bags in a locker room, **under no circumstances** are phones to be out, turned on or used in the locker room area.

## **PURCHASE ORDERS**

All items purchased in town or other places will be secured by a purchase order only. Persons buying items without a purchase order or without permission of the administration will not be reimbursed. PO's will be acquired from the superintendent's secretary.

## **OTHER STUDENT RULES**

The following student policies are not listed in the above policies:

- 1) Holding hands, kissing, or other type of unnecessary body contact or affection will not be tolerated at South Nodaway. Disciplinary action will be taken against those who cannot follow this regulation.
- 2) Gym shoes only will be allowed on the gym floor. Before school and during lunch, socks only will be allowed on the gym floor.
- 3) Students will be required to remain on the football field area during lunch period during nice weather and in the gym during wet and cold weather. All food must be eaten in the lunchroom.
- 4) Students are not allowed to drive cars during the lunch period and shall not move their cars in the evening until all buses have left the loading area. Students must ask permission to move their cars during the school day. Permission to park at the shop will be only granted by the principal or superintendent.
- 5) Class parties, money raising projects, and sale of merchandise are to have the approval of the class sponsor and principal. Movies shown in class or at school sponsored parties must be approved by the principal and must not be rated higher than PG-13.
- 6) To be eligible for extracurricular activities (performance or competition), a student must, in addition to the rules of Missouri State High School Activities Association (MSHSAA), maintain a grade point average of "C-", with no "F's". Failure to do so will result in the student being ineligible until the next check period\*. Check periods will run from Monday to the following Monday, for all sports seasons during a playing schedule. All students must maintain a passing grade in all subjects. A grade of "F" in any subject makes the student ineligible until the next check period unless they sign up and attend tutoring/ Academic Lab before or after school and log a total of two hours that next week, then that student will get a week of probation. They will be eligible to participate in all activities. If they do not complete their tutoring that week then they will be ineligible the following week even if the grade is raised. Other students with an "F" in any subject must have approval of the principal and the associated teachers before being allowed to travel on any academic field trip. \*Exclusions for these rules may include participation in the school play, marching band, music programs/contests or other activities approved by the principal.
- 7) All students are to use the South entrance when arriving and leaving school.
- 8) Students must be at school by 9:00 AM to be eligible that day. Students absent from school on the day of a scheduled activity will not be permitted to attend the activity that evening unless prearranged with the principal. A student without permission of parent/guardian or principal will be considered truant for leaving school early or cutting classes.
- 9) No pictures, etc., are to be attached to the outside of student's lockers. Exception to this rule is material for school activities (i.e. homecoming decorations, notes to be taken home, prom invitations, etc.). No articles are to be glued to the inside or outside of lockers.
- 10) Student's lockers are school property and not private lockers. Lockers may at any time be searched only by the superintendent and/or principal when there is reasonable cause. The student shall be present when this is done.
- 11) A padlock may be put on the lockers only if the padlock opens with a key or combination and a duplicate key or the combination is given to the office.
- 12) Student's vehicles on school property may be searched by superintendent or principal when there is a reasonable suspicion. The student shall be present.

- 13) Nothing may be posted on the walls/bulletin board until approved through the principal's office.
- 14) 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.

### **LONGHORN ALERTS**

Longhorn alerts are a web based service to inform parents and community members about possible cancelations and changes at South Nodaway.

Go to [www.southnodaway.k12.mo.us](http://www.southnodaway.k12.mo.us) and follow the link to get signed up. If you have any problems signing up please come to the high school office for assistance.

### **MEDICATION**

Students will not be permitted to take prescription and medication while at school unless such medicine is given to them by a staff member acting under specific written request of the parent/guardian and under the written instructions of the student's doctor.

When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications must also be presented to the principal or school nurse by the parent/guardian.

Pain relievers will only be administered in the nurse's office to students who have written, notarized permission from their parent/guardian.

### **INSURANCE**

The school district requires that all students who participate in after school athletic programs (including cheerleading) and/or senior trip must have private insurance coverage.

### **VISITORS**

Any student wishing to receive a visitor at school other than a parent or guardian must receive permission from the principal or superintendent prior to the visit.

