

# Nell Holcomb Student-Family Handbook 2022-2023



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## **Nell Holcomb School Board Members**

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## **Admission of Resident Students**

All resident students of the Nell Holcomb R-IV School District who are enrolling in school for the first time shall provide proof of residence as outlined below and shall complete all admission requirements as determined by the Board policies, rules and regulations. School district personnel may require an affidavit specifying the individual who has legal guardianship of the child.

At least one of the following criteria shall be used in determining a student's residency.

1. Parents or guardians reside within the boundaries of the Nell Holcomb R-IV School District.
2. Student resides in the Nell Holcomb R-IV School District and is an emancipated minor or an adult (18 years or older).
3. Student lives with someone who has legal custody of the student, and who is a resident of the Nell Holcomb R-IV School District.
4. The student is otherwise proven to be legally domiciled within the district.

## **After School Detention**

Any student may be assigned to After School Detention. Failure to serve After School Detention could result in suspension of the student. Examples of behaviors that may result in After School Detention being assigned include:

1. Outstanding homework assignments
2. Poor classroom behavior
3. Unacceptable bus behavior
4. Discipline issues

Detention time will run from 3:05 to 5:00 p.m. Students are to bring assignments to detention. A certified staff member will supervise detention. It is the responsibility of the parent to pick their child up after detention. Students should be picked up NO LATER than 5 p.m.

## Arrival at School

### **Children should not arrive before 7:30 a.m.**

Students are to remain in the cafeteria, gym or school library before school until dismissed by the bell at 7:55 a.m.

### **Rules and Eligibility for Extracurricular Activities (Basketball, Band/Choir, Cheerleading, Newspaper, Student Council, Volleyball, Yearbook, etc.)**

A student must be a good school citizen.

Students in grades 5 through 8 must have been promoted to a higher grade at the close of the preceding year and not be making an F in any subject at the end of the quarter. Any F will remove the child from the organization for 4 ½ weeks. If it is brought up after 4 ½ weeks the athlete returns to the organization; if not, he or she is ineligible for another 4 ½ weeks.

Discipline: If a student receives 2 office discipline referrals during a season they will be placed on probation. After a student receives their 3<sup>rd</sup> office discipline referral they will no longer be eligible to participate in that extra-curricular activity.

BASKETBALL AND CHEERLEADING UNIFORMS are the property of the school. Cheerleading pom poms are also school property. Cheerleaders will be responsible for additional items: briefs, socks and shoes. Basketball players will be responsible for their own shoes and socks.

For the protection of the student and the school, athletes and cheerleaders will be required to have:

INSURANCE to cover possible accidents. Proof of family medical insurance or purchase of Student Accident Insurance available for purchase through the school.

PHYSICAL EXAMINATION and/or a STATEMENT from his/her doctor indicating that the student is physically fit to participate.

A PERMISSION FORM SIGNED BY PARENT (S)/GUARDIAN (S) indicating that the student has their permission to take part and that parent(s)/Guardian(s) and student have received a copy and understand the guidelines.

## Attendance Policy

School hours for classes are from 7:55 a.m. – 3:00 p.m. Students should arrive after 7:30 a.m. The cafeteria opens for breakfast from 7:35 to 7:55 a.m.

**All students who are absent are required to bring a note upon his or her return to school or have parents call the school office at 334-3644 stating the reason for being absent by 9:00 a.m.** Students are allowed a total of eight (8) days of absence per semester; 16 days of absence per year, a little less than 10% of the semester/year. All absences, excused or unexcused, will count toward the eight (8) day limit allowed each semester. Any absences above eight (8) days in semester and/or 16 days of absence for the year will result in

consideration for retention. Parents of those students who are habitually tardy/absent may be referred to the appropriate authorities (including: Division of Children Services, Juvenile Division, Prosecuting Attorney, or law enforcement) for educational neglect.

Letters will be sent to inform parents and students of the number of absences during a semester when there are four and eight absences. Extensions can be granted by the school for students who have been diagnosed with a long-term illness by a licensed physician. A written notice from the physician is required. If a student is unable to participate in an activity due to an ailment, the attending physician needs to send a note to the school through the parents.

In the case of chronic illness, hospitalization, death in the family or other such issues will be the cause for consideration of extending the limit of allowed absences. Each case will be reviewed and considered on an individual basis.

We do understand that there are times when an absence occurs due to appointments that cannot be made at any other time other than school hours. Students who are absent during the day are responsible for any work they may have missed during that time.

Other Attendance Considerations:

#### Make Up Work Procedure

Students have an equal amount of days to the total number of days absent to make up work. (Example: if a student is absent one day, they will have one day to make up the work; if a student is absent three days, they will have three days to make up the work; and so on.

#### Pre-Arranged Absences

Students who are taking a trip with their parents and/or other relatives need to notify the teacher and principal. It is the student's responsibility to get assignments and turn them in to the teacher in a timely manner.

#### Tardy

A student is tardy when they are late to class or school. A tardy becomes an absence after twenty minutes. After the fifth and ninth tardies, parents will be notified. Students arriving after 8:15 a.m. will be considered tardy. Upon the tenth tardy, a notice will be sent to the parents that a day of absence has been added to the total number of absences due to excessive tardies. Arriving after 11:00 a.m. a student is considered absent one half day, and arriving after 1:30 p.m. a student is considered absent for a full day.

#### Truancy

A student is considered truant when they are absent or away from school without the knowledge of the school through the parent and therefore, without the parent's knowledge. Truancy will be dealt with according to the school discipline code.

#### Leaving School without Permission

Leaving school property without permission of the school authorities will be dealt with according to the school discipline code.

