

North Platte Intermediate

Home of the Panthers

900 Lewis

Edgerton, MO 64444

816-450-3511

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Interpreters are also available.

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Dear Parents and Students,

We are excited to begin the 2019-2020 school year in the North Platte R-I School District. I trust it will prove to be a time filled with meaningful learning opportunities and enriching experiences for all of our students. North Platte has a long tradition of outstanding student achievement and overall learning both inside and outside of our classrooms. It is my hope and intention as the superintendent of schools that we will continue to not only provide an outstanding educational program, but also to assist each student in reaching their potential during their years in school. This is best achieved by forming a partnership between our staff members, parents, students, and the community with the overall goal of working towards the lifelong success of our students and schools.

Please set aside time to review the student handbook to ensure that school policies and procedures are understood by both parents/guardians and students. If you have any questions or concerns, then please contact the building administrator or me at 450-3511. Working together, we can ensure the success of all of our students.

Respectfully,

Karl G. Matt
Superintendent of Schools

BOARD OF EDUCATION

2019 - 2020

Bennett French, President
Elected 2014

Kevin Vernon, Vice-President
Elected 2017

Kerry Brooke Hyde, Treasurer
Elected 2015

Members

Carla Shanks
Elected 2016

Stephanie Snook
Elected 2017

Karen Bartlett
Elected 2018

Trace Stone
Elected 2019

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

Directory

Karl G. Matt, Superintendent

Kelly Downing, NPI Principal

Martha Yarc, Secretary/Administrative Assistant

Third Grade Teaching Staff

Sarah Klein

Meleah Hartell

Michika Linton

Fourth Grade Teaching Staff

Rick Bosley

Autumn Moody

Tammy Walker

Fifth Grade Teaching Staff

Kathy Montgomery

Katie Mays

Marilyn Kersten

Sarah Snider, Special Services

Megan Buckler, Special Services Para

Stacey Woodside, Title 1

Andy Servaes, School Resource Officer

Katie Shank, Speech Pathologist

Sheri Kerns, Art

Karen Tollefson, Vocal Music

Joe Fedrizzi, Instrumental Music

Matt Keraus, P.E./Health

Kim Heckman, Librarian/Computers

Kelsey Lammoglia, Counselor

Carmen Smith, School Nurse

Lori Blankenship, Custodian

Darla DuBois, Custodian

NORTH PLATTE R-I 2019-2020 DISTRICT CALENDAR

August, 2019

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January, 2020

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

~~✗~~ No school, no staff

 Planned makeup

~~↘~~ No school, staff works

 Early dismissal, 12:30 p.m.

{ } End of quarter

 First day of school

September, 2019

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

February, 2020

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October, 2019

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	{18}
21	22	23	24	25
28	29	30	31	

March, 2020

M	T	W	TH	F
2	3	4	5	{6}
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Staff Works/No School

12-Aug New Staff and Mentors
 13-Aug* 14-Aug* 15-Aug*
 16-Aug* 19-Aug* 23-Sep*
 25-Oct(1/2) 3-Jan* 14-Feb(1/2)
 12-Mar*

*Staff In-Service PDC

Early Dismissal, 12:30 p.m.

17-Oct 20-Dec 13-Feb

Parent-Teacher Conferences

18-Sep HS/JH 4:00-7:30 p.m.
 23-Oct HS/JH 4:00-7:30 p.m.
 24-Oct K-5 1:00-7:30 p.m.
 12-Feb HS/JH 4:00-7:30 p.m.
 13-Feb K-5 1:00-7:30 p.m.
 HS/JH 12:30-3:30 p.m.

All inclement weather make-up hours are built into the schedule.