### **SCHOOL TRIPS**

All bus trips sponsored by the school shall be sponsored by a South Nodaway staff member. In most cases, the boys and girls will ride one bus together. If the trip necessitates the use of cars, each car will be sponsored by a faculty member or a parent/guardian selected by the principal or superintendent. Students riding on a bus to a school event must also ride back on the bus unless they are signed off the bus list by a parent/guardian. The bus list will be with the coach or sponsor of the event. Students may be released to ride with persons other than the parent/guardian only if the designated person is listed on the Student Activity Permission Form.

### **LUNCH PROGRAM**

Students and staff members are asked to sign up during their first hour class when wanting to eat school lunch, which includes choice of hot lunch, salad lunch or à la carte. Student lunch prices are \$2.40 and adult lunches are \$2.45. Lunch money should be brought to the office where the student records on the appropriate form how much money they are giving the secretary for their lunch account. Each student and staff member is assigned a personal identification number (PIN) for their lunch account and as the student/staff member comes to lunch, they key in their PIN and their account is debited the amount of the meal and/or any other purchases. Account balances are available on request and reminders will be given as the account nears zero. Failure to remember PIN numbers may result in the student going to the end of the lunch line. Students bringing lunch from home are asked to eat in the lunchroom only. All students and staff members are asked to clean up after themselves in the cafeteria.

## **POP/JUICE MACHINE RULES**

- 1) Juice and healthy beverages are available from the machine throughout the day. Only bottled pop or juice will be allowed in the gym.
- 2) All empty cans and bottles must be disposed of in the recycling bins.

## **CLASS PROJECTS**

Class parties, money raising projects and the sale of merchandise are to have approval of the class sponsor and principal. Class parties are for members of the class only, no outside guests will be permitted to attend.

Class projects are for raising the necessary funds to pay for class expenses, especially the junior-senior prom and the senior trip. Since the funds are pooled for the class as a whole, each student should participate in fund raising projects. If a student cannot participate in a fund raising project, the class has the right to establish a monetary contribution which must be approved by the sponsor and principal. This is not a fine, but a contribution to help cover possible loss of income due to that person's absence and their fair share of the work. Class projects allowed by each class are as follows:

**7th and 8th grade** - none

**9th grade** - one project and dues

**10th grade** - one project, concession stand, and dues

**11th grade** - concession stand, fruit sales, one other project and dues

**12th grade** - concession stand, magazine sales, senior-parent ball game, dues and any other projects necessary.

**EXCEPTION:** Grades 9-12 may conduct fundraising projects that do not involve any type of sales at the discretion of the class sponsor and the administration. Examples of this type of fundraising may include the following; work projects in which the students own labor as a group results in money earned for the class such as working at Worlds of Fun, Kansas City Royals, Kansas City Chiefs, etc. Other types of fundraisers that would be considered for approval are dinners, car washes, working for community businesses, individuals and farmers. Since it would be impossible to list every type of work project that may be exempt, each fundraising proposal will be considered on an individual basis by the class sponsor and the administration. Each class must keep accurate records of unpaid bills and dues and turn in the report to the principal near the end of each semester.

## **SCHOOL PARTIES AND DANCES**

All school parties and dances need to be approved by the principal regarding the length of time and place. All activities will be over by 12:00 a.m. unless otherwise approved by the administration.

### **Prom Guidelines:**

- 1) Jr. high students will not be allowed to attend the prom. Only full-time junior and full-time senior students and their dates will be allowed to attend.
- 2) Servers will be chosen from the sophomore class and the decision to stay for the dance will be made each year by the junior class. No dates for the servers will be allowed.

### **School Dance Guidelines:**

- 1) All outside guests must be signed up in the office by filling out School Dance/Function Permission Slip in advance of the dance.
- 2) If you or your guest leave during the dance, you will not be permitted to return.
- 3) South Nodaway students are responsible for the behavior of their guests.

## HOMECOMING GUIDELINES

- 1) Classes are allowed to build floats the Sunday afternoon prior to Homecoming week and one day during the week of homecoming. Buses will take the students to the float sites and the buses will return the students to the school by 3:00 p.m.
- 2) Each class must build a float or be fined \$75.
- 3) Students must stay with their own class and not go to other float sights, unless for the purpose of picking up a brother or sister, or your class will be disqualified from receiving cash prizes. The school photographer and Student Council President are permitted at all float sites.
- 4) No outsiders are allowed at float sites.
- 5) If a class breaks any rule, they will be disqualified from receiving cash prizes.
- 6) Twenty-five points will be deducted from the judges' scores if the float is not finished by judging time. The Student Council Sponsor will do the deducting.

