

Truman Elementary School
"Learning today, leading tomorrow...together!"
2025-2026

Joni Glidewell, Principal
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 Grades 3, 4, 5



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The elementary staff and administration would like to take this opportunity to welcome students and their families to a new school year. We are excited about the opportunities for learning and working together in order to benefit all students. We believe that the education of our students is a shared responsibility between school and home. We cordially invite you to visit your child's school and be an active participant in your child's education by discussing the day's school events, reviewing papers and other schoolwork, signing your child's planner daily and attending school meetings.

Truman Elementary practices school wide Positive Behavior Intervention Supports which supports the Nevada R-5 Mission of supporting our students through learning opportunities today and creating leaders tomorrow. The purpose of the plan is to strive for a proactive and safe learning and teaching environment. Through modeling, students will be accountable for developing appropriate interpersonal and social relationships. Students will be actively engaged in their learning process which will result in higher achievement. Truman staff and students will practice and use the following Tiger Tools for Success.

Truman Elementary Social Behavior Matrix

Voice Level 0=Silent Voice Level 1=Whisper Voice Level 2=Normal Voice Voice Level 3=Outside Voice

	Arrival/ Dismissal	Classroom	Bus	Hallway	Cafeteria	Bathroom	Playground	Assemblies/ Presentations
Be Safe	-Use the crosswalks and sidewalks -Carry belongings properly -Walk to designated area promptly -KAHFOOTY	-Sit properly in chair -Keep hands, feet, and objects to self -Follow all emergency drill procedures -Follows Classroom Rules -KAHFOOTY	-Feet to floor -Seat to seat -Back to back -Face front -Remain seated until bus stops -Keep aisle clear -Cross 5 feet in front of the bus -KAHFOOTY	-Walk facing forward -Keep hands, feet, and objects to self -KAHFOOTY	-Wait for adult at the door -Walk single file to table -Walk with 2 hands on tray -Report your own spills -Put trash in cans -KAHFOOTY	-Walk -Wash hands with soap and water -Hands to self -KAHFOOTY	-Use equipment appropriately -Stay in designated area -Report any dangerous situations -KAHFOOTY	-Sit on bottoms criss-cross -Hands in lap -KAHFOOTY
Be Respectful	-Obey supervisors -Voice Level 0-1	-Practice self-control -Cooperate with others -Listen when others are speaking -Voice Level 0-2	-Respect others and their property -Obey the bus driver -Use kind language -Voice Level 0-1	-Enjoy the artwork: look with your eyes only -Voice Level 0	-Wait patiently -Practice good manners -Voice Level 1 until bell rings, then Voice Level 0	-Give others privacy -Use restroom equipment appropriately -Voice Level 0	-Play friendly and share equipment -Be patient and fair -Be a good sport -Voice Level 0-3	-Enter/exit quietly -Eyes and ears to presenter -Hands down when presenter is speaking -Voice Level 0
Be Responsible	-Give teachers any notes from home -Pack, zip, and go	-Use quiet voice and kind words -Use materials appropriately -Be on time and prepared for learning -Give 100% effort -Stay on task -Be a problem solver	-Get off at assigned stop -Take all personal items off the bus -Be a problem solver	-Go directly to your destination -Stay to the right, second tile from the wall (exception lunch)	-Get all supplies -Stay in order -Clean up your space -Eat your own food -Be a problem solver	-Use the "3 pull rule" for paper towels -Keep restroom areas clean -Return to class quickly	-Line up quickly and quietly -Dress properly for weather -Be a problem solver	-Use bathroom before presentation -Respond appropriately to presenter -Ask appropriate questions

Elementary Student Handbook 2025-2026

ACTIVITY PROGRAMS

Art, music and physical education are a required portion of the curriculum for all elementary students in grades K-5. Art is a creative program designed to instruct children in the use of various art mediums. The elementary music program teaches music appreciation, fundamentals and choral singing. Physical education assists students in their physical development and coordination. Participation in P.E. will be required unless the child is excused for health reasons. Parents may write a note excusing the child from participation for up to two consecutive class periods. A physician's note is required for a more extended period.

ADMISSION & ENROLLMENT

Students new to the district must present up-to-date immunization records that meet all Missouri requirements as well as two documents showing proof of residency. In addition, kindergarten students must also present proof of age. Kindergarten students must be five by July 31 of the year they enroll in order to attend.

