ADAIR CO. R-I SCHOOL DISTRICT
Novinger, MO

K-12 Student Handbook
2026-2027

Adair Co. R-I School District
600 Rombauer Ave.
Novinger, Missouri 63559
(660)234-9193
Fax: (660)234-9194

Adopted July 29 , 2026

ELECTRONIC HANDBOOK

For the purpose of allowing students and parents to have easy access to this document it is now available electronically. The 1st Day of School Forms do not contain the full district handbook. By signing any of these forms you are documenting you have had access to the full district handbook online and have read and understand the guidelines provided in the document. The direct link to the handbook is listed below. You may also access the document directly through our district website and Facebook page. At any time you may request a paper copy of the full handbook be printed and provided to you.

District Website:
www.novinger.k12.mo.us
Under Parent and Students Tab

If you cannot access the handbook electronically you may request a paper copy of the document by contacting the school office.

District Mission Statement:

The Adair Co. R-I School District will prepare students for success with lifelong learning skills that will guide students through an ever-changing world.

Dear Parents:

Greetings to all parents and students upon the start of our 2026-2027 school year. As stated in the district's mission statement above we are preparing our children for lifelong success. To achieve this goal, guidelines and expectations set forth in this handbook must be followed. You will find general guidelines and information that apply to our school. There will be many situations not covered in this guide and we urge you to make contact when questions arise. The administration will have full decision making authority when situations arise outside of these guidelines. Communication among parents, teachers, and administration is a vital key to our students reaching their goals. Pay special attention to all discipline policies, current cell phone/electronic device policies, cheating and plagiarism, attendance regulations, and the guidelines for the student dress code. These will be enforced in a systematic manner.

We intend for our school to be a positive environment filled with students achieving academic success. Most of all we wish to express our intention to give "our kids" our very best and will expect no less out of all of our teachers, staff, students, and parents. Please, feel free to contact the administration with questions or discussions. We look forward to a year filled with learning and success!

Sincerely,

Mr. Allen McDannald
PK-12 Principal

Mrs. Robin Daniels
Superintendent

ADAIR CO. R-I
2026-2027
Administration
Superintendent: Mrs. Robin Daniels
Principal: Mr. Allen McDannald

Faculty and Staff
An email directory for all staff can be found on our website.
Staff Directory

Bookkeeper	Melissa Rodman
Secretary	Jona Gunnels
Counselor	Kandice Robinson
Nurse	Meagan Roan
Preschool	Emily Chase
Preschool Paraprofessional	Janie Wernert
Kindergarten	Kelli Kirmse
Grade 1	Lillian Bondy
Grade 2	Kelli Howard
Grade 3	Michelle Stonecipher
Grade 4	Megan Pluym
Grade 5	Elizabeth Welch
Grade 6, BUs Driver	Megan McQueen
Title Math	Donna Broadwell
Title Supplemental Comm Arts	Deborah Abbott
Title Supplemental Comm Arts	Connie Wood
Speech Therapist	Tony Potter
Music/Band	Ashten Yos
Art	Morgan Powell
Librarian	Julie Howe
Physical Education/AD	Jason Daniels
Math	Tina Hollon
Math/Business	Russ Lincoln
Science	Jeff Daniels
Science	Shelbi Followwill
English	Julie Howe
English	Tyler Bichsel

Social Studies	Zach Christian
Spanish/FACS	Sherry Stanley
Ag Education, Bus Driver	Jason Dimmitt
Special Education	Christiana Eitel
Special Education	Tina Hollon
Coach	Ethan Epling
Coach	Josh Amey
Coach	KelliPartin
Coach	Vanessa Sthole
Paraprofessional	Jennifer Daniels
Paraprofessional	Lisa Bacon
Paraprofessional	Teaira Haage
Paraprofessional	Sassha Sherrow
Parents as Teachers	Carol Baiotto
Custodian	Scottie Roan
Custodian	Danny Daniels
Custodian	Richard Murphy
Maintenance	Danny Daniels
Food Service Director	Jessica Magers
Food Service	Jeanie Craggs
Food Service	Kathy Daniels
Transportation Director	David Novinger
Bus Driver	Marty Jacques
Homeless Coordinator	Kandice Robinson
Title IV Coordinator & Investigator	Kandice Robinson
Title IV Decision Maker	Allen McDannald
Title IV Appeals Decision Maker	Robin Daniels

Four Day School Week
At a Glance

(2026-2027 calendar is also attached)

- Start and End Time: 7:55 am-3:38 pm
  - Please do not drop students off until 7:35.

- Breakfast Served: 7:35-7:50 am

- We WILL be in session on the following Mondays:
  Aug. 24th, Oct. 26th, Nov. 23rd, Dec. 14th, Mar. 22nd, and May 17th

- Possible Make Up Days:
  January 25th, February 22nd, March 15th, April 19th, May 3rd.

- Early Out Date:
  Oct. 29th and May 21st

- Four Student Absences Allowed per Semester
  - Once student absences have exceeded the allowable absences, they will be scheduled the following Monday to make up hours.
  - Parents are encouraged to make scheduled doctor's appointments on Mondays when allowable. Attendance appeal letters from parents are due two weeks before the end of each semester.

- Any scheduled field trip will be encouraged to be taken on a Monday that we are not in session.

SCHOOL OFFICE HOURS

Tuesday – Friday
7:30 am - 3:45 pm

SCHOOL SUPERVISION

All school personnel such as Secondary and Elementary faculty, secretaries, bus drivers, custodians, and cooks have the authority to help maintain discipline. Any failure of a student to comply with such supervision will be reported to the principal.

PARENTS-PLEASE TAKE NOTE OF THE ALLOWABLE TIME TO DROP OFF STUDENTS, NO STUDENT SHOULD ARRIVE BEFORE 7:35 AM! The building will be open to students at 7:35 am and will be closed to students fifteen minutes after the end of the school day. **STUDENTS SHOULD NOT ARRIVE BEFORE 7:35 AM.** Students in the building at any other time must be under the direction of a staff member. Elementary students must have a note from a parent to stay after school for any reason. All students must have prior permission to stay after school and be supervised by a staff member. A student may not stay after school unsupervised in the building to wait for an evening school event.

BUILDING & SCHOOL PROPERTY

Students are expected to take care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged. The administration based on the price of the book or other property lost or damaged shall assess the amount owed the school district.

Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages and may be subject to additional disciplinary action.

According to the law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss, or damage caused by their children. In default of payment, the case shall be reported to the proper legal authorities or filed in small claims court.

VISITORS

We enjoy seeing parents active in our school building, but we do require all visitors to contact the school before coming. We appreciate the support of our parents and community as we go through these changing times.
On the North wall of the main entrance, by the red bench, there is a box that will allow you to communicate with the front office. Please push the button and the front office will be with you shortly.

ATTENDANCE

Success in school cannot be achieved without prompt and regular attendance. Elementary students and High School Students should be in their classroom by 7:55 am to start the day. The first few minutes of class sets the tone for the rest of the day. Students will be successful when the tone is one of being prepared and ready for class. Set the habit of being punctual the first day of school and maintain it.

Communication with the school when your child is absent is crucial. **Parents are expected to contact the Office (660)234-9193 when the student is not in attendance**. When an absence is not communicated by the parent- the principal, counselor, or attendance secretary will make phone contact to verify the absence. When a student is absent for medical reasons, he or she should present documentation from the physician upon returning to school. **This documentation does not issue an excusal from school, but can be helpful in cases of an appeal to the attendance committee.** It is the responsibility of the parent and student to track attendance progress. This progress can be monitored easily by accessing your online student information system (Lumen).

If a student is going to be gone for an extended time, arrangements may be made for work to be picked up at school after 2:00 pm or the next day.

Snow/AMI Days- In the event the school would experience a closure for weather purposes, we are prepared to coordinate district wide remote learning options through Google Classrooms. All classwork assigned during AMI learning will count toward the student's grade and will be assessed comparably to in person assignments. We suggest that parents begin becoming familiar with this platform. Students are expected to attend google meets and complete the work assigned on these days.

ATTENDANCE POLICY

Students having **more than four absences** (for any reason) in a class per semester will not receive credit for the class for the semester, and a grade of "NC" will be recorded for that class on the student's transcript. School sponsored activities will not be included in the total of the four days. Students should provide the Office with any documentation explaining the absence. This documentation will be important in the event the student should need to appeal for credit.

- Students may appeal their loss of credit in writing to the Attendance Committee during the last two weeks of the semester. It is the parents' and students' responsibility to submit this appeal in writing by the deadline. The committee shall be made up of the principal as advisor, counselor, attendance secretary, and three teachers as voting members. The committee shall view the reasons for absences and make a decision on the outcome. The documentation for the student's absences will be the compelling factor in the decision. Based on the documentation provided, three outcomes are possible:

    1. Students may be awarded the opportunity to make up seat time in order to be awarded credit. This seat time will be made up outside of the regular school day and may include after school seat time, Saturday School, Monday School, or Summer School and will be on a timeline provided by the administration. **Seat time will not be allowed to be made up prior to an attendance violation.**
    2. Students may not be awarded credit.
    3. Students may be awarded credit and excused from making up seat time.

- Students will be held responsible for making up all missed assignments and tests when absent. Students are allowed one day for each day missed. If a test has been scheduled before the absence, the student will be expected to take the test the day they return to school, unless other arrangements are made with the classroom teacher.

- No student may leave school during any part of the day except by permission of the building Principal/Superintendent or the person left in charge in the absence of the Principal. Students will be dismissed only by a phone call or an accepted written request from a parent/guardian

- Following the **4th absence <u>for grades K-12</u>**, during a semester, the school will attempt to notify the student's parents/guardians in writing that the student will not receive credit in the class due to excessive absences. Students will be notified to start serving seat time for the attendance violation after the 4th absence. Students will be able to make up missed time, and receive proper credit by attending tutoring sessions, mandatory Saturday/Monday School or mandatory Summer School scheduled by the teacher/principal. Dates and times are issued by the building principal to make up mandatory academic time. Students and parents must comply and attend in compliance with the timeline issued. In such a case that the student does not attend these mandatory sessions, credit will not be awarded. If summer school is issued as mandatory based on attendance violations only one day of the entire session of summer school may be missed or credit will not be awarded.

- **School personnel are mandated to file a report with the Juvenile Office or Department of Social Services if children have excessive absences.** (Policy 2340 Truancy and Educational Neglect)

In the case of credit not being awarded by the attendance committee, the parent may request an appeal hearing with the school board to award credit. The appeal must be in writing and must be received by the Principal no later than five days after a decision is made by the attendance committee. This appeal only applies in the event the attendance committee denies credit.

TARDIES

Elementary students entering their classroom after 7:55 am are considered tardy, unless a late bus causes such tardiness.

High school students are considered tardy unless he/she is in their classroom before the last morning bell rings. Any student arriving at school after it is in session will report to the Office and sign in giving time of arrival and reason for being late unless a late bus causes such tardiness. Students are expected to be in every class before the tardy bell rings or they will receive a tardy.

Tardies for Each Course: Upon receiving a fourth tardy in any class period per semester, students will be assigned one period of after school detention, lunch detention, or Monday/Saturday School to be determined by the building principal. Each tardy earned after the fourth in each class period will result in subsequent detentions to be served. Work or sport practice will not excuse students from serving tardy detention. In the event

the student fails to serve, he or she will be required to serve 1 day of In School Suspension.

Tardy Maximum Limit: After a student reaches a combination of 10 total tardies per semester (combined total of all tardies earned in all classes) the student will serve detention for each tardy over 10 the student incurs. In the event the student fails to serve, he or she will be required to serve 1 day of ISS or Monday/Saturday School. This means that even if a student is not violating the 4 per class rule but is at the 10 limit maximum this discipline consequence will incur.

Excessive tardies will result in further disciplinary action including but not limited to detention, Saturday School, ISS, or OSS.

EMERGENCY DRILL PROCEDURES

The first tenet of any emergency drill is that each student familiarizes himself/herself with the proper procedures for each drill. The next important step and one that is equally important is that each person remains calm and listens for any supplemental instructions which may be issued by administration or classroom teacher. At no time should any student leave the designated assembly area for any reason until the all clear signal has been given. The purpose of any drill is to save the life of each student.

Fire Evacuation Procedures

The alarm signal for a fire is designated as one continuous ring of the bell. In the event of fire the following should be adhered to:

1. Avoid panic.
2. Close all windows in the room you occupy.
3. Close the door as you exit the room.
4. Exit the room single file. Two lines of traffic may move side by side, but two distinct lines are to be maintained at all times.
5. Each teacher will follow his/her group out of the building to the designated location.
6. Move quickly and quietly.
7. Teachers will assemble students and check class rosters to assure all pupils are present. Any student discovered missing should be reported.

Three long bells will signal an all clear to come back in the building.

Tornado Drill Procedures

The alarm signal for a tornado is designated as 3 short rings, a pause and repeat of the same. Teachers will issue directions for the drill, which includes evacuation according to the following:

1. Move quickly and quietly.
2. Upstairs move in single file down the left side of the stairs.
3. Move two at a time down the left side of the stairs.
4. Fill the back of the room first.
5. Sit on the floor, put your face down, and cover your head with your hands.
6. Remain quiet and await further instructions.

The all-clear signal shall be three long bells.

Earthquake Drill Procedures

Earthquake Drill will be two long rings, a pause and repeat of the same. The alarm for the earthquake will be violent shaking and trembling of the building. Teachers and students are to immediately take cover under desks or tables and turn away from the windows. Everyone is to remain quiet and in that position awaiting further instructions.

The all clear signal shall be three long bells.

PERMISSION TO LEAVE SCHOOL

No parent or any other person can take a child from the school without checking with the main office first. The person, who is picking up the student any time before 3:38 p.m., will call the front office upon arriving at school. The student will be escorted from the building by an adult. This is for the safety of our students, which always comes first. If a person who is picking up the student is not a parent, call by 2:30pm or send a note to school with your child explaining:

- Who is picking up the student
- Reason
- Time

Please do not wait until the end of the school day to call with changes to your child's normal routine. Any change made needs to come from the parent or guardian.