### The point system that the judges will follow is:

Overall beauty	<b>25 points</b>
Originality	<b>25 points</b>
Spirit of the float	<b>25 points</b>
<u>Following the theme</u>	<u><b>25 points</b></u>
<b>Total</b>	<b>100 points</b>

The Student Council sponsors Homecoming and will be in charge of the activities. The traditional parade, dance, king and queen coronation will be planned and decided upon by the Student Council. A Community pep rally will be held the Thursday before Homecoming. The pep rally and homecoming activities are the responsibility of both the cheerleading sponsor and the student council sponsor.

Money will be divided as follows for the float contest - \$100 for first place, \$75 for second place and \$50 for third place. (Or as Student Council funds allow)

### Poster Contest

The Court-warming poster contest will be held the week of Courtwarming. Poster rules are as follows:

- 1) Each class in grades 7-12 will make a theme related poster.
- 2) Each poster must be at least 4' square.
- 3) All posters must be completed, hung on the gym wall and ready to be judged by 3:06 p.m. on the day of Courtwarming.
- 4) **The point system for poster contest is:**

Over-all appearance	25 points
Originality	25 points
Spirit of the poster	25 points
<u>Following the theme</u>	<u>25 points</u>
<b>Total</b>	<b>100 points</b>

### SENIOR CLASS TRIP POLICY

Every year the graduating senior class of South Nodaway may take a senior trip. The trip must be to a location within a 400 mile radius of the school. Transportation must be administration/board approved ground transportation. The trip will be for a total of no more than three days and two nights including travel time. Destination, sponsors, transportation, and activities must be approved in advance by the administration and the board of education.



## **SENIOR TRIP GUIDELINES**

Only full-time (both semesters) graduating members of the South Nodaway senior class that have paid class dues for the years they have attended South Nodaway and have paid all bills owed to the school (lunch, class, shop bills and fines, fund-raisers, etc.), may go on the senior trip. Travel tickets will not be purchased for students with outstanding school bills. Students who have been convicted of a felony will not be permitted to attend the senior trip.

Incoming students to the senior class of South Nodaway must pay the total amount of money made through their junior year divided by the number of members in the class.

Sponsors must be at least a second year certified personnel of South Nodaway. At least one male and one female, one being an administrator, will sponsor the trip.

The senior class sponsor shall attend the October board meeting to approve the trip chosen. Seniors that decide to not go on the Senior trip will have to sign off from attending along with their parents by Feb. 1. All seniors participating in the senior trip are required to participate in the annual South Nodaway Alumni Banquet by helping to set up and being in attendance for the banquet.

Any funds remaining in the senior class trip account after all trip expenses have been paid will be used to purchase a senior class gift for the school to be determined by the senior class with the approval of the administration.

### **While on the trip, the following rules will be followed:**

- 1) Only graduating seniors will be included in the senior trip.
- 2) No consumption of intoxicating beverages or use of tobacco or drugs will be allowed at any time, any place or under any circumstances.
- 3) Students should not leave the hotel without asking permission from a sponsor and notifying them of their plans.
- 4) Students should not go anywhere alone. They must be accompanied by at least one other student or sponsor.
- 5) Curfew times will be set and abided by.
- 6) The class will meet each day when returning from the day's activities.
- 7) Money making projects will be limited to paying trip expenses (motel, travel, and attraction admission fees).
- 8) If, after paying for all trip expenses, and senior class graduation expenses, there is class money left, the senior class sponsor and administration may also evenly distribute per diems to help pay for meals.
- 9) Any senior who is not current on bills by the last date of attendance will not be allowed to participate in the senior trip.
- 10) **No refunds** will be made to any senior who is unable to participate in the senior trip for any reason. Some examples of reasons which may prevent a senior from participating include; medical, disciplinary, out of school suspension, voluntary or involuntary removal from the class, failure to pay all school bills, failure to maintain the minimum attendance requirement, etc.
- 11) Graduating seniors must maintain an attendance rate of at least 90% during their senior year in order to be eligible to attend the senior trip. Graduating seniors falling below the 90% attendance rate in their senior year will not be allowed to attend the senior trip and will be expected to be at school during the dates of the senior trip. Appeals for medical reasons or other extenuating circumstances preventing 90% attendance must be made to the administration and the senior class sponsor in writing, accompanied by documentation (doctor's notes, etc.) by the last Monday in April to be considered for waiver of the attendance requirement.
- 12) Failure to abide by any of the guidelines established while on the trip may result in the student being sent home early at their own expense.