ATTENDANCE

Parents are encouraged to have their children be on time and attend school every day possible during the year. Success in school depends on it! School begins at 7:55am and ends at 2:55pm each day. Every effort is made to help a child make up work when he/she has been absent but it is impossible to replace the actual experience of being in class when a lesson is presented. **If it is necessary for a student to be absent, parents should call the school the morning of the absence.** This *Safe Arrival* procedure lets us know your child is accounted for on a daily basis. If the reason for a student's absence is not verified by a parent/guardian within three days of a child's return to school, it will be considered unverified. Excessive absences during the school year may jeopardize the promotion of a student to the next grade as well as result in a referral to the Division of Family Services and/or the Juvenile Office. **The school will notify parents by letter when a student reaches three, five and seven days absent.** Tardies and leaving school early also count on a child's attendance. A student who arrives after the tardy bell, at 7:55am, will be counted tardy.

BREAKFAST ~ LUNCH PROGRAM

Breakfast and lunch are available to all students. Parents are encouraged to prepay meals. Money or checks must be in an envelope properly marked with the student's name, teacher and the amount enclosed. All elementary buildings participate in the free/reduced meals program. Applications are available in each school office. **Students are not allowed to charge more than ten meals. If a student has charges, any money sent will first be deducted to cover the charges.** Parents are welcome to come and eat with their students.

BUSSING

Every effort is made to provide safe, efficient and convenient transportation for all Nevada R-5 students. **Riding a bus is a privilege and must be accompanied by safe and proper behavior.** Behavioral problems leading to the loss of this privilege almost always revolve around the following: (1) being out of the bus seat or sitting improperly while the bus is moving; (2) being disrespectful to others either verbally or physically; (3) using inappropriate language. Any of these behaviors will result in a bus conduct referral, parent contact and/or suspension from the bus if the misconduct continues. Students riding school buses are under the direct supervision of the driver. Students may be denied the privilege of riding the bus by the school principal. For obvious safety reasons, a student who needs to ride a bus other than his/her regularly assigned bus may do so only after contact has been made with the school by the parent. Bus drivers will not allow a student to ride a bus without an approved bus pass.

CELL PHONE POLICY

The Nevada R-5 School District is committed to maintaining a learning environment that promotes academic focus and minimizes distractions. To support this goal, the use of personal electronic devices—including, but not limited to, cell phones, smartwatches, Bluetooth earbuds, and AirPods—is prohibited during the school day. For the purposes of this policy, a device is considered **in use** if it is **visible** or **audible** during instructional hours, regardless of whether it is actively being used. Students who violate this policy will have their device confiscated by a staff member and will be subject to disciplinary action as outlined in the student code of conduct.

CHILD CUSTODY DOCUMENTS

A certified copy of any court-issued parenting document, such as custody arrangements and/or restraining orders, affecting any student in the elementary schools, is required to be on file in the school office. The school will act only on the copy that is on file. Parents are responsible for providing the original copies as well as providing up-dated copies if any changes occur throughout the school year. Parents are also responsible for contacting the school at the beginning of each school year, especially if their student changes buildings, to assure that the needed paperwork is still on file and current.

COUNSELING SERVICES

A school counselor is available in each elementary school. School counselors provide support services by working with students and families regarding school related issues. Parents may contact the school counselor by calling their child's school to make an appointment.

DELIVERIES TO SCHOOL

Nevada R-5 Schools do not accept any Valentine deliveries for students. For birthdays and special days, other than Valentine's Day, if you choose to have something delivered to your child at school, you must contact the school your child attends to let school officials know your child will be receiving a delivery. Children may not receive deliveries without approval from their parent or legal guardian. As a safety precaution, balloons and glass are not allowed on school buses. If you send your child a balloon at school, you will need to make arrangements for private transportation home that day.

EARLY CHECK-OUT FOR THE DAY

We encourage you to try to schedule your child's doctor and dental appointments around school hours. Children who leave early **must be signed out in the office.** If you wish someone other than yourself to pick your child up, that person must be listed on your child's information sheet. No child will be allowed to leave without proper approval from the school office. **If it is necessary to call school with a change of plans for your child after school, please call before 2:30 to assure that the student receives the message.**

FAMILY VACATIONS

Scheduling vacations during the time that school is in session should be avoided in order to provide the maximum benefit of instruction for students. If this is not feasible, please notify the school at least one week before the expected dates of absence. The absences will be counted as verified. It is the student's responsibility to make up all work missed when he/she returns.