If there is anyone who is **not to pick up** the student, at any time, please leave this information with the principal, secretary, and elementary classroom teacher. A parenting plan that legally documents custody arrangements must be submitted to the principal if there are any arrangements that need to be known to the staff supervising students at pick up time. **If sudden changes are made to custody arrangements and are legally documented the school will need 48 hours to validate the new paperwork with outside agencies. The school will not determine parental rights or become involved in any way in a parental dispute or conflict over parenting rights and/or pick up routines from school. The proper authorities or agencies will be contacted if the parents cannot jointly settle disputes in relation to their personal parenting plans. In an effort to separate the district in a parental conflict or civil matter, should there be a custodial disagreement arise between parents about student pick up <u>on a given school day</u>, the school will return the child to the parent who was responsible for getting the child/children to school on that given day. The parents must then settle their personal/civil conflicts jointly outside of the school day and the school district. We will fall back on this emergency guidance to create a stress free environment for our students during the school day.**

<u>High School Students</u>: No student will be allowed to leave school without permission of the Principal and without signing out through the Office. Before a student will be granted permission to leave school he/she must first have permission to do so from their parent/guardian. Students must sign the "sign out" sheet with name, time leaving, destination, and "sign in" with correct time when they return. Failure to obtain proper permission or to "sign out", the student will be treated as truant, and will be subject to disciplinary action. Permission will not be granted for students to leave school in a vehicle or to ride with another person unless a written permission slip is presented from a parent/guardian.

TRUANCY

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the Principal, shall be considered truant. Truancy will be handled according to the student discipline policy.

ILLNESS

The school nurse for the district assists in teaching health classes and providing school screenings. The nurse is available to give first aid and take care of sick children. You will be notified if your child has a temperature at or over 100 degrees, is vomiting, has diarrhea, or the nurse feels the child needs medical assistance in case of an accident or illness.

Please do not send your child to school with a temperature at or over 100 degrees, if they are vomiting, or have had diarrhea the evening or morning prior to the school day. If your child has a fever in the morning but it comes down, it is still recommended that your child stay home that day.

Junior High and High School students are not to visit the nurse during the passing period. If you show up to the nurse without proper documentation, she will send you back to class. If you arrive after the tardy bell you will be documented as tardy, going to the nurse is not an excuse for being late to class.

MEDICATION AT SCHOOL

If it is necessary for your child to have medication at school, the parent must:

- ➢ Bring the medication to school
  (DO NOT SEND WITH THE STUDENT, MEDICATIONS CANNOT BE SENT TO OR FROM SCHOOL ON THE BUS)
- ➢ Fill out a medication form
- ➢ Leave medication/note with the school nurse

This is true for all medications, <u>both prescribed and over the counter</u>. All medications <u>must:</u>

- Be in its original packaging
- State the name of the medication
- Proper dosage

Students will not be allowed to have medications in their possession. Your pharmacy will place school time dosage in a separate container at your request.

SCHOOL HEALTH OFFICE OBJECTIVES

- Every child is entitled to health services to the degree, which enables that child to maximum educational opportunities.
- Parents are responsible for the health of their children. School health programs will gladly assist parents if necessary.
- The school health program promotes health and safety for students and staff.

- Whenever possible, identifying students and staff with communicable diseases to decrease the possibility of transmission through school. Students should not come to school with a fever or contagious disease. Please keep your child home if they have a temperature over 100 degrees, who have been vomiting or having diarrhea during the past 24 hours.
- The school health professional will be the liaison between the Adair County Health Department and the school district in the event a student or staff person tests positive for a communicable disease.
- The health professional will maintain standards of isolation in the event a student or staff person is symptomatic of a communicable disease.
- Maintain immunization standards according to the law to prevent the outbreak of disease.
- Health screenings are done to help identify health problems. Develop a program for administering first aid and emergency care for injured or ill staff and students.
- Emergency forms must be brought back to adequately make a plan for students (Forms are attached to the handbook.)
- In case of an accident or illness all efforts will be made to locate parents. Children will only be taken to the hospital by ambulance in extreme emergencies.
- Proper administration of medication at school will be a priority. All prescription medicines MUST be labeled with the student's name, time, and dosing in the original bottle. All over the counter drugs must be sent with a note or medicine will not be given.
- When necessary, individual health plans will be kept on students identified with health care needs in conjunction with special education, teaching staff, speech pathologist, and physical therapist. Personnel will utilize a child abuse hotline when necessary. They are bound by law to do so as mandated reporters of any suspected or known child abuse.

The Adair Co. R-I School District does not have a policy regarding the use of Naloxone (aka NARCAN) in situations when a student is suspected of having an opioid-related drug overdose.

STUDENT INSURANCE

Insurance is available to all students at a very reasonable rate. The policy covers the student coming to school, while at school, on his/her way from school and while participating in any school activity, including field trips and athletics. Insurance coverage is mandatory for all students participating in sports and activities and should be indicated on the MSHSAA provided physical form. You can use this link to purchase the insurance online using a credit card, or you can request an insurance form from the office. Additional information can be found in the forms at the back of the handbook. Link below.

.https://insure.kandkinsurance.com/sites/k12voluntary/Pages/K12VolEligibility.aspx

NOVINGER, MISSOURI 63559-0386
(660) 234-9193 FAX: (660) 234-9194

News from the Nurses office
Dear Parents, and Guardians;

We have had a great start to the new school year! I just wanted to remind you of medical school policies. I will continue sending home yellow notes when students come to the nurse for your information and will call when necessary.

MEDICATIONS: **All medication must be in the original container and brought to school and picked up BY AN ADULT.** The door greater can pass them along to me. The pharmacies will give you an extra labeled container if you ask for it and split the medication. A medication form needs to be filled out prior to leaving the meds. They are available outside of the nurse's office. I will not give Tylenol or Ibuprofen without it being marked on the emergency form. **STUDENTS MAY NOT CARRY THEIR OWN MEDS** with the exception of emergency meds (inhalers) which must have a signed note from the student's parents.

ILLNESS: I will send home students who have a temperature over 100, exhibit a great deal of coughing undiagnosed by a physician, exhibit an unknown rash, and who have diarrhea or vomiting. Please keep your child home if they have a temperature over 100, **without** having taken Tylenol or Ibuprofen.

SCREENING: It is a state requirement that we screen for vision, hearing, blood pressure height, weight, and dental cavities. Students must wear a thin t-shirt for scoliosis screening or will be asked to change into one. In cooperation with Truman nursing students this screening will be held in September. If screening results are abnormal I will send home a referral in a sealed envelope. If results are urgent I will also call.
IF YOU **DO NOT** WANT YOUR STUDENT TO PARTICIPATE PLEASE SEND ME A NOTE BY **SEPTEMBER 1** AND I WILL SUPPLY YOU WITH A FORM TO TAKE TO YOUR DOCTOR FOR THE SCREENING.

DENTAL: Northeast Missouri dental will again offer free fluoride varnish and exams please sign attached forms if you would like your child to participate it will be applied in fall and spring.
If you have any concern or questions, please feel free to call me at school or email me.
Thank you for your cooperation!

Meagan Roan
School Nurse
660-234-9193
mroan@novinger.k12.mo.us

ALL SIGNATURE FORMS AT END OF HANDBOOK

HOMEWORK POLICY

Homework/ Quizzes and Student Absences Not School Sponsored:
Students are responsible for contacting their teachers in order to make up missed school work assigned or completed while the student was absent. If a student misses a test but has covered the test material before he/she was absent, he/she is expected to take the test upon returning to class. All students will receive a minimum of one (1) day for every day they are absent to make up missed assignments.

Homework/ Quizzes and Students Missing for a Scheduled School Activity:
Assignments are still due the day the student returns to class following the scheduled activity, the same late work policy applies if it is not turned in. Scheduled quizzes and tests must be completed the day following the school activity. If scheduled quizzes and tests are not made up by that time, students will be docked 10% off the earned grade for each day late.

In the event that school would need to be closed for a period of time, either for a health emergency such as the COVID-19 pandemic or for a canceled day due to weather students will be required to move into virtual learning if required by the district. Each class, grades 2 -12 will maintain virtual learning via Google Classroom. Students will be expected to maintain their school work in any event that school would need to be canceled. All work will be evaluated as if the student were in class when the assignment was given, no work will be graded only for completion. Students are expected to give the same amount of attention to homework and instruction that is given either face-to-face or virtually.

MAKE-UP WORK POLICY

A reasonable amount of time is allowed for students to make up work. For every full day of absence, one day of make-up time will be allowed. In the event that learning has moved to a virtual platform, work will be due the day the school returns to normal in person learning.

LATE WORK POLICY

High School Late Work:

- On time - 100% of graded score
- 1 Day Late - 70% of graded score if turned in before 8:00 the day after it was assigned.

JH School Late Work:

- On time - 100% of graded score
- 1 Day Late - 70% of earned grade if the assignment is turned in by 8:00 the day after it was due

HIGH SCHOOL PARKING

Students will be expected to park properly in the student parking lot when they arrive. Students parking in this lot must maintain up to date licensure and insurance requirements. Only licensed motor vehicles will be allowed to park in the student parking lot. Students are not to remain in the car or the parking lot once it is properly parked. All student vehicles are to be parked in the south parking lot. Both ends of the parking lot and the driveway to the Ag building are to be kept open so that emergency vehicles may enter and exit if necessary. A student may not park on school grounds if a student is under the influence of a prescription drug where driving is prohibited or can influence the operation of a motor vehicle. Students who operate a motor vehicle on school property must also have a current drug testing form on file. Students who do not follow the parking guidelines or those who drive carelessly or without due caution so as to endanger persons or property shall be prohibited from parking on school property. Careless or reckless driving on school grounds shall be reported to the authorities.

FOOD SERVICES

Breakfast 7:35 a.m.-7:50 a.m.

Lunch Period Times

- 10:30 - 11:00 -- PK
- 10:38 - 10:58 -- K
- 10:40 - 11:00 -- 1
- 10:45 - 11:05 -- 2
- 10:58 - 11:18 -- 3 & 4
- 11:18 - 11:38 -- 5
- 11:23 - 11:43 – 6
- 11:30 - 11:50 -- 7 & 8
- 12:00 - 12:20 -- 9-12

BREAKFAST/LUNCH PRICES
PRICES ARE SUBJECT TO CHANGE

AFTER the information on the free and reduced lunch form is returned to the school your eligibility for Free and Reduced Lunch will be determined. It is very important that all families (1 PER FAMILY) return one of these forms to help track the status of our program. All information is kept confidential. See this form at the back of the handbook. High school and adult prices are listed below.

High School Lunch	$3.00	Reduced .40
Elementary Lunch	$2.75	
Student Breakfast	$1.75	Reduced .30
Adult Breakfast	$2.25	
Adult Lunch	$3.25	
Extra Milk	$0.30	

Extra plate is charged at the regular meal cost.

Breakfast and lunch will be served daily.

Eligibility Criteria for Free and Reduced Price Meals

Effective July 1, 2024

Family/Household means a group of people who may or may not be related and who do not live in an institution or a boarding house, but who are living as one economic group. Students who are temporarily away at school should be counted as members of the family; however, students who are full-time residents of an institution are considered a family of one.

Gross Income means income before deductions for income taxes, employee's social security taxes, insurance premiums, charitable contributions, bonds, etc. It includes the following:

1. Monetary compensation for services, including wages, salary, commissions, or fees;
2. Net income from non-farm self-employment;
3. Net income from farm self-employment;
4. Social security;
5. Dividends or interest on savings or bonds or income from estates or trusts;
6. Net rental income;
7. Public assistance or welfare payments;
8. Unemployment compensation;
9. Government civilian employee or military retirement, or pensions, or veterans payments;
10. Private pensions or annuities;
11. Alimony or child support payments;
12. Regular contributions from persons not living in the household;
13. Net royalties; and
14. Other cash income. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources which would be available to pay the price of a child's meal.

Income does not include any income or benefits received under any Federal program, which are excluded from consideration as income by any legislative prohibition.

In a household where there is income from wages and self-employment and the self-employment reflects a negative net income, consider that income as zero so as not to offset the wages earned.

In applying guidelines, the family's current rate of income should be used in determining eligibility.

Current Income is defined as income received during the month prior to application if such income is representative. Where the prior month's income was much higher or lower than usual, expected income for this year (12 months starting from the prior month) may be used; for example, self-employed people, farmers, and migrant workers.

(Information follows on the reverse side.)

Foster Children whose care and placement is the responsibility of the State, or who is placed by a court with a caretaker household, are categorically eligible for free meals and may be certified without an application. Whether placed by the State child welfare agency or a court, in order for a child to be considered categorically eligible for free meals, the State must retain legal custody of the child. Households with foster and non-foster children may choose to include the foster child as a household member, as well as any personal income earned by the foster child on the same household application that includes the non- foster children. Foster children on the DC list are free eligible. Foster children cannot extend eligibility to household members.

Institutionalized Children are considered a one-member family and only monies the child actually receives and controls shall be considered as income for determining eligibility.

Adopted Children for whom a household has accepted legal responsibility is considered to be a member of that household. If the adoption is a "subsidized" adoption, which may include children with special needs, the subsidy is included in the total household income.

Because some adopted children were first placed in families as foster children, parents may not be aware that, once the child is adopted, he/she must be determined eligible based on the economic unit and all income available to that household, including any adoption assistance, is counted when making eligibility determination.

Medical Statement for Student Requiring Meal Modification

A form may be requested from the district office (660-234-9193) that shall be completed by a physician if a meal modification is necessary for a physical impairment that may restrict a child's diet. No meal modification will be provided without completion of this form.

High School Lunch Money:
Students in grades 7-12 will pay for their meals in the Office from 7:30 a.m.-7:50 a.m. (Students are not to charge meals.)

All Students: After the balance exceeds ten ($10.00) dollars, the student may be given a designated menu alternate. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by a phone call by the District Accounting Office, or by the Food Service Department. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year. (Policy 5550).

CIVIL RIGHTS COMPLAINT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

Adair County R-I School is a sponsor of the United States Department of Agriculture (USDA) Food and Nutrition Services' (FNS) Child Nutrition Programs, including the *: National School Lunch Program (NSLP), Seamless Summer, School Breakfast Program (SBP),* The Adair County R-I School provides benefits to all eligible individuals without discrimination in accordance with Federal civil rights laws and USDA policy, as governed by FNS Instruction 113-1. 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, age, sex, and disability.

Program participants who feel they have been discriminated against while participating in the Child Nutrition Programs, including during the serving of meals, will be instructed to contact Robin Daniels, Superintendent at (660) 234-9193 for procedures to voice their complaint. All complaints alleging discrimination on the basis of race, color, national origin, age, sex, or disability, either written or verbal, must be processed within the established time frames.