## **WALK-OUT DAY/CHRISTMAS PARTY**

The South Nodaway Student Council sponsors two school parties per year. Walk-Out Day takes place on the last day of school and the Christmas party takes place during the last week before Winter Break. In order to participate in these two activities students must have all school bills paid in full. In the event they have unpaid school bills they must still attend school or receive an unexcused absence.

## **ORGANIZATIONS**

All organizations are limited to one moneymaking project. Organizations will have the same exception as classes to participate in non-sales related work projects. Final approval for any fund raising projects will be made by the sponsor and the administration. All organizations will have to pay actual transportation expenses for extracurricular activities. All organizations must have a sponsor or certified person present at all organized practices or meetings on school property. All elected officers must stay in good academic standing.

**State Competition:** The school will reimburse the sponsor and additional sponsors/parents if the administration has authorized them for mileage, or will pay for the cost of renting a van and the gasoline. The organizations are responsible for the cost of entry fees, lodging and some of their meals. The sponsor determines how many meals the organization will pay for based on the balance in their treasury and how many meals the student is responsible. If a parent is asked to accompany them, the organization pays for all that parent's expenses.

**National Competition:** The school may pay a portion of travel expenses if air fare is involved. The balance in the organization's treasury is the determining factor in how much the organization will pay for lodging and meals, and for how much the student will be held responsible.

## **Art Club**

Art Club provides a meeting place for South Nodaway students who are talented and interested in visual arts experiences beyond those offered in the classroom. The student member does not need to be currently enrolled in an art class. Art Club is a chance to let the members extend into the professional art world.

## **Classes**

Each class shall elect a president, vice-president, secretary, treasurer, one boy and one girl to serve on the Vandalism Committee and Student Council representatives (two representatives from each high school class and one for each junior high class) at the last meeting of the school year or the first meeting of the new school year. These people elected shall serve for the upcoming school year.

## **Future Business Leaders of America**

FBLA is a vocational student organization open to all students in grades 7-12. This organization helps students build their leadership skills while focusing on issues important to business. Opportunities to compete and win awards on local, state and national levels are available to high school members.

## **FCA**

FCA is a student led organization of athletes with a foundation in Christian principles.

## **National FFA Organization**

National FFA Organization makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agriculture education.

### **National Honor Society**

NHS is an organization recognizing the students who earn scholastic honors. The purpose is to encourage students to do better work in their studies. To be a member of NHS, a student must be a junior or senior, maintain a “B” average, and be selected by a panel of South Nodaway teachers on the basis of scholastic achievement, leadership, service, and character.

### **Science Club**

Science Club was formed to give advanced science students an opportunity to explore fields of scientific endeavor above and beyond the standard curriculum offered. Activities include attending lectures, seminars and science fairs.

### **Student Council**

It is the duty of the Student Council to work for the improvement of every facet of school life. Two representatives, one boy and one girl from each class (except for junior high classes which have one representative), a president, vice-president, secretary, treasurer, and sponsor make up the governing body for students. The Student Council meets throughout the school year, giving students a chance to voice opinions and discuss matters. The Student Council is in charge of assemblies, homecoming, Christmas party, and walkout day. Plans are to be approved by the principal.

#### **Qualifications for President:**

- 1) The president shall be from the senior class or from the junior class with previous student council experience.
- 2) A candidate for president shall have cumulative “C” average.

#### **Qualifications for Vice-President:**

- 1) The vice-president shall be from the junior class.
- 2) A candidate for vice-president shall have cumulative “C” average.

#### **Qualifications for Secretary:**

- 1) The secretary shall be from the sophomore, junior or senior class.
- 2) The candidate for secretary shall have cumulative “C” average.

#### **Qualifications for Treasurer:**

- 1) The treasurer shall be from the sophomore, junior or senior class.
- 2) The candidate for treasurer shall have cumulative “C” average.