GOOGLE ACCOUNTS/EMAIL

Students may be expected to submit assignments and communicate with teachers electronically as this is a life skill that will most likely be beneficial in the future. In order to do this it is necessary for students to have school email accounts. These accounts are intended for school purposes only and are maintained/monitored by School Administration and Information Technology personnel.

HAZING AND BULLYING

In order to promote a safe learning environment for all students, the Nevada R-V School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1. **Please refer to Board Policy JFCF, BULLYING and Board Policy JFCG, HAZING, for additional information.**

HEAD LICE

If a student is found to have head lice or viable nits (new nits located close to the scalp), every effort will be made to contact a parent/guardian to pick the student up for head lice treatment. In the event a parent/guardian cannot be contacted, a note will be sent home with the student regarding the findings and need for treatment. After proper treatment is completed, the student is to be brought back to the school nurse by a parent/guardian for re-inspection of his/her hair. If there is **no** evidence of live lice or viable nits at that time, the student will be allowed to return to class. If live lice or viable nits are found upon re-inspection, the student will be sent home for further treatment. This process will continue until no live lice or viable nits are found by the school nurse.

HOMEWORK ASSIGNMENTS

Homework is an important part of the learning process. It is assigned to help a student become more self-reliant, learn to work independently, improve the skills that have been taught, complete certain projects and make up work missed because of absence. Homework also provides a way for parents to acquaint themselves with the school program and their own child's educational progress. The type and amount of homework varies from grade to grade.

When a child is out for any reason, it is their responsibility to complete all work assignments missed. Make-up work should be completed within a reasonable time for it to be of any benefit to the child. Students may have two days for every day absent to complete missing work. Students in grades 3-4-5 may be assigned to after-school study hall to complete missing work. **A request for make-up work should be made by 9:00 a.m. one day in advance and the child must have already been absent/sick at least 2 days.** Assignments can be picked up in the office at the end of the school day.

ILLNESS & ACCIDENTS

If a student becomes ill or injured at school, every attempt will be made to contact parents first. **Please keep all phone numbers current to assist us in doing so.** If parents cannot be reached, the emergency numbers will be called. In the event of an emergency illness or injury, first aid will be given and the appropriate emergency medical personnel will be called. The district will not be financially responsible for subsequent treatment or costs incurred transporting the child to a medical facility.

A student who has a fever of 100 degrees (F) will be sent home and should not return to school until FEVER-FREE for 24 hours. A child having any communicable disease should be kept at home. The child's physician, the Vernon County Health Unit or the school nurse, may answer questions regarding a child's return to class after an illness.

IMMUNIZATIONS

It is unlawful for any student to attend school unless he/she has been properly immunized according to the State of Missouri guidelines or unless exemptions have been signed by a physician or parent/guardian and filed with the school nurse.

LOST & FOUND ARTICLES

Lost articles are turned in to the school office and/or the bus barn. Instruct your child to check immediately with school or bus personnel if an article is missing. It is also a good idea to label any of your child's possessions that might be misplaced such as lunch boxes, coats, etc.

MEDICATION

During times of chronic or short-term illness, medication will be administered to students during the school day according to the following school policy:

1. Parents must authorize school personnel to give the medication by completing an authorization form available from the school office.
2. The medication must be in the original pharmacy-labeled container.
3. **An ADULT must transport all medications.** The only exception is in prearranged cases with certain medications (i.e. asthma inhalers).
4. Tylenol and Ibuprofen are kept in stock at the nurse's office but students must have a permission form signed by a parent on file at the school before either can be given.

PARTIES

Elementary students have three class parties during the school year. These parties are held in October, December, and February. In recognition of student birthdays, a monthly celebration will be observed. Please consult with the teacher in advance to make arrangements. Birthday party invitations are not to be distributed at school unless all students in the classroom are invited.

PERSONAL ELECTRONIC COMMUNICATIONS

In response to requirements stipulated in Senate Bill I (2011 Special Session), *in the event that district-sponsored forms of communication are not available*, school personnel may utilize personal electronic forms of communication (email, text, etc.) to communicate school sponsored class/activity information to students. School personnel are required to include school administration in the communication.

PERSONAL ITEMS

Toys, trinkets, MP3 players, spinners, electronic devices, and other personal items are to be left at home unless requested by the teacher. Trading cards of any type are not to be brought to school. These will be taken from the student and kept in the office until the end of the school year and then returned to the parent/guardian. Valuable jewelry and extra money should also be left at home. Neither the school nor the teachers will be responsible for lost or stolen items.