Right to File

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within **180 days** of the alleged discriminatory action. Only the Secretary of Agriculture may extend this time under special circumstances. The complainant must be advised of confidentiality and Privacy Act applications. The Superintendent will not

attempt to resolve the complaint themselves, without first providing the complainant with information on how they can file a complaint.

Forms

The Superintendent will provide, all persons wishing to file a complaint, instructions on where to obtain the USDA Program Discrimination Complaint Form online or where they can obtain a hard copy. However, use of this form will not be a prerequisite for acceptance of the complaint.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish) for assistance in filing a complaint.

Filing a Complaint

The Superintendent will provide instructions to the complainant on where to forward the completed USDA Program Discrimination Complaint Form by:

· mail: 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410;

· fax: (202) 690-7442; or

· e-mail: program.intake@usda.gov.

Verbal Complaints

In the event a complainant wishes to make the allegations verbally or in person and refuses or is not inclined to place such allegations in writing, the Superintendent will write up the elements of the complaint for the complainant utilizing the USDA Program Discrimination Complaint Form.

Acceptance of Written or Verbal

All complaints received by Superintendent written or verbal, will be forwarded to the U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights (OCR). Anonymous complaints will be handled as any other complaints, to the extent feasible, based on available information. Complaints will be forwarded to OCR via:

· mail: 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410;

· fax: (202) 690-7442; or

· e-mail: program.intake@usda.gov.

State Agency Notification

If the Superintendent is notified that a program participant has filed a Civil Rights complaint or they have filed a complaint on behalf of a program participant, they will notify their Nutrition Program Specialist at the Department of Elementary and Secondary Education (DESE). The Superintendent will provide information as requested by the DESE during the OCR investigation of the complaint.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, **USDA Program Discrimination Complaint Form** which can be obtained from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email: program.intake@usda.gov**

This institution is an equal opportunity provider.

FREE & REDUCED FORMS

Free and reduced forms are attached to the handbook. They are also available from the office during the school year if your financial status changes. Free and reduced information is confidential. **IT IS CRUCIAL THAT ALL PARENTS FILL OUT THIS FORM EVEN IF YOU BELIEVE YOU WILL NOT QUALIFY**. THE DISTRICT USES THIS DATA TO BENEFIT OUR SCHOOL. ALL DATA IS STRICTLY CONFIDENTIAL.

LUNCH SHIFT

All students will be served lunch at school unless a lunch is brought from home. Students will remain in their designated lunch area until the end of lunch period. Students outside the designated lunch area without a hall pass will be considered out of their assigned area and will be subject to disciplinary action. If a parent is bringing their child lunch, we ask that it be delivered during the time that student will be eating lunch.

FOOD AT SCHOOL

All food items are to be consumed in the cafeteria. All students will be allowed to carry a reusable water bottle, this does not mean a pop bottle that will be refilled. No other food or drink is allowed in the classrooms or hallways when school is in session. No soda is allowed by students at lunch time (either purchased or brought from home).

Teachers may occasionally reward students with a snack or drink, or provide snacks in the course of a special event. But all snacks and drinks are to be stored and consumed in that teacher's room.

Students who are in possession of food items, snacks, drinks, etc. will be referred to the office for disciplinary action. The items may be confiscated. Repeat offenders will be eligible for disciplinary action to include ISS or OSS.

SODA MACHINE

The soda machine is to be used by students **only after 3:38 p.m**. Soda may not be purchased by students at any time during the school day for any reason. Soda may not be consumed by students at lunch.

PREGNANT AND/OR MARRIED STUDENTS

Marital, maternal or paternal status shall not affect the rights and privileges of District students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district. Pregnant students shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The physician's approval of this continued attendance must be on file at the school, and must specify the type of activities in which the student may participate.

TELEPHONE USE

The office telephones are for school business. If a student needs to use the phone, the teacher will give permission if it is a necessary phone call. The office personnel must grant permission to make long distance calls. **Parents are reminded that unless it is an emergency**, calls to and from students should not be made during school hours and will be returned only during class break. It is also a reminder to parents that any student caught in the use of their cell phone will incur a discipline infraction. It is advised that parents should not make calls or text to student cell phones during the school day for any reason. Any emergency calls or urgent messages should come through the office for distribution.

CELL PHONES, ELECTRONIC DEVICES, EARBUDS, AND SMARTWATCHES, ETC……

The use of cell phones and electronic devices in school poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. For this reason, cell phones and all other electronic devices are not allowed turned on during school hours unless otherwise directed by a teacher or administrator. **Each classroom will have a cell phone holder and every student will place their cell phone and/or smart watch in the holder at the beginning of class.** The following guidelines will be adhered to during the school day:

1. All electronic devices are **"off"** during instruction and will be placed in the cell phone holder. Students may use their phone before the 7:52am bell and after the 3:38 bell rings as long as the device is being used appropriately.
2. Discipline for taking/disturbing a phone that is not yours will match the same as a cellphone violation.
3. Phone calls can only be made under the supervision of office personnel and not in hallways, locker rooms, restrooms, etc.
4. **Ear Buds will** also not be allowed.
5. Smart Watches will be treated just like a smartphone. They will need to go in the pouches with their phone.
6. Video recording and picture taking will not be tolerated unless under the direction of a faculty member.
7. Cell Phones are strictly prohibited in bathrooms and locker rooms and should not be visible.
8. Posting on social media is prohibited during school hours.
9. **Phones must be turned off during school hours**.
10. Teachers may permit the use of personal devices within the classroom setting for educational purposes.

Elementary students will give their cell phones to their teachers when they arrive at school. Cell phones and electronic devices are not allowed on while under the care of the school district.

The internet user agreement is in effect for usage with all wireless devices. Students will be instructed when these specific times are available by the supervising teacher and follow the teacher's directions for usage during these specific times. Any misuse will result in a cell phone/internet usage violation.

Cell Phone/Wireless Device Violation

● Warning/1st Offense	Conference with the Principal and Phone Call to Parents
● 2nd Offense:	1 Day ISS/ Phone is Returned to Parent or Guardian
● Subsequent offense	3 Days of ISS/Phone is Returned to Parent or Guardian

Phones will be confiscated upon violation of this policy, they will be returned to parents or guardians only on the 2nd offense and any subsequent offense.

Failure of the student to cooperate with this process will result in further discipline infractions.

Parents, please, encourage your children to have phones powered off during the school day. If a phone rings or buzzes while in the classroom, the holder will be considered a phone violation. In the event of an emergency the school phone will be used to communicate with you**. If a phone is powered on or in sight during the school day a student is in violation of this policy.** This will include but not limited to text messaging, picture messaging, uploads to social media sites, phones ringing during the school day, no matter the caller or reason for the call or text message.

Prohibition of Camera Phones
First Offense: Up to 180 days OSS and/or permanent expulsion if pictures are used to violate another student's right to privacy

Students are allowed to take their phones on trips and events. The phone should remain off while at the activity or event. The Sponsor may give the student permission to use their phones so that students can call parents to let them know when the bus will be arriving back to school and then they must be turned back off.

Any electronic device I-Pads, **Smart Watches that receive or send messages**, Personal Computers, Tablets, Kindles, Cameras, IPODS, MP3 Players, Video Players, Games, ITOUCH devices and all other electronic devices are not to be used at school.

TEXTBOOKS

Students are responsible for loss or abnormal damage to textbooks, library books, etc. loaned to them. The Principal and Teacher will determine the amount of reimbursement for loss or damaged materials. Students will be expected to pay the determined amount of the damaged book.

LOCKERS

Secondary students will be assigned lockers. If students choose to put a lock on their locker, the office will need a key or the combination, so if the key is lost or the combination is forgotten a copy will be in the office. Failure to adhere to this policy will result in forcible removal of the lock and disciplinary action. All locker changes must be cleared in the office. Keep your locker clean at all times. Defacing or destruction of your locker may result in loss of locker privileges.

HALL PASSES/CONDUCT

Students who are out of their assigned area, whether it is a classroom, the cafeteria, the library, etc. must have in their possession a hall pass. Students out of class without a hall pass will be considered out of their assigned area, and shall be disciplined as such.

Students are not permitted to run, shove, or make excessive noise in the hall at any time during the school day. Students are expected to help maintain a safe and orderly school community. As we continue to face a global pandemic, changes to when and where masks need to be used may change with little to no notice. We are always keeping the best interest of our students in mind and want to keep everyone as healthy as we can.

STUDENT DRESS CODE

All students are encouraged to dress as neatly as possible and suitable to weather conditions. The following rules apply:

- No hats, head coverings, sunglasses, or bandanas that are used as a head covering
- Shoes must be worn at all times
- No halter tops, crop tops, backless clothing, bare midriffs or see through garments
- Shorts, skirts, skorts, dresses/skirts should be of an appropriate length (NOT SHORTER THAN THE TIPS OF THE KNUCKLES) and not disruptive to the classroom environment.
- No spaghetti straps or tank top shirts that have less than 2" total material on each shoulder, or **show undergarments in any manner**
- No shirts with advertising of alcohol, tobacco, illegal drugs, drug paraphernalia, profanity, or suggestive language
- No tops excessively low below the neck, underarms (cut off t-shirts exposing underarms or undergarments) or open shouldered
- No pants worn below the hips, no pants may be worn with holes or rips that are considered disruptive, reveal underclothes or are in inappropriate areas of the body
- Blankets will not be carried in the hallways and used in classrooms. If you typically get cold, bring a jacket to put on.
- No hanging chains, spikes, or collars

Teachers of specific courses where health or safety is a factor may require students to adjust hair, clothing, or both according to the needs of the class.

Students may be required to change inappropriate clothing, or to cover it up. If a student refuses, the parent will be notified and he or she will be required to complete a day in ISS.

The Administration reserves the right to consider apparel not listed above as inappropriate if in their opinion it is a substantial disruption to the educational process.

FIELD TRIPS

Field trips to places of educational value will be part of some courses or classes. These trips will be cleared and scheduled with the Principal in advance. Names of students participating shall be submitted to the Office so a list may be given to all faculty members. Students will conduct themselves on these trips in the same manner as in the classroom. The conduct of students on such trips will be a determining factor in considering future trips. Students are required to have permission from their parents before going on a field trip that involves transportation. Field trips will be held on Mondays to avoid interfering with classroom instruction during the four-day school week. Information will be provided in advance for these trips.

SCHOOL PARTIES

Teachers will provide information about parties. Parents of elementary students need to contact the teacher in advance when having a birthday celebration with their child's class.

TEACHER CONFERENCE TIMES

If you need to contact a teacher, please do so during their conference time or by email. All teacher email addresses may be accessed through the school website.

PROMOTION, ACCELERATION AND RETENTION

The Adair Co. R-I School District is committed to the continuous development of students enrolled in the district's schools, and for a student's achievement of the skills for the current grade assignment, to pass to the higher grade.

Students will normally progress annually from grade to grade. Retention may be considered when in the judgment of the professional staff; it is in the best educational interest of the students involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests, other documented measures of skill and content mastery, standardized-test results, and teacher observation of student performance.

Summer School may be used as a form of intervention for students at risk of retention. If this intervention is recommended, a child must attend the stated number of hours required and pass a grade level appropriate math and reading test to progress to the next grade level. Each student's case will be considered on an individual basis and a plan developed by May of each school year.

The Principal and Superintendent, in cooperation with the professional staff, shall develop administrative guidelines for the promotion, retention and acceleration of students at the elementary level.

Students in grades 7th and 8th grade must receive an average of 60% for semester 1 and 2 in all core classes. At such time these standards are not met a committee of teachers and the principal will meet to make a decision about promotion and retention based on documentation of academic performance.

Attendance requirements must also be met in correspondence with academic requirements to be promoted to the next grade level.

PROMOTION AND READING LEVEL

Screening for Literacy Intervention

(Adair Co. R-I School District Literacy Intervention Plan may be viewed in full on the district website)

The following assessment tools will be utilized as evidence of student performance related to the skills listed below. Screening will identify students who are at risk of reading failure, be used to identify need for intervention, and set goals for achievement.

The following actions will be taken in accordance with state department guidance:

- Kindergarten will be screened by November 15, 2024. Kindergarten will also be screened by the end of the year. Progress monitoring shall occur for students not meeting norms.

- First through sixth grade will be screened within the first thirty days of the year, mid and end of the year benchmarking. Progress monitoring shall occur for students not meeting norms.

- Screening will include K-3 students transferring from a school within state (not previously screened) and those transferring from another state.

- A student will be screened in grades 4-12 if experiencing consistent difficulty in phonological awareness, phonics, fluency, or comprehension as noted by assessment scores, classroom teacher determination, or requested by the student's parent/guardian.

- Exemptions to screening exist. Included in this list are students with a current diagnosis of dyslexia, students with intellectual disabilities and sensory impairment (vision/hearing).

- English Learners may potentially have characteristics of reading risk factors including dyslexia. These students are at times missed because difficulties in reading can be erroneously blamed on language acquisition. These students may be screened for dyslexia related risk factors.

Screening will be administered by Adair Co. R-I teachers.

SB 681 (2022) and Dyslexia

Educators, researchers, and policy makers generally agree that the defining characteristic of dyslexia is a deficit in word reading and processing. There is also general agreement that, to be diagnosed with dyslexia, children must have adequate vision and hearing acuity along with adequate cognitive skills to be able to learn to read (Elliot, 2020;International Dyslexia Association, 2002).Students who are identified as being at risk of dyslexia in the statewide dyslexia screening or have a formal diagnosis of dyslexia will also be required to have an RSP. The LEA will provide an explanation that the instruction used to teach the child reading will be explicit, systematic, and diagnostic and based on phonological awareness, phonics, fluency,vocabulary, comprehension, morphology, syntax, and semantics.

GRADING SYSTEM

The following scale is to be used for grades 3-12:

96% - 100%	A	A – Excellent
90% - 95%	A-	
87% - 89%	B+	B – Superior
83% - 86%	B	
80% - 82%	B-	
77% - 79%	C+	C – Average
73% - 76%	C	
70% - 72%	C-	
67% - 69%	D+	D – Inferior
63% - 66%	D	
60% - 62%	D-	
0% - 59%	F	F – Failure
Inc. or NC		Incomplete or No Credit

An incomplete grade advises that you have an F in this subject to date, but have not completed all the necessary work.

All incomplete grades received as quarter grades must clear the office two weeks from the date the grade cards are issued or it will become an automatic F. All make-up grades are the responsibility of the student.

PK - 2 Students are graded using standard based grading. The above chart will not relate to their grading system.