#### Attendance at School Sponsored Activities

School sponsored activities such as field trips are not considered absences for those who attend the activity. Those that do not attend the school sponsored activity are absent from school. A student who is absent for

more than a half day, may not attend any school activity that evening. If the absence from school occurs on a Friday, the student will be ineligible to participate in the weekend activities unless the administrator excused the absence.

\*\* The building principal or their designee may change the attendance record at his/her discretion for the student due to extenuating circumstances.

### **Birthday Parties (K- 3)**

We ask that no lengthy birthday parties be given in the room. If parents or pupils desire to bring treats for birthdays, that can be done during the last hour of the day. These activities must have the consent of the classroom teacher.

### **Bus Rules**

#### Rules for Safely Boarding the bus:

1. Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy. **NEVER CHASE AFTER THE BUS! The DANGER ZONE is 10 feet all around the bus in which the driver might NOT be able to see you! DO NOT ENTER THE DANGER ZONE unless the driver gives you a thumbs up!**
2. Pupils should never stand in the road way while waiting for the bus. Stand about 10 feet back from where you will board the bus. Students must board the bus at the designated loading zone only.
3. **WAIT FOR THE DOORS TO OPEN or the STOP SIGNS TO FULLY EXTEND & FOR YOUR DRIVER TO GIVE YOU A THUMBS-UP SIGNAL** before walking toward the bus. This will let you know that the bus is fully stopped, that the driver has checked traffic, & that it is safe to cross the street or approach the bus.
4. Do not push to be first to board the bus. Get in line and use the handrail.

#### Rules to keep you safe while riding on the bus:

1. Classroom conduct is to be observed by the pupils while riding the bus. NO horseplay allowed!
2. Pupils must follow directions of the driver when riding the bus.
3. Unnecessary conversation with the driver is prohibited—especially when kids are loading or unloading. The driver NEEDS to focus on the kids in the DANGER ZONE.
4. Students will have an assigned seat on the bus. **Pupils must remain seated while the bus is in motion.**
5. Bus aisles must be kept clear and open.
6. Pupils must not extend arms or head out of the bus windows.
7. No objects are to be thrown from the bus.
8. All children will follow the Technology Usage Policy when using electronic devices.
9. The district is not responsible for lost or damaged electronic equipment.
10. Any damage to the bus should be reported to the driver. Students will be expected to pay for damage they do to the bus.
11. EATING AND DRINKING ARE NOT ALLOWED ON THE BUS.

12. The use or possession of tobacco, alcohol and or drugs on the school bus is prohibited.
13. STUDENTS MUST RIDE TO AND FROM SCHOOL ON THEIR REGULAR BUS. IF FOR SOME REASON A STUDENT MUST RIDE ANOTHER BUS, A NOTE OR A CALL FROM THE PARENT(S)/GUARDIAN(S) WILL BE REQUIRED.

#### Rules for Safely Exiting the bus:

1. REMAIN SEATED UNTIL THE BUS STOPS. It is not safe to stand in the aisle.
2. PUT ALL YOUR BELONGINGS IN YOUR BACKPACK. Your hands should be free to hold the handrail. This will also keep you from leaving items on the bus.
3. **IMMEDIATELY Walk at least 10 FEET away from the bus so that you are no longer in the DANGER ZONE.**
4. **IF you must cross the road. Walk to the end of the crossarm and look at your driver for a THUMBS-UP** that it is safe to cross the road. Look both ways & then walk across the street.
5. **NEVER COME BACK TO THE BUS FOR ANY REASON!** IF you drop something or realize you left something on the bus, go & tell an adult, but do not come back into the DANGER ZONE. Your driver might not be able to see that you came back to the bus. THIS IS THE #1 CAUSE OF BUS FATALITIES.

If an infraction is severe enough, the Principal or Superintendent reserves the right to suspend transportation privileges immediately. Please review the Bus Rules with your child. If we all emphasize the importance of appropriate bus behaviors, we can provide a safe and secure bus service for all students.

#### **Corporal Punishment**

Corporal punishment may be used to maintain order and discipline. The Superintendent or Principal will administer all cases of corporal punishment. No paddles are to be kept in the classrooms, displayed, or used to threaten students. Alternative means of punishment must be initiated prior to using corporal punishment.

#### **Drugs/Alcohol and Tobacco**

Nell Holcomb R-IV prohibits the use, sale, transfer, or possession of physical or mind-altering chemicals (drugs), alcohol, or tobacco products on school property during school-sponsored activities. Disciplinary measures will be taken should this rule be violated.

#### **Emergency Procedures**

Emergency training drills are conducted periodically to train students so they will know what action to take in protecting themselves and fellow students in the case of fire, tornado, earthquake, or other emergency situations. Students should follow specific instructions given by their teachers.

#### **Enrollment Procedures**

An enrollment period for students new to the district will be held during the week of August prior to the start of school. Pre-enrollment for the kindergarten students is held each year during the spring months. Local media will carry specific information. During the school year, parents and the students may go to the office to obtain enrollment information and complete necessary forms.

When students are enrolled at Nell Holcomb, they will need to present a copy of their social security card, birth certificate, immunization record, proof of residence, health information and any previous school records.

Students may not attend school without the appropriate immunizations as required by the Missouri Division of Health. (See immunization policy.)

### **Evaluation and Multifactor Assessment**

The Board will provide that no single instrument, test or procedure will be used as the sole criterion for determining an educational program for a disabled student. A multifactor assessment will be provided to ensure that each child is not misclassified by inappropriate selection, administration or interpretation of any one single assessment tool.