#### **Qualifications for Representatives:**

- 1) A representative must pass every subject quarterly.
- 2) Two representatives, one boy and one girl from each 9-12 class shall serve a one-year term.
- 3) 7th and 8th graders shall elect one representative who shall serve a one-year term.

Student Council elections shall be held prior to the last day of school and only the students in grades 7-11 shall vote for the new members. Seniors, faculty and staff members will not vote. All representatives are expected to attend any and all meetings. Being absent from three meetings will result in removal from student council. The replacement will be selected by the school administrator and the officers of the student council.

### **Vandalism Committee**

A Vandalism Committee will be elected at the beginning of the school year, with one boy and one girl chosen from each class serving a one year term. The purpose of this committee is to investigate any vandalism done to the school or school property. If no student is found to be responsible for the vandalism, then the money in the vandalism fund (\$500 yearly) will pay for repairing the damage or replacing the item.

## **Athletic Council**

The Athletic Council is an organization of 9-12 male and female athletes. The aim of this organization is to:

- 1) Promote sportsmanship
- 2) Promote athletic excellence at all levels

The Athletic Council will have five elected officers consisting of varsity letter winners including; President, Vice President, Treasurer, Secretary, Student Assistant for Activities.

## **South Nodaway Longhorn Lettering Standards**

### **Baseball/Softball**

- 1) Must play in 75% of varsity contest
- 2) Must attend all games\*
- 3) Must attend all practices\*

### **Football**

- 1) Must play in 50% of official varsity quarters
- 2) Must attend all games\*
- 3) Must attend all practices\*

### **Basketball**

- 1) Must play in 50% of official varsity quarters
- 2) Must attend all games\*
- 3) Must attend all practices\*

### **Track**

- 1) Must score three points during the track season
- 2) Must attend all meets\*
- 3) Must attend all practices\*

### **Cheer Team**

- 1) Must attend all games\*
- 2) Must attend all practices\*
- 3) Must abide by the cheer team contract

### **Managers**

- 1) Must attend all games\*
- 2) Must attend all practices\*

\*Unless excused prior to the games/practice by the coach or sponsor. (Example: Due to illness, injury, other school sponsored activity or academic ineligibility.)

### **Provisional**

- 1) Must meet all criteria for a varsity letter; but due to matters beyond their control were unable to participate the full season. (Example: Injury or lengthy illness.)

## **Other Student/Activity Rules**

- 1) Students that participate in an extracurricular activities such as band, sports, etc. **MUST** ride the bus to away contests, games or meets.
- 2) Students **NOT** riding the bus following an activity are **REQUIRED** to have their parents or guardians sign the coaches or sponsors "sign-off sheet" prior to leaving. Any student who fails to fulfill this request will not be eligible to participate in the next contest.
- 3) On the Student Activity Permission Form, parents/guardians can designate four adults, 21 years or older, to be responsible for his/her student in their absence. The designated adults must sign the "sign-off sheet" prior to leaving. Failure to do so will result in the student being ineligible to participate in the next contest.
- 4) Students are responsible to inform the coaches of other activities that will cause them to be absent. School activities are excused, but the students are requested to inform coaches as soon as possible of such absences.

## **Cheerleaders**

- 1) The primary function of the cheerleading program at South Nodaway R-IV is to promote school spirit and support interscholastic athletics. The cheer team has a responsibility to represent the South Nodaway R-IV community with respect, appropriate character, and leadership.
- 2) The cheerleader's first responsibility is to their academic program. The educational process should not be compromised by participation in cheerleading. The South Nodaway R-IV eligibility policy will be enforced.
- 3) Cheerleading is a sport. Cheerleaders must adhere to the rules and regulations of the Missouri State High School Activities Association and the National Federation of High School Athletics.
- 4) Permission to participate in stunting and building must be granted by a parent/guardian before a cheerleader is allowed to stunt or build.
- 5) The school may provide up to three uniforms for each cheerleader. The upkeep, care and damage of uniforms are the responsibility of the cheerleader assigned to that uniform. Cheerleaders may wear only uniforms provided by the school. The individual cheerleader will be responsible for the cost of personal items which are part of the uniforms, such as shoes, briefs, socks and hair ribbons.
- 6) A cheerleader may be suspended or removed from the cheer team if they are unable to fulfill their responsibilities.
- 7) The cheer coach will outline specific guidelines and expectations for the cheer team which must be agreed to by the cheerleader and a parent/guardian in order for the cheerleader to participate.
- 8) Tryouts for the cheer team will be held during the second semester of the school year preceding the cheer season for which the cheer team is selected.
- 9) All students trying out for the cheer team must have a current physical on file with the school office before practicing begins for tryouts.
- 10) Tryouts will include both a citizenship and a skill component. Students trying out must score at least 70% of the points possible to be considered for the cheer team.
- 11) There will be no more than eight varsity cheerleaders and no more than five junior high cheerleaders selected for each sports season (fall, winter, spring).