Two Week Grade Check Policy: All grades will be checked every two weeks as the school calendar allows. If a student is found to be receiving an "F" in the course the student will not be allowed to participate in any school activity for the duration of two full weeks at which time the grade must be brought up to a score of 60% or above. The grade will be rechecked for eligibility every two weeks. Teachers will contact, by phone, all parents of a student receiving a "D" or "F" at the time of these checks.

Grade Check Dates

September - 15th, 29th(midterm)
Oct. - 13th, 16th (End of 1st Quarter)
Nov. - 3rd, 17th(midterm)
Dec. - 8th, 18th(End of 2nd Quarter/1st Semester)
Jan. - 26th
Feb. - 9th(midterm), 23rd
Mar. - 9th, 12th(End of 3rd Quarter), 30th
Apr. - 13th(midterm), 27th
May - 11th, 21st (End of 4th Quarter)

CHANGE OF CLASS SCHEDULE

Any change of classes must be made during the first two days of the semester. No changes will be made after this time except in circumstances agreed by the Counselor, Principal, and the Teachers involved. Class changes that are made after the allotted time could result in a grade of "F" recorded on the student's transcript. After the reasons for the change are considered, the grade will be determined.

VIRTUAL INSTRUCTION

Availability of virtual education opportunities may be found on the school website:
https://www.novinger.k12.mo.us/vimages/shared/vnews/stories/5f5bae26a794e/mocap%20website.pdf

SPECIAL STUDENT TRAINING

Pure Freedom comes into the school annually to offer training to our students on the topics of "Human Sexuality" and "Sexual Abuse Awareness". For both presentations, students will be sent home with an "opt out" form prior to the presentations. Students will not be penalized for not attending these training sessions.

TRAUMA-INFORMED SCHOOLS

DESE has training for parents on the trauma-informed initiative. You can find a link to that information on the school website:
https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed

CLASS SPONSORS

7 SPONSOR	JASON DANIELS
8 SPONSOR	JULIE HOWE
9 SPONSOR	SHELBI FOLLOWILL
10 SPONSOR	TYLER BICHSEL
10 SPONSOR	ASHTEN YOS
11 SPONSOR	MORGAN POWELL
11 SPONSOR	SHERRY STANLEY
12 SPONSOR	TINA HOLLON

STUDENT COUNCIL

Sponsor: Mrs. Julie Howe

The student council is one of the most important of all student organizations. Through the student council. The council has charge of suggesting various activities throughout the school year. The student council is not a governing body, but a coordinating group to lead the student body to bigger and better things along the path of better education.

Students who have previously been a student council member will qualify to be a member again if they have a 75% or higher participation rate. In order to be eligible to become a student council member or a class officer, you cannot have a failing grade in any of your classes for the preceding quarter.

NATIONAL HONOR SOCIETY

Sponsor: Tina Hollon

In order to be eligible for membership in the National Honor Society, a student must be either a Sophomore, Junior, or Senior, must have been in attendance at least one semester, and have a cumulative scholastic average of 85%, B, or a 3.0 GPA on a 4.0 scale. Candidates are then evaluated on the basis of service, leadership, and character. The selection of each member shall be by majority vote of a faculty council. *Students and parents may access full guidelines in the NHS handbook available on the district website and provided by the sponsor.

FORMAL ASSESSMENTS

Each student in grades K-12 will be given all assessments mandated by the Missouri Department of Education. Students in K-2 will be given a standardized test in Communication Arts and Math at least once yearly. Students in grades 3rd-6th will participate in yearly grade level assessments. K-12 students may participate in the STAR testing in the area of reading or math. End of Course Exams will be given in all areas required by the state of Missouri. The district may also choose to participate in additional optional state and local assessments to further track students' performance as they become available.

A+ Program

Sponsor: Mrs. Kandice Robinson

Adair Co. R-I has an A+ Program. The primary goal of the A+ Schools Program is to ensure that all students who graduate from Missouri high schools are well prepared to pursue advanced education and employment. Students who graduate from a designated A+ high school may qualify for a state-paid financial incentive to attend any public community college or career/technical school in Missouri if the student successfully meets the following requirements:

- Enter into a written agreement with the high school by October of the student's senior year
- Attend a designated school for three consecutive years immediately prior to graduation.
- Score Advanced or Proficient on the Algebra I EOC
- Graduate with an overall GPA of 2.5 or higher on a 4.0 scale.
- Have at least a 95% attendance record for the entirety of grades 9-12.
- Perform 50 hours of unpaid tutoring or mentoring.
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs/alcohol.

Additional guidelines and handbooks regarding the A+ Program should be reviewed on the district's websites. Students and parents should review this information carefully.

Graduation Requirement

Language Arts	**4 units**
Mathematics	**3 units**
Science	**3 units**
Social Studies	**3 units**
Personal Finance	**0.5 unit**
Practical Arts	**1 unit**
Fine Arts	**1 unit**
PE	**1 unit**
Health	**0.5 unit**
Electives	**9 units***

26 units

Weighted Courses:

Language Arts: Composition I, Composition II, College Prep English & College English

Math: Geometry, College Algebra, College Stats

Science: Biology II, Anatomy & Physiology, College Biology & College Health

Practical Arts: Accounting II

Fine Arts: College Music

Electives: College Psychology/College Sociology, Spanish II , College Criminal Justice

All college level classes are weighted courses

Dual Credit College Courses: Juniors and Seniors have the option to enroll in dual credit college courses, if high school prerequisites have been met. Courses are taught through the following institutions; North Central Missouri College (NCMC), Moberly Area Community College (MACC) and Central Methodist University (CMU). When deciding which courses to take it is advised that students and parents plan according to what post-secondary path students will be pursuing. The school counselor will discuss this as well. All students must first get approval from the counselor and the administration before enrolling in a college level dual credit course. Administration will determine eligibility for all college level dual credit

courses taken on site before enrollment. No more than two college level courses will be taken in one semester without special permission from the administration being granted by submission of a student application. These applications will be located in the district guidance office.

Each college has specific requirements in order to take dual credit college courses. These requirements can be found in the respective college dual credit handbooks and are reviewed by the school counselor prior to enrolling students.

Latin Honors

Adair County R-I will initiate a Latin Honors program this year for graduating seniors. Along with the designation of Valedictorian and Salutatorian students that achieve at a high level will also be recognized at graduation. There are three levels of academic honors in the Latin Honor system, they are: Cum Laude, Magna Cum Laude and Sigma Cum Laude. The requirements for each are listed below:

- **Cum Laude:**
  - 3.0 GPA
  - 18 on ACT
  - 95% Attendance (Cumulative)

- **Magna Cum Laude**
  - 3.7 GPA
  - 20 on ACT
  - 95% Attendance (Cumulative)

- **Summa Cum Laude**
  - 3.9 GPA
  - 22 on ACT
  - 95% Attendance (Cumulative)

Adair County R-I Vocational Students:

Attendance-Vocational students will attend courses at the Kirksville Area Technical School Tuesday-Friday when classes are in session. Transportation will be provided to and from Adair Co. R-I School. Students will need to arrive by 7:30 am to ride the bus. Tuesday-Friday students will return to their scheduled classes at Adair County R-I for the remainder of the school day. Students must ride the vocational bus provided unless permission is granted from the administration in advance. Vocational students may miss

no more than 7 days per semester. Any days in violation over this amount will result in required seat time at the home school and non-renewal into the vocational program during the following semester. Any failing grade for a vocational program will result in non-renewal to the vocational program through the Adair County R-I School District. All programs are two year programs and should be started in Year 1 as a Junior and continued in Year 2 as a Senior. The same program type must be attended consecutively to all for enrollment.

BAND & CHORUS

Ashten Yos

All vocal and instrumental activities, including band trips, are considered as part of the class. Students enrolled in vocal or instrumental music classes will be expected to participate in all required activities. Failure to participate can result in reduced grades for the class. View more detailed information in the handbook provided by the band/choral director at the start of each school year.

Trapshooting

Membership Requirement

(Adair County R-I Trapshooting Handbook Will)

Instructor: Jason Dimmitt

To be a member of the Adair Co. R-I FFA Trapshooting team, students must meet the following requirements:

- You must have all of your dues paid, FFA member $20.00
- Be enrolled in an Agriculture class during the 26-27 school year
- Practice consistent firearm safety while handling guns and ammo
- Meet all academic and behavioral standards set forth for athletes by the Adair Co. R-I School District and the Missouri State High School Activities Association. Students violating standards regarding school safety will not be allowed to participate in trapshooting.
- Students are not eligible to participate in trapshooting, while serving an out-of-school suspension or expulsion. Students who were suspended for more than 10 school days, are not eligible to participate for one school year after the end date of the suspension.
- If a member is found to not be following these requirements, they may face removal or suspension from the team. Penalties will be at the joint discretion of the trapshooting coach (FFA Advisor), principal, and superintendent.

ATHLETIC AND EXTRACURRICULAR CODE
ADAIR CO. R-I SCHOOL DISTRICT

Athletics, by its very nature, requires that the participant be an individual who in their thoughts and deeds is of the highest caliber. Many people watch the athlete and form judgments about the standards and ideals of the community from what they observe. Adults view the merit of the institution's athletic program on the basis of what they see and hear. To his fellow students, the athlete stands as a model against which they can judge their own behavior. To the youngest child, the athlete represents an ideal to be looked up to appearance will conform to the following regulations:

- The use of alcohol in any form at any time, or any place will automatically eliminate the student from participating in any activity for the remainder of that particular activity. The student will not be allowed to participate in any activity for a minimum period of the next nine weeks.
- The physiological effects of tobacco are such that no athlete can perform at peak efficiency if they use it. As a result, the athlete must abstain from its use at all times. The use of tobacco will result in disciplinary action which may make the player ineligible until such time the discipline is served. The Coach in any sport will set up specific training rules to carry out their philosophy in athletics.
- Each District Student Athlete will be given a concussion and brain injury information sheet annually. Athletes that need to undergo concussion protocol will follow the procedure as it is stated.

This code was written by the school administration and is supported by Adair Co. R-I School District Board of Education. Participating in athletics is a privilege extended to you by your parents and school officials. Work hard at it, enjoy it, and do not abuse it.

Athletes will keep the locker rooms clean at all times and remove all their belongings daily. Locker rooms should not be treated as a place to store a student's belongings at any time.

****DISTRICT ELIGIBILITY RULES****

The following pertains to Cheerleaders, Student Managers, Athletes, Class and Student Council Officers, Band Members and all those involved in interscholastic participation in athletics, music, academic teams, and student organizational groups. Once a student is found ineligible he/she is not allowed to participate in any school activities which include but are not limited to games, competitions, meets, dances unless approved by the administration. Activities that do not involve competition, but do involve participation for course credit will be decided upon by the teacher in conjunction with approval by the administration. Violations of the district attendance policy may also restrict eligibility in all activities and will be determined by the administration.

1. Two Week Grade Check Policy: All grades will be checked every two weeks as the school calendar allows. If a student is found to be receiving an "F" in the course the student will not be allowed to participate in any school activity for the duration of two full weeks at which time the grade must be brought up to a score of 60% or above. The grade will be rechecked for eligibility every two weeks. Teachers will contact, by phone, all parents of a student receiving a "D" or "F" at the time of these checks. Coaches or sponsors may also choose to restrict participation for any grade in the D range.

2. For all students 7th -12th grades: If a failing grade is received in any one course for any quarter, the student will not be eligible for activities for the next quarter. If a failing grade is received in any one course for the semester, the student will not be eligible for activities the next semester. Ex…. A F in Math 3rd quarter makes the student ineligible for 4th quarter. An F in 2nd semester makes the student ineligible 1st semester of the upcoming year if an underclassman.

3. 6th graders and 9th graders are eligible for the 1st quarter of every school year (*MSHSAA*)

4. Good citizenship must be maintained at all times and will be contributing factor eligibility. Any discipline occurrences may cause a loss in eligibility as determined by the administration and coaches/sponsors.

5. If school is in session:

i. Students who miss classes on the date of contest without being excused by the Principal shall not be eligible to participate on that date (MSHSAA).
ii. Students must be in school all day following the day of participation unless excused by the Principal or be ineligible for the next event (MSHSAA).

(Any doctor's excuse needed to document the reason for such absence, must be provided to the principal before eligibility will be decided.)

6. Abide by the rules set forth by the instructor in charge.

7. Adhere to eligibility rules as prescribed by the Missouri State High School Activities Association. https://www.mshsaa.org/activities/Eligibility/EligibilityStandards.aspx

Grade Check Dates

September - 15th, 29th(midterm)
Oct. - 13th, 16th (End of 1st Quarter)
Nov. - 3rd, 17th(midterm)
Dec. - 8th, 18th(End of 2nd Quarter/1st Semester)
Jan. - 26th
Feb. - 9th(midterm), 23rd
Mar. - 9th, 12th(End of 3rd Quarter), 30th
Apr. - 13th(midterm), 27th
May - 11th, 21st (End of 4th Quarter)

EXTRA CURRICULAR ACTIVITIES-GUIDELINES AND REGULATIONS

Any student participating in any extracurricular or co-curricular activity shall be required to be in attendance the full day of any contest and the full day after, unless approved by the principal. The building Principal may approve an absence for extenuating circumstances on a case by case basis. Students who are under investigation for charges filed against them from a law enforcement agency shall be suspended from the activity until such time they are found innocent or are charged. In the event a student is charged, he or she will remain ineligible until any conditions set by the court system are met. The Principal and/or Superintendent may suspend the student for a longer period of time depending on the nature of the infraction. These shall be viewed on a case-by-case basis. Students are required to ride school

provided transportation to and from all contests and activities. Specific sign out procedures for parents and guardians will be supplied by coaches at the start of each season. Only parents or guardians will be allowed to sign a student out directly from an activity. Any other arrangements must be made and approved in advance by the Principal.

SCHOOL DANCES

Out of town school guests at school dances or functions must fill out a form provided in the principal's office 48 hours before the dance or function. Only one guest may be allowed per student. The form will contain parental permission, information from the out of town guest's school, and contact information. The principal will have the final decision on approving any guest. It is the student's responsibility to make sure their submitted dance date has been approved before bringing a guest to the dance. If the approval process is not granted the guests will be turned away so it is important to finalize this process fully. Only those leaving with permission of the Superintendent, Principal, or Sponsor will be allowed to return to the dance or function. Violation of this rule will be cause for exclusion for the remaining portion of the activity and possible future activities. Each Adair Co R-I student must meet all academic and attendance eligibility requirements to attend a dance.