### **Food Service**

Nell Holcomb has a hot lunch program and a breakfast program that serves all students. Type A lunches that meet Missouri State requirements are served. If special diets are necessary, documentation from a physician may be warranted before special meals can be prepared.

Lunch cost is \$1.95 per day for students and \$2.70 per day for adults. Extra Milk is \$0.30. Kindergarten through 8<sup>th</sup> grade students may pay in advance by the day, week or month. Lunch money should be brought to the child's teacher in an envelope marked with your child's name, grade, teacher and amount. The school encourages payment by check if at all possible. Students are encouraged to purchase their lunches on a weekly basis. (Include that online payments can be made?)

Breakfast cost is \$1.45 per day for students and \$1.70 per day for adults. Students will inform their teacher the day before whether they will be eating breakfast the next morning.

### **Free and Reduced Cost Lunches & Breakfast**

Our school cafeteria, in accordance with federal law, provides free or **reduced cost lunch (\$0.40)** and **breakfast (\$0.30)** for those whose family income meets appropriate guidelines. Applications will be sent home with all students. If you wish to apply, please return the form to the school.

Federal and state regulations mandate that the school verify a certain number of our free and reduced priced lunch applications with respect to the family income. These are chosen at random. Families refusing to verify their lunch applications will be denied further free or reduced meals.

We encourage all families that may meet the eligibility requirements to complete the appropriate form. ALL INFORMATION must be completed by the parent(s)/guardian(s). The school cannot accept or process incomplete applications. The school is not permitted to complete these forms.

Parents applying for a free/reduced lunch and breakfast should turn in a completed form for each student in their family no later than the first week of school. If the student is eligible for free lunch any charges will be dropped. If the student qualifies for reduced lunches the charges will be adjusted. If not eligible, the parent will be expected to pay all charges. If your family financial situation changes during the school year, you may complete an application for free and reduced lunch and breakfast at that time.



## **Homework & Makeup Work Plan**

Homework is an essential part of schooling that develops responsibility, promotes good work habits, and assists students in the mastering of concepts and objectives. The purpose of this homework plan is to guide teachers, parents and students in ensuring that homework is meaningful and supports the learning experience for all students.

### **Definition**

Homework is any activity or assignment directed by the teacher to be performed outside the classroom that may include practicing skills learned in class, reading, studying, projects, or completion of assignments. This means teachers will provide some class time for guided practice before the assignment becomes homework.

### **Rules for Homework**

- Activities or assignments that students can complete independently. Carefully constructed as to be completed within a reasonable time allotment, with minimal adult help.
- Connected to grade level or subject matter curriculum.
- Connected to class instruction.
- Engaging, purposeful and relevant.
- Consideration shall be given to quality over quantity.

### **Teacher Guidelines**

- Review, discuss and return, if collected, homework in a timely manner.
- Whenever possible, communicate and coordinate assignments so that students do not receive an overload of homework.
- Explain homework assignments to the students prior to the assignment. Teachers shall communicate homework assignments in at least one of the following ways: send a packet home, write assignment on the board, require students to record it, and/or make available through emails, websites or hotlines. The use of a variety of strategies is encouraged.
- The teacher will (also) consider a student's Individualized Education Plan or 504 Plan in regards to homework.
- Teach techniques that can help students allocate their time wisely, meet their deadlines, and develop good personal study habits.
- Identify the access that students will have to materials for projects and other homework assignments – taking into account affordability, resource materials from the library media center, assistance and tutoring opportunities, and technology resources.
- Communicate with parents to inform them about homework expectations, policies, and procedures.
- Communicate the extent to which homework influences the student's overall grades.
- Communicate ways in which parents can best assist their children in doing homework independently.
- Communicate with parents at the earliest possible opportunity once the student has demonstrated consistent inability to complete homework.

### **Parent Guidelines**

- Provide a quiet space and basic materials for homework completion.
- Teach techniques that can help children allocate their time wisely, meet their deadlines, and develop good personal study habits.
- Monitor time management and productivity.
- Review school provided materials (for example planners, class handouts, and/or online resources).

- Communicate with teachers at the earliest possible opportunity once the child has demonstrated consistent inability to complete homework. If necessary, parents shall attempt to reach accommodation with their child's teachers regarding homework.
- Contact the counselor or principal if a solution cannot be reached with a teacher regarding homework.

### **Student Guidelines**

- Complete homework as assigned.
- Record homework when assigned in class by the teacher.
- Seek clarification from teachers when unclear about homework.
- Use class time provided for completing classwork and/or starting homework.
- Seek assistance from teachers when demonstrating an inability to complete homework.

### **Scheduling Time and Parameters**

Homework may be given primarily Monday through Thursday. Teachers are aware that weekends and holidays are primarily reserved for family time, but students may be asked to, from time to time, use the weekends to review materials, make up work, complete projects, and enjoy recreational reading.

### **Assistance for Homework**

It is recommended that students seeking assistance with homework speak and work directly with their teachers as they will be able to recommend strategies improving success on homework. Students should speak directly with teachers to determine which teachers host regular tutoring hours or to arrange individual tutoring sessions. In addition, students may get assistance on homework through the programs or strategies listed.

### **Homework Tips for Students**

- Record homework in the same location each day (student planner).
- Ask clarifying questions to be sure the expectations on your assignments are clear.
- Know, record and monitor due dates.
- Have a quiet space with basic materials for homework completion.
- Make homework part of your daily after school routine.
- Take a break when tired; then resume work.
- When you have questions about the homework, place a note next to it and ask the teacher the next day.
- Respect that appropriate rest and physical activity are important for one's overall well-being.