November, 2019

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April, 2020

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December, 2019

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	{20}
23	24	25	26	27
30	31			

May, 2020

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	{15}
18	19	20	21	22
25	26	27	28	29

First day of classes	20-Aug	End of 1st qt.	18-Oct
Last day of classes	15-May	End of 2nd qt.	20-Dec
Total student days	171	End of 3rd qt.	6-Mar
Total teacher days	180	End of 4th qt.	15-May

Labor Day	2-Sep
Thanksgiving Break	27-Nov--29-Nov
Winter Break	21-Dec-- 5-Jan
Martin Luther King Day	20-Jan
Presidents' Day	17-Feb
Easter Break	10-Apr--13-Apr

District Information

Attendance and Absence Procedures

- **Expectations for Attendance**

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 16. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school for at least half of the school day on the day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused.

- **Procedures for Reporting an Absence**

It is very important for students to attend school regularly. Records clearly indicate a close correlation between regular school attendance and satisfactory schoolwork. School officials solicit the cooperation of all parents in seeing that their children attend school regularly. School attendance is not only necessary for optimum achievement; it is also the law. Consequently, if your child will be absent or tardy, a parent must notify the school office by 8:15 a.m. At that time, let office personnel know if your child's teacher should prepare his/her assignments for pick up. The telephone system is active which makes it convenient for messages to be placed in the voice mail system. Failure to contact the school may result in an unexcused absence. This means that teachers may give no credit for work assigned during that unexcused absence. If your child arrives after 8:15 a.m., he/she must check in to the office **accompanied by a parent.**

Frequent absences/tardies will be documented, and the principal will send a letter upon a student's **tenth** absence or **fourth** tardy as a reminder to follow the set policies.

- **Excused Absences**

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be excused. It is the responsibility of the student to make up work with teacher support when a student's absence is excused. Students will be given one day for every day absent to turn in make-up work.

Parents must report a student's absence by 8:15 on the day of the absence. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. The administration may request documentation to determine whether an absence is excused. Excused absences are allowed for:

- Illness of the student
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family

- Emergency situations as approved by the principal
 - Visits from a parent or guardian on activity military duty who is on leave from or will be immediately deployed, with notification and approval of the principal.
 - Suspensions
 - An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.
- **Unexcused Absences**
Absence for reasons other than the categories of excusable reasons, or that does not have the proper documentation for an excused absence as determined by the principal, will be considered unexcused. *Any impact on grading will be according to the guidelines of the building.* Excessive, unexcused absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.
 - **Truancy**
Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. *Any impact on grading will be according to the guidelines of the building.*

Dress Code

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

- **Dress Code Expectations**
Shirts and shoes must be worn. No house shoes or slippers are allowed. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted: see-through garments; tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps; clothing that does not cover undergarments when a student is sitting or standing; undergarments worn as outer wear; clothing that does not reach to *mid-thigh*; holes in pants that are above *mid-thigh*, unless patched.
- **Dress Code Prohibitions**
Clothing or accessories with any of the following are not permitted:
 - profane, obscene, or otherwise inappropriate language;

- words, symbols or images that promote illegal, sexual, or violent behavior;
- advertisements or promotion of alcohol, tobacco, or drugs;
- language or symbols that promote gangs.

Hats, hoods (hooded sweatshirts worn up), do-rags, handkerchiefs, sunglasses, face paint, overly-dramatic make-up, or other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn, although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event. No blankets shall be carried or worn as coats or wraps while in the building. No heavy or loose chains or straps that create a safety risk are allowed.

- **Additional Dress Code Information**

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extra-curricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

Food Services

- **Allergy Prevention and Response**

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

- **Building-Wide and Classroom Approaches**

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parent/guardian to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. *The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules.* The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and

after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

- **Individual Approaches**

The District will evaluate and determine whether a student's allergies rise to the level of a disability that require accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

- **School Meals**

Breakfast may be purchased for \$1.85, lunch for \$2.40, or meals may be brought from home. Students are encouraged to pay for meals for 1-2 weeks at a time. You may send money by check or cash. You may also pay on-line through the parent portal. If a student does not have their lunch card, they will be required to go to the back of the lunch line. If a student loses his/her lunch card and is not able to locate it after a week, they will be issued a replacement card

- **Adult Visitors for Lunch**

If you would like to eat lunch with your child, please call the school by 9 a.m. to notify the school and make sure there are no schedule changes for the day.