Guidelines for Student Dance Guest

- Adair Co R-I Student Guest may not exceed 21 years of age
- Have a clean discipline record in the guest's home district and/or no criminal record
- Be enrolled full time in a K-12 district or a documented home school program (if school-age)
- The administration will have final approval of all out of district guests
- Guest approval for each dance should be submitted by the deadline provided by the administration.

SCHOOL BUS REGULATIONS

Bus services are provided by the Adair Co. R-I School District. Riding the bus is a privilege, not a right. It is important that students follow all the rules. (School Board Policy 5220, Policy 2610 and Regulation 2610)

1. Cell phones are not allowed turned on while on the bus.
2. Only registered bus riders can ride the bus, if you have a guest coming to school or going home with you, the office must have a note from their parent stating the change and where they will be going
3. The bus driver is in charge of the students and the bus.

4. Students must obey the driver promptly..
5. No food or beverages are to be consumed on the bus unless the bus driver gives permission.
6. No trash is to be discarded on the bus.
7. Classroom conduct is to be observed by students while riding on the bus, except ordinary conversation.
8. No unnecessary noise.
9. Students must not try to get on or off the bus or move about within the bus while the bus is in motion.
10. No arms or heads will be out of the window at any time.
11. Students must be at the bus stop on time; the bus cannot wait beyond its regular schedule.
12. Students must observe the direction of the driver when leaving the bus.
13. Damage to the bus should be reported at once to the bus driver.
14. A student who does not follow the bus driver's instructions will receive a behavior notice. Misconduct will be treated the same as school building conduct.

PLAYGROUND PROCEDURE

Students will go outside for recess when the weather permits. On cooler days, please send all students with appropriate clothing choices, socks/shoes, and jackets for outdoor weather play. When the weather is too extreme (below 32 degrees) for outdoor play, students will be indoors for recess. Gloves, hats, and winter coats should be worn during the winter months.

- Playground Rules
    - Follow directions of staff.
    - Keep hands, feet and objects to yourself. Kicking, pushing, shoving, tripping, etc. are not allowed.
    - Use polite and respectful language and manners. Swearing, name calling, bullying, etc. are not allowed.
    - Don't throw dangerous things. Throwing of snowballs, stones, sticks, etc. is not allowed.
    - Use playground equipment safely as directed by staff. (No jumping out of swings, no walking up slide, etc.)

BOARD POLICY ON STUDENT DISCIPLINE

The student code of conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operations of District Schools. No code can be expected to list each and every offense, which may result in the use of disciplinary actions. Any conduct not included herein, or an aggravated circumstance of any offense or an 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.

Behavior Expectations:

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequences listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances. All discipline occurrences will be input in the student's discipline record.

CORPORAL PUNISHMENT (P2670)

Corporal Punishment, as a measure of correction or of maintaining discipline and order in school, is permitted. However, it shall be used only when alternative means of discipline have failed and then only in a reasonable form at the recommendation of the Principal. If found necessary, it should be administered by the Principal in the presence of a Teacher or another Administrator. It should never be inflicted in the presence of other students or without a witness**. Any parent who does not wish for corporal punishment to be an available option for discipline to their child/children must send written notice to the principal to keep in the student's file.**

Corporal punishment shall be administered only by swatting the buttocks with a paddle. Striking a student on the head or face is not permitted.

The Principal shall provide written documentation explaining the reason for the use of corporal punishment. The teacher will be required to provide a written explanation of the circumstances leading up to the administration of corporal punishment.

Policy 2600

Discipline

The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by building principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education. See also Policies 2610, 2662, and 2663. (Discipline Assigned Under 10 Days Removal is Not Appealable to the Board of Education)

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. See policy 2672 and its corresponding regulation.

The District will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

A staff member may, however, use reasonable physical force against a student without advanced notice to the Principal, if it is essential for self-defense, or for the protection of other persons or property of the school district.

Discipline Terms:

OSS= Out of School Suspension, students will receive credit for assignments that are completed **by the day** the student returns to school. Any assignments not completed by the date of return will result in a 0% for that assignment.

ISS=In School Suspension, removed from the classroom to a designated area assigned by the principal to complete work and serve out suspension assignment

Detention: Extended time assigned and spent outside of the regular classroom as a result of a discipline incident.

Offenses and Disciplinary Action

Alcohol *– Possession of or presence under the influence of alcohol. (Policy 2640/2641)*

- *First Offense: 5-10 days OSS, notification to law officials, and documentation in student's discipline record.*
- *Second Offense: 10-90 days suspension; expulsion; referral to appropriate authorities*
- *Subsequent offenses: up to 180 days OSS*

Arson *– Intentionally causing or attempting to cause a fire or explosion.*

- *First Offense: 180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in the student's discipline record.*

Assault *– Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury. (Policy and Regulation 2673)*

- *First Offense: 1-10 days of OSS or expulsion, and notification to law enforcement officials.*
- *Subsequent Offenses: 10-180 days of OSS and notification to law enforcement officials.*

Assault of a Student or Staff Member *– Use of physical force with the intent to do bodily harm.*

- *First Offense: up to 180 days out-of-school suspension or expulsion, notice to law enforcement officials*

- *Subsequent offense - may lead to expulsion*

Fighting *– Physically striking another in a mutual contact as differentiated from an assault. Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.*

- *First Offense: Principal/Student Conference or 1-3 Days OSS, Contact Authorities at Administrators Discretion*
- *Second Offense: 5-10 Day OSS, Contact Authorities*
- *Third Offense: 10-180 days out-of-school suspension,*

Defiance of Authority *– Refusal to obey directions or defiance of staff authority.*

- *First Offense: Principal/Student Conference or 1-3 days ISS*
- *Second Offense: 1-10 Days of OSS*

Disruptive Behavior *– Conduct which has the intentional effect of disturbing education or the safe transportation of a student.*

- *First Offense: Principal/Student Conference and/or 1 Day of ISS*
- *Second Offense: 1-3 Days of ISS*
- *Third Offense: 3-10 Days ISS*

Punishment will be dealt with on a per case basis and will depend on age and severity of offense.

Cheating/Plagiarism/Academic Dishonesty- *Dishonesty while completing academic work. Cheating includes sharing answers, plagiarism, or falsifying records or documents. Students caught cheating are subject to disciplinary action. This applies to any act of cheating which includes supplying answers, cheating on tests, copying off another student, answers copied off of a source that is not reported, plagiarism (including copying and pasting from internet sources).*

Any student caught cheating or using plagiarism in a dual credit course will automatically fail that course and receive no credit.

- *First Offense: 1 Day of ISS*
  -Loss of Credit for the Assignment or Course
  -Loss of participation in activity that day of ISS

- Second Offense: *3 Days ISS*
  -Loss of Credit for the Assignment or Course
  -Loss of participation in activity that day of ISS

- *Third Offense* *- 5 or more days of OSS*
  -Loss of participation in activity that day and all days in OSS

Drugs/Controlled Substance *– Possession of or presence under the influence of drugs. (Policy 2640/2641 and PRF 2870)*
- *First Offense: 30 days OSS, notification to law officials*
- *Subsequent offense : 30-180 days OSS*

Prescription Medication

Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

First Offense: *30 days OSS, notification to law officials*

Subsequent Offenses: *30-180 days OSS*

Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

First Offense: *30 days OSS, notification to law officials*

Subsequent Offense: *30-180 days OSS*

Extortion *– Verbal threats or physical conduct designed to obtain money or other valuables.*
- *First Offense: 1-3 Days of ISS*
- *Subsequent offense: 1-3 Days of OSS*

Firearms and Weapons *– Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010 RSMO, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person. (Policy and Regulation 2620)*
- *First Offense: 180 days out-of-school suspension, or expulsion, notification to law officials, and documentation in student's discipline record.*

Improper Display of Affection *– Consensual kissing, fondling, or embracing.*

- *First Offense: Principal/Student Conference or 1 Day ISS*
- *Second Offense 1-3 Days ISS*

Improper Language *– Threatening Language – Use of verbal, physical or written threats to do bodily harm to person or personal property*

- *First Offense: Principal/Student conference; detention; 1-10 out-of-school suspension; report to law officials*
- *Subsequent Offenses; 10 days out-of-school suspension; report to legal authorities*

Use of Obscene, Profanity, or Vulgar Language *– Language which depicts sexual acts; human waste; and blasphemous language*

- *First Offense: Principal/Student conference; 1 day ISS*
- *Subsequent Offenses; 1-10 days out-of-school suspension*

Disruptive or Demeaning Language or Conduct *– Use of hate language to demean other persons due to the race; gender; disability; natural origin; or religious beliefs. This provision also includes conduct; verbal; written; or symbolic speech, which materially and substantially disrupts class; school activities; transportation; or school functions*

- *First Offense: Principal/Student conference; 3 days ISS*
- *Subsequent Offenses: 1-10 days out-of-school suspension*

Sexual Harassment *– (Policy and Regulation 2130)*

- *First Offense: Principal/student conference, in-school suspension, or 1-180 days out-of-school suspension and possible documentation in student's discipline record.*
- *Subsequent Offenses: Principal/student conference, in-school suspension, or 1-180 days out-of-school suspension and possible documentation in student's discipline record.*

Physical Touching *– Touching of another Student in the area of the breast, buttocks, or genitals.*

- *First Offense: 1- 5 days ISS report to authorities*
- *Second Offense: 1-10 days OSS report to authorities*
- *Third Offense: 10-180 days OSS report to authorities.*

Use of Sexual Intimidation *– Intimidation through language, objects, or pictures.*

- *First Offense: Principal/Student Conference, 1-10 days OSS: report to authorities*
- *Second Offense: 10-180 days OSS report to authorities*

Indecent Exposure *– Includes display in public location of buttocks and genitals.*

- *First Offense: Principal/Student Conference, 1-10 days out-of-school suspension. Report to authorities*
- *Second Offense: 10-180 days OSS report to authorities*

Threatening - *Threat of violence means a written, verbal, electronic or behavior.*

- *First Offense: up to 180 days out-of-school suspension or expulsion, notice to law enforcement officials*

Theft *– Nonconsensual taking or attempt to take the property of another.*

- *First Offense: Reimbursement of property stolen; principal/student conference; 1-5 days ISS*
- *Subsequent Offenses: Reimbursement of property stolen; principal/student conference; 1-10 days out-of-school suspension*

Tobacco / Vapes *– Possession or use of tobacco, tobacco products, or imitation tobacco products on school grounds or at a school event. This includes, but not limited to, cigarettes, cigars, pipes, chewing tobacco, and electronic (juul, vapor, etc.) cigarettes, or paraphernalia used for or in any relation to the above products. (Policy 2640).*

- *First Offense: 4 Days of OSS*
- *2ND Offense 10 days of OSS*
- *Subsequent offense : 10-180 days OSS*

Truancy *– Absent or tardy from class or classes without authorization. (Policy 2340)*

• First Offense: 1 Day ISS or up to 10 school days suspension from all extra-curricular activities both as a participant and spectator and/or school Detention/Saturday School.

Vandalism *– Intentional damage or attempt to damage property belonging to the staff, students, or the District.*

- *First Offense: 1-180 days out-of-school suspension or expulsion, restitution and/or clean-up of damage, possible notification to law enforcement officials*

False Alarm *– Tampering with emergency equipment, setting off false alarms, making false reports.*

- *First Offense: 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials*

Computer User Violation*- violation of the Adair Co R-I Acceptable user policy*

First Offense *1 Day of ISS and or Loss of Computer Privileges for a time period of two weeks-365 days*

Second Offense *Loss of Computer Privileges for a time period of two weeks-365 days*

(Including accessing social media sites such as FACEBOOK)

See Computer User Policy and Agreement at the end of this handbook for further guidelines.

BULLYING, HARASSMENT & HAZING

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying and hazing are strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict 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, cyber bullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyber bullying means bullying as defined above 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. The District may prohibit and discipline for cyber bullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designated to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contact.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This

policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other 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, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

STUDENT DUE PROCESS

All students will be afforded due process as guaranteed by federal and state law. The Process will be in accordance with state law and with the provisions outlined in the Board's policies and regulations on student suspension and student expulsion.

STUDENT DRUG TESTING GUIDELINES

Student/Parent Signature Sheet Provided at the End of this Document

I. Statement of Need

The Adair Co. R-1 School District continues to strive to provide an environment for students to reach their greatest potential. Drug and alcohol abuse can cause long lasting problems for students. It is the desire of the Adair Co. R-1 School District that every student refrain from possessing, using, or distributing illegal substances.

We believe students should have as much assistance as possible in dealing with the peer pressure associated with drugs and alcohol. This policy is intended to help serve as a deterrent for students and give them another way to say "NO."

The following are goals that the Adair Co. R-1 School District has for this policy:

1) To send a clear message that the Adair Co. R-1 School District is committed to eliminating the use of illegal substances in students.
2) To work cooperatively with parents in all aspects of student health and well-being.
3) To educate students regarding the serious problems of drug abuse
4) To identify students misusing drugs so that intervention plans can be implemented
5) To insure student safety, health, and well-being
6) To establish a safe, drug-free environment for students.

II. General Information

The Adair County R-1 School District Drug Testing Policy will have two components. The first component involves mandatory random drug testing for any student in grades 7-12 participating in MSHSAA (Missouri State High School Activities Association) activities, extra-curricular activities, and co-curricular activities throughout the school year. As well as any student driver who parks on school grounds.

MSHSAA-sponsored activities include but are not limited to basketball, baseball, softball, track, academic competition, and music competitions.

Extra-curricular activities include but are not limited to cheerleading, FFA, FBLA, FTA, NHS, and student council.

Co-curricular activities include but are not limited to field trips, band and choir concerts, marching band activities, and pep band.

The second component of this program involves students in grades 7-12, who, along with their parents, voluntarily commit to participate in the district's drug testing policy.

Participation in school-sponsored extra-curricular and co-curricular activities and use of the district's parking facilities are a privilege and not a right. Accordingly, students participating in extracurricular activities and utilizing parking facilities carry a responsibility to set the highest standard for conduct, which includes avoiding the use of drugs and alcohol.

Students who do not enroll in the random drug testing program will suffer no adverse consequences, but will not be permitted to participate in any of the activities for which participation in the program is required. Once a student's name enters the testing pool, he/she will be subject to random testing for the remainder of the school year. If a student wishes to remove his/her name from the pool, he/she is ineligible for all activities for 365 days.