## **SCHOOL MASCOT**

The "Larry" the Longhorn mascot is an additional spirit booster for games and activities. The student performing as the mascot will have the same eligibility requirements as any other extra-curricular team or organization. Even though the mascot will work cooperatively with the cheerleaders, the mascot is not a part of the cheer squad. Tryouts are not required to hold the mascot position unless 4 or more students are wishing to participate as the mascot. This tryout will be to the discretion of the principal.

## **STUDENT ACTIVITY POLICY**

### **Definitions:**

Eligibility to represent a school in interscholastic activities and organization is a privilege to be attained by meeting the standards of eligibility cooperatively set by the member schools through the Missouri State High School Activities Association (MSHSAA) and any additional standards set forth by South Nodaway R-IV BOE. Students exercising their privilege to be involved in any extracurricular activities or any South Nodaway organization must understand the standards rose in regard to violations and consequences. Members must understand they represent their respective activities or organization at all times wherever they may be. The violations and consequences listed here are directed toward students in any interscholastic activity or in any South Nodaway organization, which is extra curricular. All such policies in effect from beginning to the end of the sport's season or organization's calendar schedule and must be abided by 24 hour a day, seven days a week.

## **Citizenship Standards**

Students who represent a school in interscholastic activities and school organization must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens". Conduct shall be satisfactory in accord with the standards of good discipline.

Each individual school has the authority to set more restrictive citizenship standards and shall have the authority to judge its students under those standards.

## **FOR ATHLETIC STUDENTS, MSHSAA ACTIVITIES, AND ALL OTHER SCHOOL SPONSORED ACTIVITIES;**

- 1) The standards for all school activities are listed below: (shall result in the following disciplinary actions.)
  - a. Use of alcoholic beverages/illegal drugs, non-traffic violated felony and/or misdemeanor:
  - b. Use, possession, distribution, or under the influence of any alcoholic beverage
  - c. Use, possession, distribution, or under the influence of any illegal drug
  - d. The illegal use of any drug
    - i. **First Offense** - The student will be ineligible for athletics and/or suspended from all organizational activities for a period of four-eight weeks from the date of observation, admittance or conviction. The four-eight week penalty will be determined by the administration after all factors, including the honesty of the student involved have been considered on a case by case basis. The four-eight week penalty will be served consecutively spanning one or more seasons. During this suspension time, the student will practice but not play in contests.
    - ii. **Second Offense** - The student will be ineligible for athletics and/or suspended from all organizational activities for a period of 10-12 months from the date of observation, admittance or conviction. The student will not be placed on the eligibility roster until this period has elapsed.
- 2) Use of tobacco products: Use or possession of any tobacco product shall result in a minimum reprimand of the following for all activity students (athletics and organizations) the penalty will be determined by the administration after all factors, including the honesty of the student involved have been considered on a case by case basis.
  - i. **First Offense** - The student will be ineligible for a period of 8-12 days from the date of observation or admittance. During this period, the student will practice but not play in any games.
  - ii. **Second Offense** - The student will be ineligible for a period of 6-8 weeks from the date of observation or admittance. During this period the student will practice but not play in any games.
  - iii. **Third Offense** - The student will be ineligible for a period of 10-12 months from the date of observation or admittance. The student will not be placed on the eligibility roster until this period has elapsed.

**\*NOTE** - These are minimum penalties. Coaches/Sponsors may exceed them when they deem it appropriate.

## **Determination that an offense has taken place may come from:**

- 1) Observation and mandatory report by a sponsor, coach, certified staff member, support staff member, or other school personnel.
- 2) Admittance by individual.
- 3) Deferred prosecution is the act of a charged minor agreeing to be placed on a one-year probation in lieu of prosecution. With regards to this ruling deferred prosecution will be treated as admission.
- 4) A judgment by the principal that unquestionable proof exists.
- 5) Legal conviction.