### **Sharing Concerns**

Teachers and parents shall communicate with each other at the earliest possible opportunity if the student demonstrates a consistent inability or becomes frustrated when completing homework. Parents and teachers are encouraged to discuss possible solutions to aid the child.

Children who demonstrate quality effort and spend sufficient time attempting to complete homework should be stopped when a parent observes that continuing is detrimental to the child's well-being. In such cases, parents should note the amount of time spent on the assignment and sign the paper. They should then contact the teacher the following day. Parents and teachers are encouraged to discuss possible solutions to aid the child.

If a child is consistently unable to complete assigned work, the parent should contact the teacher first for support and accommodations as necessary. Teachers should also contact parents if a child consistently is unable to complete the assigned work.

### **Makeup Work**

If you anticipate your child being out sick for an extended period of time, not more than 5 days, then contact your child's teachers directly. Anything over 5 days should be directed to the principal.

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence.

Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such make-up work as necessary to ensure academic progress, not as a punitive measure.

If a brother or sister is to take the work home, he/she should go directly to the elementary office before school and request the work. Please arrange for a neighbor or friend to pick up your child's work if a brother or sister is not available at school.

If a parent/guardian wants to pick up the assignments, please **call the elementary office before 9:00 a.m.** to allow the teacher sufficient time to prepare the materials. Assignments will be available for pick up in the office **after 2:30 p.m.**

Students who are truant, suspended and/or have unexcused absences will be required to make up all daily work. Failure to complete homework assignments in a timely manner will result in the issuance of after school detention for students in grades 6-7-8. Detentions will be issued to students with 5 or more outstanding assignments for a particular subject.

Students suspended from school shall be given assignments to complete. The teacher of any class from which a student is suspended may require the student to complete tests missed during the suspension.

### **Consequences**

In the event that students experience difficulty in returning assignments, steps will be taken to aid students in developing responsible habits for success. If homework problems persist after classroom hints, reminders and rewards have been exhausted, other measures may be taken.

**Grades K-5:** Five days of missing assignments in a month will generally be defined as an extreme problem. Due to the volume of daily work assigned in grades K-5, individual decisions will be made about each child and each missed assignment.

The following steps could be taken in the above circumstances: Warning: Following a discussion of responsibilities a student will be assigned recess detention for a minimum of one day by the teacher.

First Offense: Principal/Student conference, in-school suspension or after school detention

Subsequent Offense: Principal/Student conference, in-school suspension or after school detention.

**Grades 6-8:** Five missed assignments in a week or three assignments in the same class in one week, will generally be defined as an extreme problem. Due to the volume of daily work assigned in grades 6-8, individual decisions will be made about each child and each missed assignment.

The following steps could be taken in the above circumstances: Warning: Following a discussion of responsibilities a student will be assigned recess detention for a minimum of one day by teacher.

First Offense: Principal/Student conference, in-school suspension or after school detention.

Subsequent Offense: Principal/Student conference, in-school suspension or after school detention.

### **Honor Roll & Grading Scale**

The following grading scale will be utilized in classroom computing of grades and Honor Roll.

Letter Grade	GPA	% Grade
A	11	96-100
A-	10	90-95
B+	9	87-89
B	8	84-86
B-	7	80-83
C+	6	77-79
C	5	74-76
C-	4	70-73
D+	3	67-69
D	2	64-66
D-	1	60-63
F	0	59 & Below

A student must have a cumulative grade point average of 10 or 11 to be on the A honor roll, and no grade lower than a B-. A student must have a cumulative average of 7.0-9.999 to be on the B honor roll with no more than two grades of C+ or lower in their classes. A grade of D or F will exclude the student from the honor roll.

### **Identification**

The Board of Education will provide for the identification, location, and evaluation of all disabled children and youth between the ages of 3 and 21 who reside within the district. Special education services will be provided to disabled children age 3 years or older as required by law.

### **Health Guidelines and Immunizations (Please see school website for the most Up-To-Date COVID 19 Guidelines)**

#### **Screening Program**

Nell Holcomb R-IV School nurse will screen children in grades K-1-3-5-7, new students, and those referred by their teachers each fall. This screening includes vision, hearing, dental, height and weight. Sixth and eighth graders are screened for scoliosis.

## **Illness Guidelines (Please see school website for the most Up-To-Date COVID 19 Guidelines)**

Students will be sent home if they have: Fever 100.4 or higher, vomiting or diarrhea. Keep your child home for 24 hours to prevent outbreaks at school. In addition, a student is required to stay out of school the number of days recommended by the Mo. Division of Health for the prevention and control of communicable diseases unless return is accompanied by a doctor's written permission. The guidelines are as follows:

### **Medication**

School personnel, under the following guidelines, can only administer medication to a pupil. Prescription medicine that is to be given at school must come in the original container with the label intact. The label will be the doctor's order.

Students are not allowed to have medications in their possession for self-administering. (This includes Tylenol or Ibuprofen.)

All over the counter medications must be in the original container and given to the school nurse. There must be a note from parents with the appropriate instructions as to when and how much should be given. The dangers of reaction and /or children accidentally taking medications by error necessitate the strict enforcement of this policy.

Exceptions may be made in the case of inhalers and other items for which students must have immediate access. These exceptions must have a doctor's order, which will be maintained, in the nurse's office.

### **Wellness Policy**

Nell Holcomb School District has developed a Wellness Policy in line with state recommendations to promote overall student health, reduce student obesity, facilitate student learning of lifelong health habits and increase student achievement. We are evaluating, and making positive changes in the breakfast/lunch program, nutrition and physical education, and other school-based activities at Nell Holcomb. You can find this policy on the school's website.