- **Meal Charges**

- A student may not accumulate more than ten unpaid meal charges.
- Students may not charge à la carte items.
- A student with money in hand will not be denied a meal even if the student has past due charges.
- Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals and the district will not withhold student records in violation of law.

- **Alternative Meals**

If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated ten unpaid meal charges and is still unable to pay for meals may be provided an alternative meal.

Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal then that meal will

not be taken away from the student, even if the student should have been provided an alternative meal due to unpaid meal charges.

- **Interventions**

After a student accumulates five unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor or principal will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.
5. District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

- **Working with Parents/Guardians**

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time

- **Debt Collection**

- **Delinquent Debt**

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district.

- **Nonprofit School Food Services**

Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

- **Bad Debt**

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using nonfederal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:

1. State revenue matching funds in excess of state revenue matching-fund requirements.
2. State and local funds provided to cover the cost of student meals.
3. Local contributions from organizations or individuals.
4. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.
5. Revenue from the sale of à la carte items and profits from foods not purchased with NSFSA funds and funded by an account separate from the NSFSA.
6. Revenues from catering or contracting services that operate from an account separate from the NSFSA.

The district will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from nonfederal sources.

Health Services

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

- **Administration of Medication**

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

- *Non-Prescription Medication* – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the

dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, hemp extract products, or other.

- *Prescription Medication* – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need to know basis. Please contact the school nurse.

- **Immunizations and Vaccinations**

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

- **Communicable Diseases**

Parents/guardians must notify the District if their student has a communicable disease. Parents/Guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures is in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease that exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline in accordance with the discipline code, and state and federal law.

- **Student Insurance**

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

The District provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at: <https://dese.mo.gov/sites/default/files/FNS-FreeandReduced-DirectCertbooklet2018-19.pdf>.

- **Health Office**

If you have any questions, please contact:

Nurse Carmen Smith

Email: carmen.smith@nppanthers.org

Phone Number: 816-450-3511

Student Records

- **General Information Access to and Release of Student Information**

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

- **Directory Information**

Directory information is information about student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. The District designates the following items as directory information:

- **General Directory Information**

The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status

(e.g., full-time or part-time); *student identification number; user identification used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records;* participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

- **Limited Directory Information**

In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

- **Military and Higher Education Access**

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

- **FERPA**

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form.

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District 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

Activity Code

Students at North Platte Intermediate participating in extracurricular activities are expected to demonstrate acceptable moral values and behavior at all times, in the school or in the community. Each participant should obey the rules of the school and the laws and regulations of the city and state. Failure to do so could result in disciplinary action. Activity Attendance Policy: A Student must be present at school at least half a day to participate in or observe North Platte evening activities.

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity for at least half the school day in order to participate. All extracurricular activities are supervised by district employees and the expected code of conduct for students remains the same as during the standard school day.

Discipline

- **Student Code of Conduct**

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on or off campus, on District transportation, or misconduct that involves the use of District technology. All school district personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the School Board. Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District prohibits confining a student in an unattended, locked space except for an emergency situation while awaiting the arrival of law enforcement personnel.

- **District Policy for Discipline**

- **Definitions**

Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

Lunch Detention - A form of student discipline that restricts student activity during the lunch period.

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student’s education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

Physical Restraint – The use of person to person physical contact to restrict the free movement of all or a portion of a student’s body. It does not include briefly holding a student without undue force for instructional or other purposes, briefly holding a student to calm the student, taking a student’s hand to transport him or her for safety purposes, physical escort, or intervening in a fight.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

- The District is responsible for the care and supervision of students and holds students accountable for their conduct in school, on District property, including District transportation, and during District-sponsored activities in order to ensure the safety of all students and maintain an atmosphere where orderly learning is possible and encouraged. The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours. Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges, detention, in- or out of school suspension, expulsion, and report to law enforcement. The Board authorizes the immediate removal of a student who poses a threat of harm to others as determined by the principal or Superintendent. If a student is suspended or expelled, the student will not be allowed within one thousand feet of any school property in the District or any District-sponsored activity, whether or not the activity takes place on District property.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student’s education or otherwise interact with the student on a professional basis while

acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student’s Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, to appropriate staff members with a need to know.