RECESS

All students benefit from fresh air and movement. Unless the weather is extreme, all students will be expected to go outside. For this reason, it is very important that children arrive at school dressed appropriately for the weather. During the winter months, frequent checks are made concerning temperature to determine whether or not to take the students outside. Please do not send notes requesting that a student stay inside because it is

"too cold." A parent's written excuse for a child to stay in from recess due to illness will be honored for two days. If a child must be excused from outside recess for a longer period, a signed doctor's excuse is required.

REPORT CARDS & PARENT-TEACHER CONFERENCES

Your child will receive a report card four times a year. Please examine it carefully. It is designed to inform you of your child's academic progress and growth. It also provides a means of communication between you and your child's teacher. A parent-teacher conference is scheduled at the end of the first quarter. If at any time you would like an additional conference, please feel free to contact your child's school to make an appointment.

SCHOOL HOURS

School begins at 7:55am and ends at 2:55pm each day. **Students should not arrive at school before 7:30 a.m.** School doors are locked until 7:30am and no supervision is provided prior to that time. Upon arrival, all students should report immediately to their designated waiting area or to the cafeteria if they are eating breakfast.

SECURITY

Areas of the school campuses may be subject to security cameras or video surveillance. These areas may include but are not limited to hallways, building entrances, gymnasiums, cafeterias and parking lots. The primary purpose of the cameras is to promote safety, order, and discipline within the school.

SNACKS AND TREATS

In order to promote wellness among elementary students and avoid the potential for food-borne and other illnesses, elementary policy requires that **no home baked snacks** be brought to school for special events, holiday celebrations or birthday or classroom celebrations. Acceptable treats will include only those that are commercially packaged or are purchased from a state-inspected kitchen (such as those at local supermarket bakeries) and meet the guidelines of the USDA Smart Snacks guidelines. Non-food treats such as stickers, pencils, etc. are also encouraged.

SOLICITATION

No commercial firm will be permitted to solicit teachers or pupils during school hours except to demonstrate school equipment or materials with permission from the principal. For-profit advertising brochures may not be distributed to students or staff.

SPECIAL SERVICES

The R-5 School District provides services to meet the needs of all children including those with special needs from the ages of three through twenty. The law states that all children shall have access to a free, appropriate public education. If you have a question about your child's needs, please contact the Director of Special Services.

STUDENT CONDUCT

Providing a safe and healthy environment in which your student can learn is among the highest priorities of the elementary staff. Building a positive learning climate for students begins with a strong commitment to discipline by the school and home. We believe all our students can behave appropriately in a safe and respectful manner. Teachers are in charge of discipline in the classroom; however, there may be occasions when a student will need to be sent to the principal. Your input and support is encouraged in helping your child make responsible decisions. Students who consistently make inappropriate behavior choices may not be allowed to participate in field trips and/or other special school activities. The Nevada R-5 School District has adopted a specific discipline guide for use in cases of extreme behavior. A copy is made available to each family at the beginning of each school year as mandated by Public Law 101-226.

STUDENT DRESS

A school is frequently judged by the appearance of its student body as well as its academic program. Therefore, all pupils should maintain a neat appearance. Extremes in wearing apparel or personal appearance which disrupt school activities, prove a hazard to student safety or interfere with the intended function of the school will not be considered acceptable.

Examples of inappropriate choices of clothing include hats, caps, scarves or bandannas in the building, clothing that promotes the use of drugs, alcohol or tobacco, clothing with suggestive language or symbolism, slashed clothing, sheer or short tops, Spandex, spaghetti strap tops, bare midriff tops, halters and clothing that sags below the waist. The principal will have the final decision if a question arises as to the correctness of appearance and dress.

SUPPLIES

Students are expected to have the basic supplies which will allow them to do their work at school. A complete list of supplies is made available in local stores prior to the beginning of school and can also be obtained at the school office.

TELEPHONE

Students are only allowed to use the office phone with staff permission. If cell phones are brought to school they must be checked in at the office and **are not allowed** in the classrooms.

TRAFFIC SAFETY

Please help prevent the risk of serious injury to students by adhering to all rules of traffic safety. All students not riding a bus should be dropped off and picked up in the proper area designated by your child's school. **Do not unload your child in a bus-loading zone or in the street where children must cross traffic.** We ask that you maintain a one-way flow of traffic around your child's school to decrease traffic congestion and promote safety. Bicycles may be ridden to school by students and parked in the proper place. Bicycles must be walked in and out of the school zone. Individual bike locks are recommended.