We encourage parents to pack healthy lunches and to use the smart snacks website when bringing in food for classroom parties. <https://foodplanner.healthiergeneration.org/smart-snacks/>

If a student in the classroom has food allergies your classroom teacher will let you know which type snacks are not allowed.

### **2022-2023 Missouri School Immunization Requirements**

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- Required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/schedules/index.html>).
- To remain in school, students "in progress" must have an Immunization in Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment

is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)

- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

Vaccines Required for School Attendance	Dose Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT <sup>1</sup>	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap <sup>2</sup>									1	1	1	1	1
MCV <sup>3</sup> (Meningococcal Conjugate)									1	1	1	2	2
IPV (Polio) <sup>4</sup>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR <sup>5</sup>	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella <sup>6</sup>	2	2	2	2	2	2	2	2	1	1	1	1	1

1. Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday. **Maximum needed:** six doses.
2. 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
3. Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age. Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
4. Kindergarten-12 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months
5. First dose must be given on or after twelve months of age.
6. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
7. First dose must be given on or after twelve months of age. Kindergarten-12 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

Missouri Department of Health and Senior Services Bureau of Immunizations 📍 930 Wildwood Drive 📍  
Jefferson City, MO 📍 65109 📍 800.219.3224

## **Independent Evaluations**

If the parent/guardian of the child disagrees with the district's evaluation, the district will allow an independent evaluation to be made, at district expense, provided that the following stipulations are met:

The superintendent must receive, within one year from the date of a parent/guardian's receipt of the district's evaluation, a request in writing from the parent/guardian for the independent evaluation of the student or reimbursement for an evaluation. Lack of prior notification cannot be used to deny the evaluation. Lack of prior notification cannot be used to deny the evaluation or to deny reimbursement for an evaluation.

The district may first elect to initiate a due process hearing, described below, in order to demonstrate the appropriateness of its evaluation. If it is determined that the district evaluation is correct, the parent/guardian has the right to a second evaluation at the parent/guardian's expense.

The minimum qualifications for any independent evaluator agreed upon by the district and the parent/guardian must be equal to or greater than the minimum qualifications mandated by the district for any evaluators it normally appoints.

The Board may restrict the geographic area from which any independent may be obtained to Cape Girardeau County and /or any county adjoining it. The parent/guardian will be given the opportunity to prove the existence of any unique circumstances that would justify an exception.

The Board may establish a payment ceiling for the performance of any usual and customary testing procedure by an independent evaluator, with the understanding that, in certain cases, the unique circumstances of a given student may necessitate tests of an unusual or in-depth nature. The parent/guardian will be given the opportunity to prove the existence of any unique circumstances that would justify an exception.

The parent/guardian is limited to one district-paid independent evaluation for each district evaluation with which the parent/guardian disagrees.

Independent evaluations will be at parent expense for students who are disabled within the definition of Section 504 of the Rehabilitation Act, but who do not require services pursuant to the Individuals with Disabilities Education Act

## **Leaving School Early or Arriving Late**

In order to allow the school to maintain accurate attendance records and for the safety of our students the following procedures should be followed:

- Students arriving late to school must have a parent stop by the office and sign in.
- Parents wishing to pick students up before the close of the school day will need to sign students out in the office. Students are not to leave school without checking out through the school office.
- Parents should pick their child up in the office. The school will not permit students to leave alone or without knowing with whom the child is leaving. Students are released only to the child's parents and those persons listed as the emergency contact in the child's record.

## **Nondiscrimination**

The Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. The Board also believes in the right of every

qualified individual to expect fair and equal treatment both as an applicant for employment and as an employee.

It is the policy of the Board to accord to equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, handicapping conditions or organizational memberships. The policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district and individuals with whom the Board does business.

### **Nondiscrimination On the Basis of Handicap**

The Board believes that discrimination against a qualified handicapped person, solely on the basis of handicap, is unfair. Furthermore, the Board believes that qualified handicapped persons should be in the mainstream of life in the school community to the extent that is reasonably permissible and/or possible.

Therefore, pursuant to Public Law 93-112, Section 504 of the Rehabilitation Act of 1973 and its accompanying federal regulations, the Board declares that the school district does not and will not discriminate on the basis of handicapping conditions in the educational programs, activities and vocational opportunities offered by the district. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities, and to individuals with whom the Board does business. Section 504 Coordinator – Mrs. Brigitte Loos

### **Nondiscrimination On the Basis of Sex**

The Board declares that the school district does not and will not discriminate on the basis of sex in the educational programs, activities, and vocational opportunities offered by the district. The provisions of the Title IX extend not only to the students with regard to educational opportunities, also to employees with regard to employment opportunities, and to individuals with whom the Board does business.

Inquiries concerning any type of alleged discrimination are to be referred to Mr. Mike Wortmann, Nell Holcomb R-IV School at 334-3644.