Information regarding a student’s misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

- **Standards of Conduct and Consequences**

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure.

The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the School Board. Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District prohibits confining a student in an unattended, locked space except for an emergency situation while awaiting the arrival of law enforcement personnel.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on or off campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

Prohibited Conduct	Definition
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication or information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to

	contribute to a team project, or other misconduct related to academic work.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the district.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.

Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Firearms	Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed that cause another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willing participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy in view of others that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This

	restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for their safety of themselves or property.
Unauthorized Entry	Entering a district facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.
Weapons (Other than Firearms)	Possession or use of any weapon as defined in District rules, other than those defined by 18 U.S.C. § 921, 18 U.S.C. § 921(g)(2) or § 571.010, RSMo.

- Bullying, Hazing, and Cyberbullying**

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Bullying means intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates

on a school campus or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is:

Mr. Karl G. Matt
Phone Number: 816-450-3511
Email Address: karl.matt@nppanthers.org

- **Reporting Bullying or Cyberbullying**

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

- **Investigation**

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

- **Retaliation**

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or

hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

- **Consequences of Bullying, Cyberbullying, or Retaliation**

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

- **Public Notice**

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

The District will:

1. Provide information and appropriate training to District staff that have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

- **Prohibition against Harassment, Discrimination, and Retaliation**

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender,

national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Mr. Karl G. Matt
Phone Number: 816-450-3511
Email Address: karl.matt@nppanthers.org

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Ms. Michelle Johnson
Phone Number: 816-450-3511
Email Address: michelle.johnson@nppanthers.org

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

- **Student Searches**

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination of facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

- **Student Alcohol/Drug Abuse**

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is

strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules.

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement.

- **Weapons in School**

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for at least one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board of Education. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

- **Assessment Program**

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website.

- **Class Work, Progress Reports, and Academics**

Basic education skills are acquired through practice. A large percentage of this practice is in the form of classroom and homework assignments. Each student is responsible for his/her own lessons. After this practice is transformed to knowledge, daily assignments are still necessary and important. Knowledge without performance is unproductive and of limited value. Not much of our society is interested in the fact that we can if we don't.

In addition to acquiring basic educational skills, we believe that acquiring good work habits and learning to accept responsibility is still of value to all students. Assignments will be made with each student's capabilities in mind; will be reasonable in length and level of difficulty; and should be completed on time and to the best of the student's ability. Teachers in each grade level have adopted policies regarding incomplete and/or late work. Refer to your child's grade level handbook for details.

Adherence to these policies will enhance the acquisition of skills, teach responsibility, and build self-esteem. Student academic progress is closely monitored. Recommendation, if merited, will be made throughout the year to invite students to participate in after school tutorials. In the final quarter of school, teachers may administer reading assessments, minimal math skills tests, and grade level assessments.

Generally at the end of the fifth week of each quarter (or as necessary), teachers will send home student progress reports. Scheduled dates are on the district calendar. Upon receipt of this progress note, parents should review the report with the student; sign the cover sheet; and return it to the teacher the following day. Remember that parent portals will keep you up-to-date regarding classroom progress. Parents are encouraged to attend scheduled conferences or may call the school at 790-3622 to request a conference whenever necessary.

If you have a concern, please call the teacher first as he/she will most likely be able to answer your questions. If the problem is not resolved, call the principal. If the problem is still unresolved, contact the superintendent.

Students in grades 3-5 are required to take the English Language Arts and Math State Assessment Tests in the spring. Fifth graders are also tested in Science. It is critical that your child be present for these scheduled state assessments.