III. Procedures and Guidelines

Participating students will be randomly tested by a Testing service once they are enrolled in the program. Appropriate steps will be taken to respect the privacy of students, but at the same time, prevent the falsification of testing. Participants will be assigned an identification number which will be held in confidence in a secure location. The frequency of the testing and the number of students chosen will vary throughout the school year. As the Testing service draws numbers from the pool, the principal will match the selected numbers to the master list of participants. The testing company will not be privileged to student names but simply the identification number for each participant.

The testing method to be administered will be urinalysis. Upon receiving a notice from the high school principal that the student has been selected for a random drug test, the student will go to the high school office. Upon entering the testing site, the student will be asked to provide the identification number to the Testing service collection technician previously given him/her by the high school principal. The student will then be asked to remove the contents of his/her pockets and remove any coats or jackets. Next, the student will be asked to wash his/her hands. The Testing service collection technician will secure the bathroom in order to ensure the testing is done correctly and accurately. The collection technician will then open a collection container in the presence of the student, remove the contents and hand the collection cup to the student, explaining that the student is to provide a urine specimen in the collection cup and then place the cup on a pre-designated flat surface upon completion of the void. The student will be reminded not to flush the toilet or to use faucets until the collection is completed. The collection technician will step outside the bathroom and shut the door allowing the student to provide a specimen in private.

Once the student has completed the void and opened the bathroom door, the collection technician will check the specimen for appropriate temperature, foreign color, and odor. If the specimen does not show signs of tampering, the student will be allowed to wash his/her hands while the collection technician initiates a preliminary drug screen of the specimen. The collection technician will conduct all procedures in accordance with accepted industry practices.

If a student is not able to produce a specimen within three (3) hours, the student will have five (5) days to have a "shy bladder examination" to determine if there is a valid medical reason for not voiding in the 3-hour time frame. If the student does not have the exam (done at the family's expense), or if there is not a valid medical reason, then the test would be deemed positive. If a student refuses to submit to a drug test authorized under this policy, the participant will be considered to have had a positive test and will be subject to the consequences stated herein.

IV. Verification of Sample

If the initial screening test indicates the presence of a tested drug, or if the Testing service is conducting an internal self-audit of a testing device, the specimen collected will be poured into the specimen vials that came in the collection cup. The collection technician will initiate a split-specimen using a Custody and Control Form, that, when completed, will be sent (along with the specimen) to a SAMHSA-certified laboratory for a second screening test. If the second screening test is also non-negative, the laboratory will conduct a more in-depth test by means of a gas chromatography/mass spectrometry (GC/MS) analysis.

*The term "non-negative" is used in this policy until a final determination has been issued. Only at that time will the test be classified as "positive."

If the GC/MS test is non-negative, the results will be forwarded to the principal. The principal will contact the student's parent/legal guardian and ask for a meeting. At the meeting, the principal will inform the parent/legal guardian of the non-negative result and ask for permission to forward the results to a Medical Review Officer (MRO). If permission is granted, the principal will obtain the parent/legal guardian's name, ID number and a contact phone number, and forward that information to Employee Screening Services, who will then forward the information to the MRO. If permission is not granted, or the parent/guardian will not meet with the principal within three (3) days, the lab results will be accepted as the final results.

When the MRO receives the above information, he will contact the parent/legal guardian, verify identification, and then discuss the medications the student is taking. If any medications being taken by the student could explain the non-negative result, the MRO will verify with the prescribing physician that there is a legitimate prescription in the student's name. Once all pertinent information has been obtained, the MRO will make a final determination of the test results. Those results will be forwarded to Employee Screening Services, who will then forward them to the principal.

The test results will remain confidential and will only be released to the student, his/her parent(s) or guardian(s), and approved school officials. If the student has a non-negative test, the administration will not use or reveal the non-negative test result as a reason to search the student's locker, purse, backpack, or other area in which the

student keeps his or her personal effects. Test results will not be turned over to the police or authorities without a court order and the administration will not disclose test results without a court order for purposes of a criminal investigation.
Parent(s)/guardian(s) of students who tested negative in the initial screening will be contacted by letter by personnel of the district after testing. Because of confidentiality issues, this letter may not be sent for several days after testing has occurred.

Appeal Process

If the parent/legal guardian contests the Medical Review Officer's decision of a positive test, the parent/legal guardian may request, within 72 hours of the MRO's decision, that the split specimen be sent to the same or a different laboratory for a second-opinion analysis. The cost of the split specimen will be at the parent/legal guardian's expense and payment may be required prior to the tests being conducted.

V. Consequences of a Positive Test on Driving Privileges and Participation in Activities

Any student testing positive in a drug test under this policy will be subject to the following restrictions:

1st offense-
Students will be suspended from participation in all extra-curricular activities and will lose driving privileges on school property for 30 calendar days. The student will be allowed to participate in athletic and cheerleading practices during the suspension. The student will also be required to attend with a parent a minimum of one (1) counseling session outside school hours. Counseling session expenses will be the responsibility of the student and parent/guardian. Counseling requirements must take place before eligibility is reinstated. A mandatory test must be taken by the student within 30 calendar days . The student must submit a negative test to be reinstated. A second positive test at that time will result in the student's facing consequences listed for the 2nd offense.

Any positive test result, upon verification, will result in students in grades 10-12 being ineligible for the A+ Grant.

2nd offense

Students will be suspended from participation in all extra-curricular activities and will lose driving privileges on school property for 180 calendar days. This includes practices, games, and activities. The student will also be required to attend with a parent a minimum of three (3) counseling sessions outside school hours. Counseling session expenses will be the responsibility of the student and parent/guardian. Counseling requirements must take place before eligibility is reinstated. A mandatory test must be taken by the student on or before the next random screening date. The student will also be required to be tested at the end of the 180 day suspension to be reinstated. During both tests, the student must have a negative screening. If a student tests positive after either test, he/she will face the consequences listed for the 3rd offense.

*Suspension days will only be counted during the school year and will be carried over to the following school year if necessary.

3rd offense
Students will be suspended permanently from participation in all extra-curricular activities and will lose parking lot privileges for the remainder of his/her high school career.

*The Random Drug Testing Program does not affect other policies and practices of the school district in dealing with drug or alcohol possession or use where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed herein.

VI. Drugs That Could Be Included in Testing

Illegal substances

VII. Financial Hardship

No student will be denied participation in any covered activity due to the inability to pay for the required counseling sessions. Each hardship case will be reviewed by the school district administration.

NOTICE OF NONDISCRIMINATION

The Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, religion, disability, sexual orientation or perceived sexual orientation be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitments insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services

(P 2100 Nondiscrimination and Student Rights).

The Adair County R-I Board does not discriminate on the basis of race, color, national origin, gender, age or disability. This policy pertains to admission/access to, or treatment/employment in its programs and activities. This notice is made to: applicants for administration and employment, students, parents or elementary and secondary students, employees, sources of referral of applicants for admission and employment, and unions or professional organizations. Any person having inquiries concerning the Adair CO. R-I School District's compliance with the regulations implementing Title VI, Title IX or Section 504, (Policy 1310, 1480, 2100) is directed to contact:

Superintendent of Schools
Adair County R-I School District
600 Rombauer Ave.
Novinger, Missouri 63559
(660)234-9193

Interested persons may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, 330 "C" Street, Washington D.C. 30303-1242.

<u>Coordinators of Special Programs:</u>

Section 504: Robin Daniels/Allen McDannald	660-234-9193
Title IX Coordinator: Kandice Robinson	660-234-9193
Special Education: Tina Hollon/Christiana Eitel	660-234-9193
Title I: Robin Daniels	660-234-9193

SERVICES PROVIDED FOR SPECIAL NEEDS

The Adair Co. R-I School District provides the following special services for the special problems areas:
• Specific disability in learning
• Specific disability related to health that impedes learning
• Specific disability related speech and sound system disorder
• Specific disabilities as so stated in the Missouri Regulations and Compliance Plan
• Other specific needs are provided for at the nearest facility in compliance with PL-94-142, Missouri Department of Elementary and Secondary Education, Special Education Division

PARENTAL NOTIFICATION TO ACCESS PUBLIC INSURANCE

Dear Parent(s)/Guardian(s):

For a number of years, Missouri has participated in a Federal program called Medicaid School-based Services. The program helps school districts by providing partial reimbursement for some medically-related services listed on a student's Individualized Educational Program (IEP). Under the Individual with Disabilities Education Act (IDEA), school districts are permitted to seek payment from public insurance programs such as Medicaid (called MO HealthNet in Missouri) for some IEP services provided at school.

In 2013, the requirements under the IDEA changed and now school districts must provide parents with written notification before they access your public insurance for the first time and then every year thereafter. This notification is to inform you of the requirements under the Individuals with Disabilities Education Act (IDEA), regarding written notification and consent to access public insurance, such as MO HealthNet (Medicaid).

<u>Do I need to do anything?</u>
You will be asked to provide a one-time written parental consent to release information from your child's educational records or information about the services your child receives through his or her IEP. This information is needed for the purpose of billing MO HealthNet and seeking partial reimbursement for some medically-related IEP services.
<u>What type of information will be in the consent form?</u>
The consent form must tell you the personally identifiable information that may be disclosed (including your child's name, birthdate, Medicaid number or other ID, disability, IEP and evaluations, type of service, times and dates of

service, and progress notes), the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will get the information.

What does it mean if I give my consent?

By consenting, you state you understand and agree that your MO HealthNet insurance will be billed to partially pay the cost of IEP services and that the necessary information about your child and his/her IEP services may be shared with MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (e.g. physician scripts, referrals) in order for the billing to be done. There will be no cost to you for the services.

Can I be required to enroll with MO HealthNet Division (MHD) for public insurance?

You cannot be required to sign up for or enroll in public insurance for your child to receive free appropriate public education, including IEP services.

Will my consent affect my family's MO HealthNet benefits?

No. Reimbursed services provided by your school district do not limit or reduce lifetime coverage or benefits, change eligibility, affect benefits, count against visit or funding limits in MO HealthNet programs, or increase costs to you.

What if I change my mind?

You have the right to withdraw consent to disclose your child's personally identifiable information to MO HealthNet Division for billing purposes at any time.

Will my consent or refusal to give consent affect my child's IEP services?

No. Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for purposes of the school accessing your MO HealthNet benefits.

What if I have a question?

Please call your school district's Special Education Department with questions or concerns.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, 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. Adair County R-1 School assures that it will provide 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, intellectual disability, 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.

Adair County R-1 School assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

Adair County R-1 School assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. 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 have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

Adair County R-1 School 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 from 8:00 am -3:30 pm in the District Office during normal days that school is in session or by request.

This notice will be provided in native languages as appropriate.

FERPA for Elementary and Secondary Schools

Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days after the day Adair County R-1 receives a request for access.

   Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal or superintendent a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask Adair County R-1 to amend their child's or their education record should write the school principal or superintendent, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*3*) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10)

- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

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

Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA
Programs Table of Contents

General Information

1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

Complaints filed with LEA	**Complaints filed with the Department**
4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?

Appeals

9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

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.

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.

Parent Involvement Policy

Policy 1405
The Board of Education recognizes the positive effects of parents'/families' involvement in the education of their children. The Board is committed to strong parent/family involvement in working collaboratively with district staff as knowledgeable partners in educating district students. In order to implement the Board's commitment to parent/family involvement in education, the Superintendent will appoint a committee of parents, staff, and community representatives to serve as the district's Parent Involvement Committee/Local Education Agency (LEA). The Committee's responsibilities will include recommendations for program development, parent/staff training, and program evaluation. Program evaluation reports will be prepared and submitted to the Superintendent annually by June 1.

District Level Policy
The Board of Education will:

- Develop and implement programs, activities, and procedures that encourage and support the participation of parents of students eligible for Title I services in all aspects of their child's education.
- Develop and implement programs, activities, and procedures that encourage and support the participation of parents of students who are not eligible for Title I services in all aspects of their child's education.
- The ultimate goal of these programs, activities, and procedures is to ensure that all families within the district are provided the same opportunities for involvement in their child's education.

The term parents refers to a natural parent, legal guardian, or other person(s) [grandparent or stepparent] with whom the child lives, or a person who is legally responsible for the child's welfare.

District and school level parent involvement programs, activities, and procedures (including those funded through Title I, Part A funds) will provide full opportunities for the participation of parents with Limited English Proficiency (LEP), parents with disabilities, and parents of migratory children.

As further required, parents of students eligible for Title I services will be provided an opportunity to participate in the development of the district's

Title I plan, and to submit comments regarding any aspect of the plan that is not satisfactory to them.

Parents will also participate in the process of developing a school improvement plan when the school their child attends fails to make adequate yearly progress (AYP) for two consecutive years and is identified as a school in need of improvement.

Six Types of Parent Involvement

Parental involvement may take place either in the classroom or during extracurricular activities. However, the Board of Education also encourages parent involvement at home (planned home reading time, informal learning activities, and/or homework contracts between parents and children). The Board of Education directs the Superintendent to develop a program that includes the requirements outlined in NCLB in conjunction with the six types of parent involvement as outlined by The Missouri Parent Information and Resource Center. (PIRC)

The six types of involvement are:

- Parenting: Help all families establish home environments to support children as students.
- Communicating: Design effective forms of school-to-home and home-to-school communications about school programs and children's progress.
- Volunteering: Recruit and organize parent help and support.
- Learning at Home: Provide information and ideas to families about how to help students at home with homework and other curriculum-related activities, decisions, and planning.
- Decision-Making: Include parents in school decisions, developing parent leaders and representatives.
- Collaborating with Community: Identify and integrate resources and services from the community to strengthen school programs, family practices, student learning and student development.

Communication to Parents

The Superintendent is authorized and encouraged to develop parent-friendly materials using all or any part of this policy to communicate the policy to all district parents and members of the community and to promote and sustain parent involvement.

The goal of these and all communications to parents is to ensure that information related to school and parent-related programs, meetings, and other activities is sent to the parents of students, including those participating in Title I programs, in an understandable and uniform format and including alternative formats, upon request and to the extent practicable, in a language the parents can understand.

The Adair Co. R-1 School District Parent Involvement Policy will be made available to all families in written form in the school's main office, in the Student Handbook, and on the District Web-site.

This policy in no way eliminates or diminishes an individual parent's right to make his or her feelings known at any level in the district on any topic of concern, nor does it prevent the district from involving individual parents in other appropriate situations.

An alternative format provided in a concise and understandable manner will be printed and distributed to families within the school district at the beginning of each school year as is appropriate.