### **Placement**

Students who are determined to be disabled through a multi-disciplinary team staffing will be eligible for due process with regard to evaluation and placement procedures. Screening for placement in Special Learning Programs (hereafter designated as remedial reading, developing reading, special education, non-graded speech therapy and vocational rehabilitation) shall be done by a committee composed of all special staff (remedial reading instructor, nurse, counselor, speech therapist, and special educators) and the principal. All staff members shall examine students referred to the committee or to any one specialist diagnostically. Once placement is determined it shall be required that parents/guardians be notified, and that diagnostic procedures be explained. Evaluations of the student may be done periodically at the request of the parents/guardians and /or any staff member. Periodic screening is required in both elementary and secondary programs. Educational placement decisions for each disabled student will place the student in the least restrictive environment appropriate to the individual student's educational needs. The guaranteed right to information and informed consent will be assured to each student and parent/guardian, before a student is evaluated, diagnosed or placed in special educational services. Students and parents/guardians shall have the right to an impartial due process hearing if they disagree with the district's placement decision. The district will ensure the confidentiality of personally identifiable information associated with the evaluation and placement of students,



as well as develop procedures to ensure the access rights of parents/guardians to personally identifiable dates relating to their children. Special classes, separate schooling or other removal of disabled children from the regular educational environment will occur only when the nature and severity of the disability is such that education cannot be achieved in regular classes with the use of assistive devices and special services. Programs for students with special educational needs will be provided in rooms, which are equal in all physical aspects to the average standards of other rooms for class work. The facilities in which special educational programs are provided will maximize the integration of disabled students into the life of the school and minimize the separation of the students. Students with limited mobility will have access to those areas of school facilities where they can be educated in the least restrictive setting. Provisions will be made for equipment and physical adaptations in public school facilities where necessary to comply with appropriate laws. Braille instruction will be available for any student who is blind or visually impaired. The district shall provide transportation or arrangements for transportation of disabled students to and from the local educational facility and the home of the parents/guardians. When placement is to be made in another school district, another educational agency or institution, the superintendent or his or her designated representative will consult with the agency directly affected by the placement in order to facilitate communication concerning the student's educational program.

### **Programs for Disabled Students**

It is the policy of the Board of Education to provide a free and appropriate education for disabled students. Disabled students are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Disabled students will be identified on the basis of physical, health, sensory, and /or emotional disabilities, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

The district's programs and services available to meet the needs of these students will be in accordance with P.L. 94-142, The Education for all Handicapped Children act of 1975, P.L. 93-112, The Rehabilitation Act of 1973, Section 504 and 164.670- 995, RSMO. The services provided by the district will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan and the Annual Local Education Agency Compliance Plan for Part B of The Education of the Handicapped Act, as amended.

### **Programs' Coordinators**

Program coordinators for the various programs are as follows:

Homeless Programs ----Mike Wortmann, 334-3644

Migrant Programs -----Mike Wortmann, 334-3644

ESL Programs-----Becky Stein, 334-3644

Special Education ---Robin Huffman, 334-3644

Section 504 ---Brigitte Loos, 334-3644

### **PTO (Parent-Teacher Organization)**

The Nell Holcomb Parent Teacher Organization promotes quality educational programs for children at Nell Holcomb Elementary through the participation and cooperation of parents and teachers of Nell Holcomb Elementary. Being involved in your child's school is a great way to get to know your child's friends, other families at Nell Holcomb, and the community beyond those on your block.

## **Retention Policy**

At times it may be necessary to retain students. The decisions to retain a student may be based on a variety of factors, some of which are listed below:

Parents' request for retention

Excessive absences

Three or more semester Fs in core curriculum classes (Reading, Math, Science, Social Studies, Language Arts)

This list is not all-inclusive. The administration retains the right to determine whether or not to retain a student. The action will only take place after an examination of all pertinent information. The final decision on specific placement of a student rests with the school district.

## **Constitution Requirements**

Students in grades 7 & 8 will receive instruction in the United States and Missouri Constitution, as well as American History and Institutions. Students in grade 7 must successfully pass a test on the U.S. Constitution. Students in grade 8 must successfully pass a test on the Mo. Constitution. Passage of the Constitution tests is a graduation requirement for Nell Holcomb R-IV School District.

## **School Closing**

The following communication mediums could be used to get the word out about any inclement weather announcements, emergencies, or in case of a change in the normal school day. We will use as many as time permits. The mediums most used will be KFVS Channel 12, and SchoolMessenger automated calling, texting, and email. SchoolMessenger does require registration through the school.

Television:

KFVS Channel 12

Text Message and/or Automated Calling:

School Messenger

Computer On-Line:

KFVS Channel 12 ([www.kfvs12.com](http://www.kfvs12.com))

To be included in the SchoolMessenger automated calling & texting service, you must sign up through the school. Please contact Abby Hall, Technology Director, to sign up for this service. You can contact her via email at [ahall@nhshawks.com](mailto:ahall@nhshawks.com) or call the school at 334-3644 and register with Melanie Watkins, Secretary.

## **School Pictures**

School pictures will be taken during the fall and spring of the school year. There will be an opportunity to purchase these pictures

## **School Programs – Art**

The basic skills in Art are taught to all children at Nell Holcomb School. The purpose of this program is to develop an appreciation for Art in day-to-day living. Introduction of various media is undertaken throughout the program in an attempt to help develop each child's creative ability.

## **School Programs – Library**

The library is provided as a central resource center for pupils and teachers. Students visit the library regularly, with the teacher to check out and use the books and materials. Books are checked out for a week at a time and may be rechecked at the end of the week if the student has not completed the book.

Any student with overdue books will not be allowed to check additional books until overdue book(s) have been returned or replaced. The school librarian will assist parents in these matters.

## **School Programs – Music**

Music instruction is also provided for all students. The goals of the program are to develop basic music skills, to teach music for enjoyment and to develop appreciation for music as an art form within each student. Active participation in the program is encouraged since personal involvement enhances learning and promotes self-expression.

## **School Programs – Physical Education**

A complete physical education program is offered for Nell Holcomb students. Physical activities are selected and conducted for purposes of developing the child—physically, mentally, emotionally and socially. No special uniform or extra equipment is needed for the class. Each child is expected to participate in all activities. Special consideration will be given where needed.