- **Human Sexuality**

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction. All curriculum materials used in the District's human sexuality instruction are available for review prior to its use in instruction.

- **Section 504**

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

The District will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Superintendent, or at the offices of the Platte Valley Educational Cooperative at 900 Lewis in Edgerton, during regular school hours.

This notice will be provided in native languages as appropriate.

- **Special Education**

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

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

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

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

This plan may be reviewed at the office of the Superintendent or the offices of the Platte Valley Educational Cooperative at 900 Lewis in Edgerton, during regular school hours.

This notice will be provided in native languages as appropriate.

Technology

- **Technology Devices and Acceptable Use Policy**

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

- **Acceptable Use**

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children’s Internet Protection Act (CIPA).

- **Unacceptable Use**

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

- **User Agreements**

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology.

The district monitors the online activities of students and operates a technology protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

Building Information

- **Weather**

Should threatening weather conditions occur during the school day and it becomes necessary to dismiss early, the school will announce those dismissals on the school website (nppanthers.org), Panther Alerts, (if you have subscribed to this service), and local television stations. You may call the school after 11:30 a.m. to see if a decision has been made. In the event of early dismissal for any reason, your child will be sent to the designated location indicated on the forms

completed at the start of the school year. This eliminates the need to make unnecessary phone calls. Call the school if the information provided earlier in the year needs to be revised. Please make sure that all of your contact numbers and early out destinations are up-to-date.

- **Transportation Services**

If your child has a change of plans concerning where he/she is to get off the bus or if the child will be picked up and not riding the bus, please make every effort to let the office know by 2:00p.m. This will enable the office staff to complete transportation summaries for teachers, students, and bus drivers noting those changes. Without parental notification of change, students will need to ride the regular bus to his/her regular location. This is necessary to assure the safety of students.

At the close of the school day, teachers and/or intercom announcements will inform students of any changes in after school destinations. Students who ride the bus to Dearborn or Camden Point will depart at approximately 3:05 p.m. The late bus riders/walkers will remain in their classrooms until the first busses have departed.

When those busses have left campus, an announcement will be made to release the walkers and late bus pupils. Walkers may **not** stay after school to play with late bus students. Any student who will be picked up will meet his/her designee in the front hall, as each designee must sign the student out. Students will not be allowed to leave school with anyone except parents or guardians, unless the school office has had prior notification from the parent or guardian giving permission of the same. Identification of the person picking up the student will be required.

- **District Website**

Check the North Platte R-1 website (nppanthers.org) to read about building news, become familiar with upcoming events, check school lunch menus, or see special district announcements. Students' grades, attendance records, and lunch activities are available through Lumen which is accessible from the school website. You can also sign up for PANTHER ALERTS through the school website. This will allow you to get important information about the North Platte School District sent as text messages and/or emails. Text Messages and/or emails may include school closings, changes in the calendar, or extra-curricular updates. The district also has a Facebook page where additional information about the district will be shared.

- **NPI Grading Scale**

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

- **Visitors**

All visitors entering the building or premises must enter the building via the security system at the north or south doors. Upon gaining entrance, the visitor must immediately report to the office. **No one is permitted to visit classrooms or playground areas without permission from the principal's office.** If you would like to eat lunch with your child, please call the school **by 9 a.m.** to notify the school and make sure there are no schedule changes for the day. These practices are in place for the safety and well-being of your child. Your cooperation is appreciated.

- **Lockers**

All students will be assigned a locker. Once lockers have been assigned, students may not move to another locker. Students are not to place “stickers” or make marks of any kind on their lockers. Student lockers are school property, not private property. Lockers may be subject to search at any time.

- **Concerns**

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person concerned to discuss both sides of the story.
2. If the problem still exists, contact the principal.
3. If still unresolved, contact the superintendent.
4. Finally, if still unresolved, ask the superintendent to place the concern on the following month's Board of Education agenda for further discussion.