\*In an activity that is graded, the individual whom has violated our conduct policy for activities will be allowed to perform. Examples of activities that may fall into this category include band, marching band, chorus, and drama (school play). At this time no other activities including FBLA/Business, FCCLA and FFA give a grade for performances outside of the classroom. If the performance activity is not graded, the individual will not be allowed to perform.

### **Grade Policy:**

To be eligible for interschool competition, a student must, abide by the South Nodaway School Activity Agreement policy, in addition to the rules of Missouri state High School Activities Association (MSHSAA), maintain a grade point average of “C-“, with no “F’s”. Failure to do so will result in the student being ineligible until the next check period\*. Check periods will run from Monday to the following Monday, for all sports seasons during a playing schedule. Junior high students must maintain a passing grade in all subjects. A grade of “F” in any subject makes the student ineligible until the next check period unless they sign up and attend tutoring before or after school and log a total of two hours that next week, then that student will get a week of probation. They will be eligible to participate in all activities. If they do not complete their tutoring that week then they will be ineligible the following week even if the grade is raised.

Other students with an “F” in any subject must have approval of the principal and the associated teachers before being allowed to travel on any academic field trip OR co-curricular contest.

(\*Exclusions for these rules may include participation in the school play, marching band, music programs, contest or other activities approved by the principal.)

**Activity Passes:** South Nodaway has passes for sports events that may be purchased from the high school office. The FAMILY PASS for \$75 is for parents/guardians and their current school aged students (Kindergarten thru Seniors). The INDIVIDUAL PASS is \$40 and covers one person only of any age. This pass will be accepted at both Jefferson and South Nodaway for all coop sporting events.

### **INTERNET ACCESS CONDITIONS, RULES, AND ACCEPTABLE USE 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.

**\*THE STUDENT TECHNOLOGY FEE OF \$25.00 WILL BE REQUIRED BY EACH USER AS INSURANCE FOR DAMAGES AND REPAIRS.**

### **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 the 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 file server space in order to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user accounts and file server 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 express 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, misdeliveries, 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 to 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, MOREnet, 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.

### **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 school's receipt of 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 are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. 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 authorizes disclosure without consent. One 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/her tasks. A school official has a 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 education 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 U.S. Department of Education 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 U.S. 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 is 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 absence 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 contest, 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**

There will be no charge, unless numerous copies are to be sent to several locations.

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

High school office personnel keep all student records in the principal's office.

**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 employed by the district as an administrator, supervisor, instructor or support staff member; 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) 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 U.S. 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 record may be reviewed by the parents or eligible student.

### **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) The hearing will be conducted by a hearing officer who is a disinterested party; 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. The parents or student may be assisted by one or more individuals, including an attorney.
- 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 inaccurate, 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 of the board and the parties involved.

- 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 an infected student, 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, forcible 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 criteria 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 victim compensation to be paid from workers compensation funds. It 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 to \$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 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 10 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 non violence 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.

## **Protection of Student Rights**

All instructional materials, including teacher's 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 to his/her family;
- 3) Sexual behavior and attitudes;
- 4) Illegal, antisocial, self-incriminating and demeaning behavior;
- 5) Critical appraisals of other individuals with whom respondents have close family relationships;
- 6) Legally recognized privileged and 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 programs).

## **Standard Complaint Resolution Procedure for No Child Left Behind Programs**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state 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: (For a copy of the board policy please contact the superintendent). If the issue cannot be resolved at the local level, the

complaint 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 person directly affected by the action of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, 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.

## **EARTHQUAKE SAFETY**

### **For Missouri's Schools**

- The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.
- The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.
- The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.
- A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to unreinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!
- A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Boot Heel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.
- When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.
- What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.



### **Prepare a Home Earthquake Plan**

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

### **Eliminate Hazards**

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.
- Prepare a Disaster Supplies Kit for Home and Car
- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags. - Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

### **Know What to Do When the Shaking BEGINS**

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

### **Know What to Do AFTER the Shaking Stops**

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out of your home if unsafe.
- Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website [http://www.redcross.org/services/prepare/0,1082,0\\_241\\_,00.html](http://www.redcross.org/services/prepare/0,1082,0_241_,00.html), Missouri State Emergency Management Agency Website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency Website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455.