## **School Programs – S.T.E.A.M.**

S.T.E.A.M is an approach to learning that uses Science, Technology, Engineering, the Arts and Mathematics as access points for guiding student inquiry, dialogue, and critical thinking. Using STEAM education results in students who take thoughtful risks, engage in experiential learning, persist in problem-solving, embrace collaboration, and work through the creative process.

## **School Programs - J.A.G.**

Jobs for America's Graduates (JAG) is a state-based national non-profit organization dedicated to supporting young people of great promise. JAG is delivering the best results in its 40-year history,

while serving youth who face significant challenges, to help them reach economic and academic success.

The JAG Board of Directors is made up of leading Governors, C-Suite Executives of the Fortune 500, and National Community Leaders. JAG State Affiliates deliver the data driven, high-impact JAG Model program across 1,500 middle schools, high schools, and other locations in their states.

### **Sick Children (Please see p. 39 for additional COVID 19 Guidelines)**

Children who become ill at school are sent to the school nurse. If they are too sick to remain at school, parents are called. If the parent cannot be reached, we call the emergency number listed on the pupil's information card. This card should be kept up-to-date, so it is always possible for us to reach someone who can act in your place in the event there is an illness, injury, or emergency.

### **Student Complaints and Grievances**

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances: The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.

If the problem is not resolved to the satisfaction of the student and or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.

If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

### **STUDENT DISCIPLINE**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the

superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

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

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

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

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

**Assault**

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

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

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

First Offense:	Expulsion.
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**Automobile/Vehicle Misuse:** Uncourteous 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.

First Offense:	Suspension or revocation of parking privileges, detention, or in school suspension.
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Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
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**Bullying and Cyberbullying Intimidation** or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

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

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

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

First Offense:	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, or 1180 days out-of-school suspension.

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

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

**Drugs/Alcohol**

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

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

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

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

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

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
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Subsequent Offense:	1-180 days out-of-school suspension or expulsion.
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**Extortion** Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student conference, detention, in-school suspension, or 110 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out of school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	Verbal warning, detention, in-school suspension, 1-180 days out of school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

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

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



**Fighting (see also, "Assault") Mutual** combat in which both parties have contributed to the conflict either verbally or by physical action.

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

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

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

**Harassment, including Sexual Harassment**

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

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

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

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	1-180 days out-of-school suspension or expulsion.
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**Hazing** Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district sponsored activity. Hazing may occur even when all students involved are willing participants.

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

**Incendiary Devices or Fireworks** Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

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

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

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

**Public Display of Affection** Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, or in-school suspension.
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Subsequent Offense:	Detention, in-school suspension, or 1-10 days out-of-school suspension.
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**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

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

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

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

## Technology Misconduct

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

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

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

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

3. Violations of Board policy and procedure other than those listed in (1) or (2) above.

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

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

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

**Theft** Attempted theft or knowing possession of stolen property.

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

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

### Tobacco

1. Possession of any tobacco products on district property, district transportation or at any district activity.

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

2. Use of any tobacco products on district property, district transportation or at any district activity.

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

**Note: Possession of any type of vaping devices like e-cigarettes, vape pens, mods, etc. will fall under tobacco use policy.**

**Truancy or Tardiness** Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

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

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

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

**Vandalism** Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

**Weapons**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C.

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

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

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

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

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

**Cell Phones**

Student cell phones and other personal electronic devices must be turned off and put away while the student is at school. After the dismissal bell while students are waiting for parents to arrive, students must obtain the permission of the supervising teacher to use a cell phone or electronic device.

Furthermore, students should not contact a parent or guardian via cell phone regarding an illness while at school. It is important that students see the school nurse if they become ill at school. In the event a parent or guardian chooses to sign out a student after being notified of an illness by the student via cell phone (rather than the school nurse), the absence will count as unexcused.

**If a student brings a cell phone to school, the cell phone is to be turned off while on campus.**

Students who use cell phones on the school bus will be expected to use them in an appropriate manner. Students found using cell phones inappropriately will be considered in violation of this policy.

Inappropriate use may include but not limited to the following:

- Teasing, harassing, bullying, or embarrassing others with calls, text messages, using the phone to take pictures, record events, make calls or receive calls.
- Using the phone for anything that would violate school policy, or state and federal law.
- Having cell phones in student's possession during the school day.

Students found in violation of this policy will be disciplined according to the following:

**First offense:** Phone confiscated, returned to student at end of school day.

**Second offense:** Phone confiscated, parental contact and the student will be assigned one day of after school detention.

**Third offense:** Phone confiscated, parental conference and the student will be assigned one day in school suspension.

**Subsequent offense(s):** Phone confiscated, parental conference and the student will be assigned in school suspension or 3 or more days of out of school suspension.

**Smart Watch:** If a smartwatch becomes distracting or misused, the student will be asked to put the watch into their backpack, or the teacher will confiscate the watch and return it at the end of the day. All children will follow the Technology Usage Policy when using electronic devices.

### **Student Dress and Appearance**

The Nell Holcomb R-IV Board of Education expects student's dress and grooming to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parent(s)/guardian(s), within the following guidelines.