- **Fire**

Warning bell: HIGH PITCHED SHRILL

1. Exit building at the assigned exit door.
2. Remain calm, quiet, and under control.
3. Students are to clear the building and group according to class assignment.
4. A counting of all students should take place immediately upon reaching your designated area.
5. Crisis plan notebook should be hand-carried by each teacher.
6. Wait for the "all clear" bell before returning to class.

- **Tornado**

Warning bell: SEVERAL SHORT PULSE TONES OVER INTERCOM

1. Proceed quickly and quietly to designated areas by assigned routes to the safe shelter.
2. Students should go to appropriate area.
3. Students are to remain quiet and orderly.
4. Wait for the "all clear" bell before returning to class.
5. Crisis plan notebook should be hand carried by each teacher.

- **Earthquake**

Warning bell: ANNOUNCEMENT OVER THE INTERCOM

1. Stay in the room until the quake subsides (approximately 60 seconds).
2. Take cover under desks, etc.
3. Stay away from cabinets, windows, etc.
4. Wait for the all clear or further instructions.

- **Building Crisis**

Announcement: “We have a **major incident lockdown.**”

1. Do not call the office for information. You will be updated as soon as possible.
2. Classroom doors should be locked; draw the shades; turn out the lights; and move students to a secluded part of the classroom. The closet works best.
3. Do **not** go outside.
4. If you are outside, go to your classrooms OR stay outside and take shelter.

5. Go to your closet or designated area and take attendance.
6. Do not let ANYONE enter the room unless it is the building administrator or **uniformed** law enforcement officer.
7. A child who is outside the classroom may NOT enter. He or she will need to report to the office or, if necessary, remain in a restroom or empty classroom until the emergency is over.
8. Do not let ANYONE leave or enter the classroom until the all clear is announced.
9. An announcement will be made to give the all clear.

- **Special Activities**

NPI offers a variety of special events and programs throughout the school year. One of the most important is the Accelerated Reader program. The Accelerated Reader (AR) safeguards against accidental access to the wrong information. Several times during the setup for quizzing, the student is required to double-check that the information has been entered correctly, therefore, eliminating the likelihood of mistakenly entering incorrect data.

On that basis the following rules are set forth:

- Cheating on the AR is defined as taking a test using another person's name and/or receiving assistance from another in taking a test.
- In the event that a student at NPI cheats on the AR, that student may be barred from future AR activities for the remainder of the year.
- Any help with taking a test on the computer must be under the supervision of the teacher.

Each student has personal goals for their AR awards/activities. Students must meet specific criteria to qualify for the winter and spring bashes.

NPI offers fifth grade band and scheduled Art Club, Computer Club, Reading Club meetings and various other clubs throughout the year. Students travel to B & J in St. Joseph twice per year for skating. The annual talent show is scheduled in the spring. There are opportunities for everyone!

Class field trips are planned by grade level teachers. Students must have exemplary behavior to attend field trips. Frequent office referrals, ISS, or OSS may cause a student to lose field trips and privileges at the discretion of the administration. Students must report to school and ride the bus to the field trip site. At the conclusion of the trip, a child may leave with his/her parent or guardian if prior notification has been given to the office. This notification should be in the form of a note, phone call, or personal contact. Please do not bring preschoolers. This is a special day for you and your child to enjoy each other, and your youngster deserves your undivided attention.

When paying for food service, memory books, field trips, etc., you may send cash (exact amount, please) or a check with information on the memo line to note the child's name and purpose for the check. If paying with a check, please send separate checks with appropriate memos for each transaction. For example, one check for food service; another check for a memory book, etc. Checks need to be made out to North Platte R-1 School. Thank you for your cooperation.

District Policy Information

- **English Language Learners**

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Special Education, extracurricular activities, and others can be found on website at nppanthers.org.