TRANSFERRING FROM THE DISTRICT

If you are moving and withdrawing your child from school, please notify the school office a few days prior to leaving so the proper records can be collected. All textbooks and library books must be returned and the student must be cleared through the office of all outstanding financial obligations. Your new district will ask you to sign a release of records. Your child's records will be mailed to the new school.

VISITORS

In order to ensure the safety of our students, all parents, visitors and guests must check in at the school office immediately upon entering the school building. Upon checking in, parents and visitors should secure a visitor badge and authorization to visit in the building or on the school grounds. Authorization will be determined by the principal or other designated school personnel. If you need to see a teacher or one of the other school staff, please call in advance to make an appointment so the educational process will not be disrupted. Office personnel will deliver messages and personal items to the student's classroom. Students from other schools or small children are not permitted to visit or attend classes with students.



NEVADA R-5 SCHOOL DISTRICT NOTICE OF NONDISCRIMINATION

The district does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The district also prohibits retaliatory actions against any person because of such person's association with another person protected from discrimination or harassment in accordance with Board Policy AC and ACA.

<u>Statute</u>	<u>Prohibits</u>	<u>Compliance Officer</u>
Title VI Title IX	Race Discrimination Gender Discrimination	Mr. Geoff Stewart Mr. Geoff Stewart
Title IX	Sexual Harassment	Mr. Scott Myers, Title IX Coordinator 417-448-2016
Section 504	Discrimination against Persons with disabilities	Mr. Scott Myers 417-448-2016
ADEA ADA-Titles I & II	Age Discrimination Discrimination against Persons with Disabilities	Mr. Geoff Stewart Mr. Scott Myers 417-448-2016
ADA-Title III	Discrimination against Persons with Disabilities	Mr. Scott Myers 417-448-2016

The Compliance Officer/Title IX Coordinator may be contacted at the Nevada R-5 School District Administrative Office, 811 West Hickory, Nevada, Missouri 64772; Telephone 417-448-2000; gstewart@nevada.k12.mo.us or smyers@nevada.k12.mo.us In the event the Compliance Officer/Title IX Coordinator is unavailable, the acting Compliance Officer/Title IX Coordinator, Dr. Tyson Beshore, may be contacted at this same address and phone number or at tbeshore@nevada.k12.mo.us.

The Nevada R-5 School District has established grievance procedures as outlined in Board Policy AC and ACA. Any person who is unable to resolve a problem or grievance arising under the statutes above may contact the:

Office for Civil Rights
One Petticoat Lane
1010 Walnut Street
Suite 320
Kansas City, MO 64106
Telephone: 816-268-0550

Reference: Nevada R-5 School District Board Policy AC

TITLE IX GRIEVANCE PROCEDURE

This notice is to inform all students and employees of the Nevada School District that the Superintendent of Schools, 811 West Hickory, Nevada, Missouri 64772 (417)448-2000 has been designated as Title IX Compliance Coordinator and Grievance Officer for the School District.

Complaint Procedure

Step 1: Any person having a grievance should first talk to their immediate supervisor or principal and see if the problem can be worked out to everyone's satisfaction. If there is not satisfaction, the grievance should be taken to the Title IX coordinator.

Step 2: Complaints should be in writing and should be filed with the local compliance coordinator. Describe the circumstance and name parties involved in the incident of discrimination. A. Within 21 days after written complaint is received; all parties will be notified of a meeting time and place for the hearing of allegations. B. If requested by the complainant, the hearing will be conducted by a neutral third party mutually agreed upon by those affected. Each person involved in the allegation may present a point of view or select someone as their representative to speak for them. C. If the grievance is resolved at the hearing; all affected parties will receive written notification of the resolution.

APPEAL PROCEDURE

Any person not satisfied with the disposition of complaints may file a written appeal for a hearing with the Nevada R-5 Board of Education. Within 30 days, a hearing will be held before the Board of Education with the same provisions and procedures as the hearing before the complaint officer. The Board of Education will render a final decision as the governing body of the school district.

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20) regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public 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's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children.

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). You may contact your local district, if you wish to review the requirements provided in FERPA. The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardians' name/address, birth date and age of each child, and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese, or any other language that may be necessary. Any questions regarding this notice may be directed to Scott Myers, Director of Special Services, Nevada R-5 School District, 2015 N. West St., Nevada, MO 64772 or call 417-448-2011.