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots or other types of appropriate footwear. House shoes are not allowed.
3. Articles of clothing are to be worn according to the intent of the original design.
4. Dress and grooming will not disrupt the teaching/learning process, cause undue attention to an individual student or cause insult to another person. The following items are considered disruptive;
  - a. No hats are to be worn in the building
  - b. No obscene dress
  - c. No short-shorts or extremely short skirts; tank tops or muscle shirts.
  - d. Torn jeans will be allowed, but no tears or rips beyond the child's fingertips when standing with their arms at their side.
  - e. No shirts open down the side; tube tops; string tops or halter tops; mesh tops without lining; bicycle pants may only be worn to school under approved length shorts
  - f. No drug, alcohol, tobacco ads and/or illustrations on clothing
  - g. No clothing with slogans that are derogatory to societal institutions
  - h. No dark shaded glasses;



- g. Others deemed inappropriate by faculty and staff
5. Class activities which present concern for student safety may require the student to adjust hair or clothing during the class period in the interest of maintaining safety standards.
  6. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.

When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student will be required to make modifications. Those who do not comply will be disciplined according to the guidelines under Defiance of Authority.

### **Student Files and Records**

Permanent records are kept on each child in the main office. The record includes family records, attendance, grades, test scores, health data and a record of social and personal traits. Parents should report any changes in this information so that we can keep the records accurate and up-to-date.

### **Students Moving from the District**

Parent(s)/guardian(s) should notify the school office at least three days prior to leaving if possible, to allow for the preparation of a transfer form. The following items need attention prior to withdrawal of a student.

Return all school books and supplies

Remove all personal items

Report cards will be issued to students who have been in attendance long enough to justify proper and fair evaluation.

Any fines, lunch/breakfast bills, or other debts owed by the student.

### **Volunteers**

There are a variety of opportunities for parents as well as others in the community to assist in Nell Holcomb's educational program. Volunteers enable the school to provide greater services to the students. Under the supervision of the staff, volunteers help with tutoring, assisting the teacher with clerical work and work in the library. Other volunteers serve as room helpers and assist in field trips and parties. Contact the office if you would like to help in these or other ways.

### **Website and EMail**

The school's website can be found at [www.nellholcomb.k12.mo.us](http://www.nellholcomb.k12.mo.us)

If you wish to email a staff member, please use the following template as a guide:

first initial, last name followed by [@nhshawks.com](mailto:@nhshawks.com)

Example: Michael Wortmann– [mwortmann@nhshawks.com](mailto:mwortmann@nhshawks.com)

## Directory Information

**Students in kindergarten through eighth grade** – Student’s name; parent’s name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes digital images and recorded sound would be considered harmful or an invasion of privacy.

**High school and vocational school students** – Student’s name; parent’s name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

## ASBESTOS

In accordance with federal regulations concerning asbestos, accredited inspection of the Nell Holcomb School was done in August, 2015 by TruTest Environmental Solutions. It is assumed that adhesives used to attach some cove base materials, floor tiles in the downstairs classrooms and tile under the carpet in the art room may contain asbestos. Since “invasive” inspections were not utilized, this assumption cannot be verified. If these tiles or cove base are removed they will be sampled for asbestos. If asbestos is found, then proper removal techniques will be utilized. These ACBM locations have been addressed in a management plan written according to Federal and State regulations. The management plan is available, without cost or restrictions, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives and parents. Nell Holcomb R-IV may charge a reasonable cost to make copies of management plans. If further information is needed, please contact the asbestos program manager, Mr. Bleau Deckerd.

## PARENTS RIGHT TO KNOW POLICIES

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the “Every Student Succeeds Act” of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student’s teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student’s teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student’s teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

The Nell Holcomb R-IV School District is committed to providing the best possible educational opportunities and resources for your child. If you have any questions or concerns, you may contact Mr. Bleau Deckerd, Superintendent or Mr. Michael Wortmann, Principal. We thank you for your commitment to your child’s educational progress.

**Every Student Succeeds Act of 2015 (ESSA) COMPLAINT  
PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b>	
<ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li> </ol>
<b>Appeals</b>	
<ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> <li>10. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>	

**1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint. **3.**

**How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

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<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V

Revised 4/17

*Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.*

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty-day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

## Admission of Homeless Students

**Identification:** For purposes of Board policies and regulations *homeless students* include students under age twenty- one (21) who lack a fixed, regular and adequate nighttime residence and include students who: are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in hotels, motels, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and are a migratory child or youth who qualifies as homeless because they are living in circumstances described above.

**School Selection:** Parents, guardians, or unaccompanied youth will be informed of the homeless student's right to remain in the school of origin. For purposes of this policy, the school of origin means the school that the student last attended when permanently housed, or the school where the student was last enrolled including preschool. In determining the best interest of the student, the Board will consider:

1. Keeping the student in the school of origin unless contrary to wishes of parent or guardian;
2. Impact of mobility on admission;
3. Education, health, safety of the student;
4. Consider the views of an unaccompanied student;
5. Irrespective of whether the student lives with homeless parents or has been temporarily placed elsewhere.

The District will provide a written explanation, including the right to appeal to the student or parent/guardian if the Board sends the student to a school other than the school of origin or the school requested by the parent/guardian.

**Enrollment:** A homeless student will be enrolled without undue or unreasonable delay. A homeless student will be enrolled even if their previous academic records, immunization records, proof of residence, or other documents are not immediately available. The District will ensure that homeless students, meeting eligibility standards, do not face barriers in accessing academic and extracurricular activities.

**Transportation:** The District will, upon parent/guardian request, provide transportation to and from the school of origin as follows: If the student continues to live in the District, transportation will be arranged to the school of origin or if the student continues in their school of origin, but moves into another district, transportation will be arranged upon by the District of origin and the new District of residence.

**Coordinator:** The Board of Education has appointed the principal as liaison for homeless students. Please contact the principal if you have any questions about homeless accommodations or services or refer to board policy R2260.