For more information about the programs for students with LEP or assistance for families, please contact:

Name of Coordinator: Mr. Karl G. Matt
Phone Number: 816-450-3511
Email: Karl.matt@nppanthers.org

- The District has developed District Policies regarding the rights of a parent/guardian to:
 - Inspect all instructional materials
 - Inspect and provide prior written consent for a student to participate in certain student surveys.
 - Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
 - Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact: Mr. Karl G. Matt, at 816-450-3511.

All District policies can be located at: nppanthers.org

- **School Nutritional Program**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

- Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal

Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

- To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
Fax: (202) 690-7442; or
Email: program.intake@usda.gov

This institution is an equal opportunity provider.

- **Student Transfers**

- **Students who are Homeless, in Foster Care, or Disabled**

Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school districts, districts may contract for necessary services for students with disabilities.

- **Transfers Allowed by Law**

The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the school district in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

- **Tobacco-Free Policy**

To promote health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes, imitation tobacco or cigarette products in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored event or activity while off campus.

- **Possession of Weapons**

Possession of weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored by the district unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

- **Signature and Form Requirements**

- *Email: permission to communicate via email*
- *Photo/Video/Audio Release Form*
- *Technology usage form*
- *Student Handbook acknowledgement form*
- ***Notice of form only, only use when desired***
 - *Notice of Authorization for Release of Educational Records*

Photo/Videotape/Audio Release Form

Throughout the school year, there may be times that the North Platte Co. R-I School District staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audio/videotape students, or interview students for school-related stories in a manner that would individually identify a specific student. These images or interviews may appear in District publications, District-approved social media sites, in the news, or other organizations' publications.

I, Parent/Guardian of (please print) _____, provide to my child's school and to the North Platte Co. R-I School District permission to use my child's photographs, image, and/or recordings for the purposes mentioned above. I understand and agree that North Platte Co. R-I School District may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. Further, I consent that such photographs, images, recordings are the property of the school for District use clear of any claim on my part. I therefore agree to allow my child to be photographed, audio/videotaped, or interviewed by the news media or other organization for school related stories or articles.

Parent/Guardian Signature _____

Parent/Guardian Name (please print): _____

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

Technology Usage Agreement Form

Student Technology Usage Agreement

Students

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy, my access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal action.

Student Signature: _____

Student Name (please print): _____

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy, access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature _____

Parent/Guardian Name (please print): _____

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

Email Consent/Permission Form

The faculty of the North Platte Co. R-I School District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for a communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The North Platte Co. R-I School District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) _____, provide to my child's school and to the North Platte Co. R-I School District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the district.

Name of Student (please print:) _____

Email Address(es): _____

Parent/Guardian Signature _____

Parent/Guardian Name (please print): _____

Date: _____

AUTHORIZATION FOR RELEASE OF EDUCATIONAL RECORDS

This Authorization constitutes consent to disclose personally identifiable information about your child and/or contained in your or your child's student educational record. This Authorization complies with District policies and procedures governing student educational records and information. Please note that federal and state law authorizes disclosure of certain student educational records and information without consent and, as such, this Authorization is not required and does not apply in those situations.

1. I, _____ (parent or eligible student), hereby authorize the release of (my child's/my) educational records and medical information as described specifically herein.

2. Please describe the purpose of this Authorization:

3. Please describe the information you wish to have released:

4. Please identify the entity or individual to whom you wish to have the information released, including the means by which the information should be disclosed:

RELEASE TO: Individual /Entity
Address/Phone No.:
RELEASE TO: Individual /Entity
Address/Phone No.:

5. This Authorization will expire on the following date, unless otherwise canceled:

Student's Name

Eligible Student/Parent's Signature

Student's Date of Birth

Requestor Contact Information

Date

Student/Parent Handbook Acknowledgment Form

I acknowledge that I have been given the opportunity to receive and have reviewed the 2019-2020 Student/Parent Handbook. I understand the policies and guidelines of the North Platte Co. R-I School District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature _____

Parent/Guardian Name (please print): _____

Date: _____

*Students 18 years of age or older may sign this release form for themselves.