At the beginning of the school year and throughout the year as deemed necessary, a letter will be sent to all parents of children who qualify for participation in the Title I program informing them of the selection and nature of instruction along with a Parent-Student Compact. The purpose of this Compact is to outline how the school staff, parents, and the student will share the responsibility for improved student academic achievement. The compact is to be reviewed annually by the Parent Involvement Committee/Local Education Agency (LEA) to make any necessary changes. Parents of those students who qualify for the Title I program may also be notified by phone call, or personal conference. All parents will be invited to attend a fall event where information may be shared regarding instructional objectives and methods of the program.

Coordination of Parent Involvement Strategies

Community Agencies and Programs
The District will coordinate and integrate strategies adopted to comply with the NCLB Title I, Part A parent involvement requirements with parent involvement strategies adopted in connection with existing community partnerships such as the Head Start, Division of Family Services, Parents as Teachers, and Northeast Community Action Agency

Corporation. The District shall demonstrate its compliance with this project by participating both in resource and information sharing.

District Staff Resources
The Board of Education recognizes the need to dedicate staff resources to the coordination of the District's parent involvement efforts. The position of Parent Involvement Liaison will be held by the Title I Coordinator and/or the Principal. The Superintendent has the responsibility to develop and maintain job descriptions for this position.

Parent Representation
Parent Involvement/Local Education Agency (LEA) Committee
A minimum of one, but preferably two or more parent representatives shall be elected by the parents and/or administration and Title I Coordinator to the Parent Involvement/Local Education Agency (LEA) Committee. Parent representatives shall be responsible for communication with parents and for representing parent opinion on the committee.
Parent-Teacher Organizations
The school will have a parent organization (PTO) that centers its work on the six types of parent involvement (Parenting, Communicating, Volunteering, Learning at Home, Decision-Making, and Collaborating with Community) that is connected to the work of the Parent Involvement/Local Education Agency (LEA) Committee. The Principal(s) will work collaboratively with the Parent Partnership of the school to develop and sustain a parent organization (Parent-Teacher Organization) in the school.

RETURN THIS FORM TO SCHOOL*
Adair Co. R-I Elementary
K-6

STUDENT-PARENT-SCHOOL COMPACT
2026-2027

Adair Co. R-I Elementary, and the parents of students participating in the Title I.A activities, services, and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

Student Responsibilities

I, as a student, will share the responsibility to improve my academic performance to meet the Missouri Learning Standards and will:

- Attend school every day possible,
- Be respectful toward others,
- Do my homework every day and ask for help when I need it,
- Read at least 15 minutes every day outside of school time,
- Give all the notes and information from my school to my parent/guardian daily, and
- Try to settle our differences in a peaceful manner.
  This means:
  1. We respect other people's property and personal space.
  2. We do not physically or verbally fight with other children.
  3. We do not take anything that does not belong to us.
- Follow the directions of adults in charge, the first time given.
  This means:
  1. We look at the speaker.
  2. We do not talk back to teachers or adults in charge; this includes substitutes and lunchroom supervisors.
- Be sensitive to the needs and feelings of others.
  This means:
  1. We use appropriate language at all times.
  2. We do not bully or tease other children.
  3. We never boo or whistle in the auditorium.
  4. We are willing to help each other.
  5. We are friendly and courteous.
- Be expected to move safely while at school
  This means:
  1. We will not play around in the bathrooms or hallways.
  2. We will not run in the lunchroom, hallways, or up and down stairs.
  3. We will observe playground rules.

Parent Responsibilities

I, as a parent, will support my child's learning in the following ways:

- Make sure students are in school every day possible.
- Check that homework is completed.
- Monitor the amount of student screen time.
- Volunteer in my child's classroom/school.
- Be aware of my child's extracurricular time and activities.
- Stay informed about my child's education by reading all communications from the school and responding appropriately.
- Insist that my student accepts responsibility for their learning and behavior
- Reinforce academic excellence in my student
- Provide a quiet time and appropriate place in our home for study.

School Responsibilities

Novinger Elementary and its staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet and exceed the Missouri Learning Standards as follows:
    1. Retain highly qualified principals and teachers,
    2. Provide instruction, materials, and high quality professional development which incorporate the latest research, and
    3. Maintain a safe and positive school climate.
- Hold annual parent-teacher conferences to:
    1. Discuss the child's progress/grades during the first quarter
    2. Discuss this compact as it relates to the child's achievement, and
    3. Examine the child's achievement and any pending options at the end of the third quarter
- Provide parents with frequent reports on their child's progress as follows:
    1. Two-week grade check phone calls for students with a D or an F grade
    2. Online parent access to student grades
    3. Monthly suggestions from the classroom teacher and/or interventionist on an as needed basis
    4. Mid-quarter reports from the school on an as needed basis
    5. Quarterly grade cards/reports sent home by the school
- Be accessible to parents through:
    1. Phone calls or person-to-person meetings
    2. Scheduled consultation before, during, or after school
    3. Scheduled school or home visits
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:
    1. Listen to children read
    2. Help with classroom decorations, art projects, etc.
    3. Present a program on your culture, a different country, etc.
    4. Assist with holiday programs or parties, educational trips, etc.

Parent's Signature: _____Date: _____

Student's Signature:_____Grade: _____Date:_____

Teacher's Signature:_____Date:_____

Principal's Signature:_____Date:_____

Parent's Right to Know

Date: July 29th, 2026

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 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 area 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.

Please see the current teacher qualifications, for Novinger Elementary.

Adair County R-1 Elementary	**Subject Area-Grade Level-Classification**
Robin Daniels, Superintendent	**Superintendent K-12, Principal K-8, Career Admin**
Allen McDannald, Principal	**Principal 7-12, Transition Admin** **5-12 Business Ed, Career CPC** **Mathematics 5-9, Career CPC**
Kelli Kirmse, Kindergarten	**Initial Elementary Ed 1-6,** **Initial Early Childhood B-3**
***Veronica Moots, Kindergarten** **Long Term Sub**	**Initial Elementary, ED 1-6**
Lillian Bondy, 1st grade Teacher	**Initial Elementary Ed 1-6**

Emilily Chase, Preschool	**Elementary Ed 1-6 Career PC** **Early Childhood B-3 Career PC**
Michelle Stonecipher, 3rd Grade Teacher	**Elementary Ed 1-6, Career CPC** **Early Child Ed B-3** **Early Child SPED B-3**
Kelli Howard, 2nd Grade	**Elementary Ed B-3, Career CPC** **Elementary Ed 1-6, Career CPC**
Megam Pluym, 4th Grade Teacher **4th-6th Math**	**Elementary Ed 1-6, Career CPC**
Elizabeth Welch, 5th Grade **4th - 6th ELA**	**Elementary Ed 1-6, Career CPC**
Megan McQueen, 6th grade Teacher **4th - 6th SS Science**	**Elementary Ed 1-6, Initial PC**
Debbie Abbott, Supplemental ELA Teacher	**Elementary Ed K-8, Lifetime**
Connie Wood, Supplemental ELA Teacher	**Early Childhood B-3, Career CPC** **Elementary Ed 1-6, Career CPC**
Donna Broadwell, Supplemental Math	**Elementary Ed 1-8, Lifetime**
Morgan Powell, Art Teacher	**Art K-12, Career PC**
Jason Daniels, PE Teacher	**Physical Education K-12, Lifetime**
***Ashten Yos K-12 Music**	**Content Substitute, Substitute Certificate**
Tina Hollon, SPED Teacher	**Elementary Ed 1-6,** **Mild/Mod Cross Categorical K-12,Initial PC**
Lisa Bacon, Paraprofessional	**Content Substitute, Substitute Certificate**
Emily Boling, Paraprofessional	**Content Substitute, Substitute Certificate**
Jennifer Daniels, Paraprofessional	**Content Substitute, Substitute Certificate**
Teaira Haage, Paraprofessional	**Content Substitute, Substitute Certificate**
***Christianna Eitel, Process Coordination SPED**	**Content Substitute, Substitute Certificate**
Julie Howe, Librarian	**Lib Media Specl K-12 Career CPC** **Elementary Ed 1-6, Career CPC** **Early Child Ed B-3, Career CPC** **ELA 5-9, 5-12**

An asterisk (*) indicates that the educator is in the process of becoming appropriately certified but at the present date are not appropriately certified for the area in which they are teaching.

Internet Agreement

All students will be provided internet access at school unless otherwise notified by a parent/guardian. Students may lose internet privileges and/or be held accountable for internet misuse. This includes hacking, altering programs, attempting to get around firewalls and filters, or viewing inappropriate content. Internet use at school is for educational use only. Students and parents will sign an Internet Agreement

Form before a student will be allowed on the internet. This agreement extends to the Google Chromebook that your student has been assigned for the year as well. Although they may be using a private wifi connection, the Chromebook is the property of Adair Co. R-I, therefore all stipulations in this agreement are extended to each and every Chromebook.

ACCESS TO THE INTERNET

Access to the internet is available to the students of Adair Co. R-I Schools. To be able to use the Internet, each parent and student must review the policy and send a signed copy back to school. A student is not allowed to use the Internet if they have not returned the signed policy and it is good for one school year to the next, as long as the student is enrolled in the district. A copy is included in the handbook for reference.

ADAIR COUNTY R-I SCHOOLS ACCEPTABLE USE POLICY FOR STUDENT INTERNET USAGE

Adair Co. R-I School provides computer resources and access to the Internet for the purpose of promoting the use of telecommunication and networking technology as a tool for the classroom. All use of the network must be consistent with the purpose and follow the guidelines as set forth in this document. In addition, the user may be subject to the guidelines of any other network encountered while using the Internet. As responsible members of the Adair Co. R-I School it is expected that all students will follow and adhere to the guidelines established below. Strict adherence to these guidelines will help ensure a positive and productive learning environment for all students.

Transmission of material in violation of any state or federal regulation is prohibited. This prohibition extends to, but is not limited to: copyrighted materials, threatening, obscene or any unlawful material, and material protected by trade secrets. Use of the network for commercial activities, product advertisement, or political lobbying is prohibited. Use of the network for any illegal activities is prohibited.

All students using the Internet at Adair County R-I will:

- Respect others' rights to freedom from harassment and intimidation.
- Do not send abusive, threatening, or clearly unwanted messages to others.
- Do not intentionally cause others' work to be disrupted by your actions.
- Do not continuously disrupt others while they are using the Internet.
- Do clearly and correctly identify yourself in all electronic communications.
- Do not use pseudonyms or anonymous sign-ons.
- Do not use offensive or inappropriate language that would promote violence or hatred, and do not respond to such.
- Use the Internet for purposes that are legal and generally acceptable for school students.

• Accessing Social Networks (Facebook) is prohibited, discipline infractions will be enforced, one day of ISS first offense
• Do not solicit the sale or exchange of anything.
• Do not advertise, sell or purchase anything over the Internet.
• Do not discuss or solicit any illegal actions including the solicitation of an illegal action by another.
• Do not access unauthorized or inappropriate areas on the Internet and do not change or interfere with information found on the network.
• Do not reveal your (or other's) personal address, phone number or credit card information.
• Do not misrepresent yourself or your age.
• Respect and adhere to the laws concerning copyright and other intellectual property rights.
• Get permission before copying files from another user. Copying files or passwords belonging to another user without their permission may constitute plagiarism or theft.
• Never change files or passwords of other users.
• Reasonably protect computers and software from viruses, "Trojan Horses" and file damage of all types.
• Follow security restrictions for all systems and information.
• Never share passwords. It is a good idea to change your password frequently.
• Understand that if you share your password and someone else uses your account, even without your permission, you will be held responsible for his or her actions.
• Respect others' passwords and never try to evade, disable, or "crack" passwords.
• Respect all security provisions on the system.
• Use and share computer resources courteously and efficiently.
• Understand and accept that there are restrictions on computing resources, including storage space and time limits. When asked by a faculty or staff member, you must immediately "sign off" from the system.
• Make a back-up of all important work to refer to later.
• Recognize limitations to the privacy of electronic documents.
• You should always respect others' privacy and expect others to respect yours as well.
• Understand that electronic communications are similar to pieces of paper in an unsealed envelope, the privacy of which is generally accepted, however breach-able.
• Understand that network managers may need to view the contents of files to diagnose or correct problems
• Do not access the network at Adair Co. R-I without a signed Internet use agreement.

RETURN THIS FORM TO SCHOOL
INTERNET USE AGREEMENT

Adair Co. R-I School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Adair Co. R-I School reserves the right to modify the Acceptable Use Policy at any time. Teachers and/or Administrators will determine what is appropriate.

The undersigned acknowledges that he/she has read the Acceptable Use Policy of this school district before signing this Internet Use Agreement. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions of said policy carefully, understand(s) their significance and agree(s) to abide by all provisions of said policy.

User: I understand and will abide by the Acceptable Use Policy of Adair Co. R-I School District relating to the use of the Internet and will abide by this Internet Use Agreement. Adair Co. R-I School is not liable for lost, damaged or unavailable information due to technical or other difficulties; and is not responsible for what users do, or the information they access. I acknowledge that the majority of such information is generated outside of Adair Co. R-I School. I further understand that any violation of the Acceptable User Violations may constitute criminal offenses. Should I commit any violation, my access privileges may be suspended or revoked, disciplinary action, including my being dropped from class and academic dishonesty penalties up to and including possible expulsion may result, and in some cases appropriate legal action may be taken against me.

Parent/Guardian: If the applicant is under the age of 18, a parent/guardian signature is also required. As the parent/guardian of this student, I have read the Internet Use Agreement for Adair Co. R-I School District. I understand that this access is designed for educational purposes. I will not hold the school responsible for materials acquired on the network. I hereby give permission for my child to use the Internet for educational purposes. I recognize that it is impossible for Adair Co. R-I School to restrict and prevent access to controversial materials and I will not hold the district responsible for materials acquired on the network. I understand that there is information on the network that I otherwise might not want to have available to this student. Further, I accept full responsibility for my student's action on the network in school as well as other locations.

_____ _____ _____
(Parent/Guardian's Name Print) (Signature) (Date)

Student Name:_____

RETURN THIS FORM TO SCHOOL
STUDENT'S PICTURE TO BE PUBLISHED

Dear Parents:

Throughout the course of the school year we will be publishing pictures of students and student organizations in the yearbook, the school newspaper, and any and all school maintained websites including the school Facebook page and Donors Choose project pages. Please check one of the options listed below and

PLEASE READ THE CHOICES CAREFULLY!

_____Yes, the district has permission to publish my child's picture in any and all school related publications.

_____I DO NOT WANT my child's picture to appear in any school publications, **WITH EXCEPTION** TO THE SCHOOL YEARBOOK.

_____ I do not want my child's picture to appear in any publications generated by the school district.
(THIS CHOICE MEANS THEIR PICTURE **WILL NOT** BE PUBLISHED IN THE SCHOOL YEARBOOK).

_____ _____
(Student's Name) (Date)

_____ _____
(Parent/Guardian's Signature) (Date)

RETURN THIS FORM TO SCHOOL
STUDENT HANDBOOK
2026-2027
(Signature Page)

We have reviewed the Student Handbook in its entirety. We understand the rules, regulations, and consequences provided in the handbook and have been provided access to such rules in electronic format or printed format upon request.

_____ _____
(Student Signature) (Date)

_____ _____
(Parent/Guardian Signature) (Date)

_____ _____
(Teacher Signature) (Date)

Questions or Comments:
_____
_____
_____
_____
_____
_____

RETURN THIS FORM TO SCHOOL

REQUEST FOR INFORMATION

(Complete one form per family)

Please answer the question below by checking the appropriate box. The following information is a request adopted by the General Assembly in 2010 requiring school districts to determine whether or not all children in a family have health insurance.

Does each child in your family have healthcare insurance?

YES ☐

NO ☐

MO HealthNet (Medicaid) is considered healthcare insurance.

Completion of this form is not a condition of determining meal eligibility. The Free and Reduced Price Meals Family Application will be reviewed regardless of your response to this Request for Information.

Submit this request with your Free and Reduced Price School Meals Family Application or return to your school/school district.

Printed name of parent/guardian: _____

Mailing Address: _____

_____

City: State: Zip :

LETTER TO PARENTS
FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **Adair Co. R-1 School** offers healthy meals every school day. Breakfast costs **$1.75** lunch costs **Elem. $2.75 HS $3.00 Your children may qualify for free meals or for reduced price meals.** Reduced price is **$.30** for breakfast and **$.40** for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?
   - All children in households receiving benefits from **the Food Stamp Program/Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR)** or **Temporary Assistance/Temporary Assistance for Needy Families (TANF)**, are eligible for free meals.
   - **Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.**
   - **Children participating in their school's Head Start program are eligible for free meals.**
   - Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
   - Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

   -

Household Size	**Annually**	**Monthly**	**Weekly**
1	$28,953	$2,413	$557
2	39,128	3,261	753
3	49,303	4,109	949
4	59,478	4,957	1,144
5	69,653	5,805	1,340
6	79,828	6,653	1,536
7	90,003	7,501	1,731
8	100,178	8,349	1,927
For each add'l person add	+10,175	+848	+196

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail 660-234-9193 or email jgunnels@novinger.k12.mo.us

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to Adair Co. R-1 600 Rombauer Ave. Novinger, MO 63559

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully

and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Jona Gunnels 660-234-9193** immediately.

5. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.

6. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.

7. Will the information I give be checked? Yes. We may also ask you to send written proof of the household income you report.

8. If I don't qualify now, may I apply later? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

9. What if I disagree with the school's decision about my application? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Jona Gunnels 660-234-9193** 10. May I apply if someone in my household is not a U.S. citizen? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

11. What if my income is not always the same? List the amount that you normally receive. For example, if you normally make $1000 each month, but you missed some work last month and only made $900, put down that you made $1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

12. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

13. We are in the military. do we REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

14. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact **[name, address, phone number, e-mail]** to receive a second application.

15. My family needs more help. Are there other programs we might apply for? To find out how to apply for the Food Stamp Program/SNAP or other assistance benefits, contact your local assistance office or call 1-855-373-4636.

If you have other questions or need help, call **660-234-9193**

Sincerely,

Jona Gunnels

USDA Non-discrimination Statement:

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination 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:

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

This institution is an equal opportunity provider.

THE FREE AND REDUCED APPLICATION CAN BE FOUND ON OUR WEBSITE: UNDER THE PARENTS AND STUDENTS TAB. IT WILL BE INCLUDED IN YOUR FIRST DAY PACKET.

www.novinger.k12.mo.us

ADAIR COUNTY R-1 SCHOOL DISTRICT

600 Rombauer Ave.
Novinger, Missouri 63559-0386
Phone: (660) 234-9193 Fax: (660) 234-9194

"PREPARING STUDENTS FOR SUCCESS"
STUDENT EMERGENCY FORM

To help Adair Co R-1 Schools meet the needs of your child, on the following form, provide all of the information that is asked. Please PRINT the provided information.

_____ _____ _____ _____
Date of enrollment Date of birth Sex Social Sec. #

_____ _____
Students full legal name Grade Level

_____ _____
Mother's full name Father's full name

_____ _____
Mother's employment Father's employment

_____ _____ _____ _____
Work phone # Cell phone # Work phone # Cell phone #

_____ _____
Adults with whom the student resides home phone number

_____ _____
Address PO Box, Street, City, State, Zip Code E-Mail address

_____ _____
Emergency contact (will be authorized for pick up) home phone number

_____ _____
Relationship to student work phone number/cell #

_____ _____
Emergency contact (will be authorized for pick up) home phone number

_____ _____
Relationship to student work phone number/cell #

PLEASE CONTINUE ON THE BACK

HEALTH INFORMATION

Any known allergies, emotional or medical problems _____

_____

Treatment Required: _____

Any restriction of Activity: _____

Medications child is currently taking. Include administration and dosage instructions:

Preferred method of Parent contact by nurse for non-emergencies

Phone: _____ Text: _____ or email: _____

NOTE: MEDICATIONS MUST BE SENT TO THE SCHOOL IN THE ORIGINAL BOTTLE ACCOMPANIED BY A NOTE OR THE MEDICATION'S WILL NOT BE GIVEN.

Circle the medications below that your child is allowed to take at school. If the medications are not checked and the paper has not been signed, **NO MEDICATIONS WILL BE GIVEN.**

Antacids Cough drops Throat Spray Tylenol Ibuprofen

In case of an extreme emergency where immediate family members cannot be reached, does the school have your permission for your child to be taken by emergency vehicle to a hospital? YES or NO

Family Doctor: _____ phone #: _____

If no, what would you like the district to do? _____

_____

I the undersigned, do hereby authorize officials of Adair Co R-1 Schools to contact directly the persons stated on this form, and do authorize the named physicians to render such treatment as may be deemed necessary in an emergency, for the health of the child. If stated persons cannot be contacted, the school officials are hereby authorized to take whatever action is deemed necessary for the health of the child. I authorize Adair Co R-1 Schools to release immunization records to Health Department and Physician offices. And likewise for the Health departments and physician offices to the school, when necessary.

Parent/Guardian signature: _____Date_____

6th-12th Grade Students Only
Adair County R-1 Drug Testing Student/ Parent Signature Form:

I HAVE READ AND UNDERSTAND THE ADAIR CO. R-1 BOARD APPROVED POLICY LOCATED IN THE ELECTRONIC STUDENT HANDBOOK AND UNDERSTAND THAT MY CHILD WILL BE PLACED IN A RANDOM DRAWING FOR THE ADAIR CO. R-1 DRUG TESTING PROGRAMMED OUTLINED IN THE DISTRICT HANDBOOK.

Print Student Name: _____

Student Signature: _____

Parent Signature: _____

Date: _____

RETURN THIS FORM TO SCHOOL

Parent Email Directory

As an effort to keep parents updated we are compiling an email directory of parents to be used by our staff to send messages and announcements. Please provide an email address that is checked regularly for this information.

Parent Name:_____

Email Address:_____

Parent Name:_____

Email Address:_____

My Children are in Grade/s _____

School Text Messaging

Many of you are already subscribed to our school texting service. This is the best way to stay current on school closings and school updates. If you already receive this service you do not need to provide your phone number. If you would like to start receiving these messages please provide the needed information below. Please check one of the boxes below and fill out information as needed.

- ❑ I ALREADY RECEIVE SCHOOL TEXT MESSAGES AND MY INFORMATION DOES NOT NEED TO BE CHANGED.

- ❑ I WISH FOR MY CELL PHONE NUMBER/S TO BE ADDED TO THE SCHOOL TEXT GROUP

Parent Name:_____Cell Phone Number:_____

Parent Name:_____Cell Phone Number:_____

Also "Like: us on Facebook for more information:

www.facebook.com/wildcatsnovinger

Grade Check From

I understand teachers will contact me about my child's D or F and that the child will be ineligible for all school activities if they have an F at any 2 week grade check. The ineligibility will continue until the next grade check.

I understand that my child will be ineligible for an entire quarter if they have an F at the end of a previous quarter. Ex….. If a student has an F at the end of 2nd quarter they will be ineligible for all school activities during 3rd quarter…… Same policy will be enforced for semesters……An F in 1st semester will make that student ineligible for 2nd semester……

Print Student Name: _____

Student Signature: _____

Parent Signature: _____

Date: _____

Adair Co. R-I Student Google Apps for Education
Email Registration

Please fill out all of the fields below

First Name:_____ Last Name:_____

Date of Birth:_____ Graduation Year:_____

1. Account will stay active until July 31st the year of your graduation date unless otherwise terminated.
2. Students should exercise caution in using email to communicate confidential or sensitive matters. Do not assume email is private or confidential.
3. All messages, files, folders, and documents that exist at the time an account is terminated will be deleted and are unrecoverable.
4. Students will properly identify themselves as originators of email messages, and refrain from using email for any purpose that is inconsistent with the policies regarding the conduct of students in Adair Co. R-I School District. Students should not deliberately alter or try to conceal their true identities, return mail address, or the original location of the message.
5. Students are responsible for the activity of his or her assigned account. If a student suspects that another person has accessed his or her account, the Building Principal should be notified immediately.
6. Students shall not send messages or postings that may be used to intimidate, bully, harass, or that could be constructed as abusive or offensive.
7. Students should not participate or create chain letters (e.g. any communication which requests or demands the recipient to forward the message to one or more individuals).
8. Students will respect the laws governing the use of copyrighted and intellectual property.
9. Students shall not use their email accounts for commercial activities that are not in support of education, research, public service or that of any other agency.
10. The Adair Co. R-I School District reserves the right to review any email sent or received through the use of this account.
11. Violations of any of the above conditions can result in the termination of the email account. The Adair Co. R-I School District will be the sole arbiter of what constitutes a violation.

Student Signature:_____ Date:_____

Email accounts are filtered for unverified and unsolicited email. This is done in an effort to limit the amount of "junk" mail delivered. This practice may result in the inability to receive mail from some free or improperly configured email services. This filtering does not guarantee the filtering of potentially inappropriate email. Parents need to be involved with their child's Internet and email use. Know who they are emailing and what Internet sites they are visiting. Additional information can be found on the District website.

Parent Signature:_____ Date:_____

Chromebook Policy Agreement

I have read, understand, and agree to the terms and conditions on the current chromebook policy and replacement costs. I understand that if any damage, caused by lack of care of the student, were to happen to my child's chromebook that I agree to the following replacement costs.

Current Chromebook Replacement Costs

Item	*Replacement Cost*
Chromebook (Includes device and management software	$420.00
Charger/Power adapter	$35.00
Screen	$45.00
Keyboard/touchpad	$60.00
Main System Board	$300.00

Does your child have access to WiFi at home? ___ Yes ___ No ___ Limited

Parent or Guardian Printed Name _____

Parent or Guardian Signature _____

Date_____

Dear Parent or Guardian:

Our school, in partnership with the Missouri Department of Health and Senior Services, Office of Dental Health, is offering a **FREE** program to help prevent cavities. **With your permission**, a trained professional will check your child's teeth and apply fluoride varnish. This quick and safe treatment helps prevent tooth decay, which is one of the most common childhood diseases.

Fluoride varnish is recommended every 3–6 months based on your child's risk level. It's safe to use up to four times a year. Regular brushing, flossing, and healthy eating are also important for good dental health. The Office of Dental Health collects screening data to better understand the need of Missourians. Participating children will receive a free toothbrush, toothpaste, and information on how to care for their teeth. **Important: This service does not replace a regular dental check-up. It is recommended to visit a dentist twice a year.**

PARENT/GUARDIAN, PLEASE COMPLETE AND SIGN THE FOLLOWING SECTION

There is **no cost and insurance will not be billed** for the oral health review and fluoride varnish treatments, but **you must give your consent**.

☐ **YES,** I want my child to receive a dental screening and two applications of fluoride varnish, 3 to 6 months apart.

☐ **YES**, I want my child to receive a dental screening. I do not want my child to have fluoride varnish.

☐ **NO**, I do not want my child to take part in this oral health program.

Child's Name: _____ **Age:** _____ **Grade**: _____ **Teacher:** _____

Parent/Guardian Name: _____ **Signature:** _____ **Date:** _____

For data purposes only to be used by the Missouri Department of Health and Senior Services

Mark all that apply for race:
☐ American Indian/Alaskan Native
☐ Asian
☐ Black/African American
☐ Hawaiian or Other Pacific Islander
☐ White

Mark any that apply for your child:
☐ Sensory sensitivities
☐ Developmental disabilities
☐ Intellectual disabilities
☐ Chronic illness
☐ Auto-immune disorders
☐ Other _____

Mark one that applies for ethnicity:
☐ Hispanic
☐ Non-Hispanic

Has your child's caregiver OR a sibling had a cavity in the last 6 months?
■ Yes
☐ No

Mark one that applies for your child's dental insurance (data purposes only):
☐ Medicaid/Missouri Managed Care
☐ Private Insurance
☐ None
☐ Unknown/Not Provided

Has your child had a cavity in the last 24 months?
☐ Yes
☐ No

CHECKLIST FOR FORMS THAT COME BACK TO SCHOOL:

Please fill out all forms completely and return to the school office for 7th-12th grade students or to the classroom teacher for elementary students.

- ❑ **School-Parent Compact (Elementary Students Only)**
- ❑ **Internet Use Agreement**
- ❑ **Student Picture to Be Published Form**
- ❑ **Student Handbook Signature Page**
- ❑ **Request For Information**
- ❑ **Application for Free and Reduced Price School Meal**
- ❑ **Student Emergency Form**
- ❑ **Drug Testing Enrollment Form (6th-12th)**
- ❑ **Parent Email Directory and Text Messaging Form**
- ❑ **Grade Check Classroom Parent Form (7th-12th Students Only)**
- ❑ **Email Form**
- ❑ **Chromebook Policy Form**
- ❑ **Fluoride Form**
- ❑ **https://www.kandkinsurance.com/Programs/Sports-insurance/K-12-Student-Accident/**