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY & SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("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 of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School 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.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their 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 consent to disclosures of personally identifiable information contained in 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. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official 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 district in which a student seeks or intends to enroll. [NOTE: FERPA requires a 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.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

NOTICE FOR DIRECTORY INFORMATION RELEASE in Compliance with Family Educational Rights to Privacy Act FERPA

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Nevada R-5 School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Nevada R-5 School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Nevada R-5 School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.⁽¹⁾

If you do not want the Nevada R-5 School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1 of each school year. The Nevada R-5 School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- | | |
|--|--|
| * Student's name | * Participation in officially recognized activities and sports |
| * Address | * Telephone listing |
| * Weight & height of members of athletic teams | * Electronic mail address |
| * Photograph | * Degrees, honors, and awards received |
| * Date and place of birth | * Major field of study |
| * Dates of attendance | * Grade level |
| * The most recent educational agency or institution attended | |

Footnotes:

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

ANNUAL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

• *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•*Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The Nevada R-5 School District has adopted board policy File: JO-R, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

•Collection, disclosure, or use of personal information for marketing, sales or other distribution.

•Administration of any protected information survey not funded in whole or in part by ED.

•Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605

Nevada R-5 School District: Discipline Guide for Students
Approved by BOE 7/16/25

A Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of the Nevada R-5 Schools. No code can list each and every offense that may result in the use of disciplinary action. Students can, however, expect to be held accountable for any action which disrupts the learning environment or contributes to an unsafe atmosphere in school, on any property of the district, on any school bus going to or returning from school or during any district-sponsored activities. Clear expectations, limits and appropriate consequences for the following behaviors are provided to give information and guidance to Nevada R-5 students and their parents/guardians.

Unusual situations not covered in this policy will be handled as deemed appropriate by the building administrator or referred to the Superintendent of Schools as the circumstance may warrant in order to maintain general school discipline for the educational benefit of all students. A student's prior history of discipline incidents, attitude and length of time since the last occurrence will be considered when determining the appropriateness of discipline consequences. Students who show evidence of being chronic repeat offenders will be subject to more severe disciplinary consequences including out-of-school suspension. First time occurrences of such severity of behaviors involving violence or threats of violence, will be disciplined at the individual discretion of the building and/or district level administrators.

Student behaviors that are in violation of state statutes will be referred to law enforcement as provided by Board Policy JG-R1 and as required by law.

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics, including unauthorized use of generative artificial intelligence (AI), such as large language models (chatbots) .

First Offense: No credit for the work, grade reduction, or replacement assignment.

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

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

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

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

Assault

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

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

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

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense: 10-180 days out-of-school suspension or expulsion.

Subsequent Offense: Expulsion.

Automobile/Vehicle Misuse – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense: Suspension or revocation of parking privileges, detention, or in-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Bullying and Cyberbullying (see board policy JFCF) – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to, physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by 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.

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

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

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

Dishonesty – Any act of lying, whether verbal or written, including forgery and misrepresentation.

First Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech (see board policies AC and ACA if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

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

Drugs/Alcohol (see board policies JFCH, JFCL, and JHCD)

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

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

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

2. Possession of drug paraphernalia or possession of or attendance while under the influence of any unauthorized prescription drug, alcohol, illegal drug, controlled substance (including marijuana and marijuana-infused products) as defined under schedules I, II, III, or IV of the Controlled Substances Act, unauthorized inhalant, counterfeit substance, imitation controlled substance, any substance intended to create a false negative on a drug test, or any substance prohibited on district property by law or policy.

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

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

3. Sale, purchase, transfer, manufacture, or distribution of any unauthorized prescription drug, alcohol, illegal drug, controlled substance (including marijuana and marijuana-infused products) as defined under schedules I, II, III, or IV of the Controlled Substances Act, unauthorized inhalant, counterfeit substance, imitation controlled substance, any substance intended to create a false negative on a drug test, any substance prohibited on district property by law or policy, or drug-related paraphernalia.

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

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

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

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

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

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

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

Subsequent Offense: Restitution. Detention or in-school suspension.

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

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

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

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also "Threats or Verbal Assault") – Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment, or causing the evacuation or closure of district property.

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

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

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

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

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

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

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

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

Harassment, including Sexual Harassment (see board policies AC and ACA and note that additional provisions of the code of conduct may apply to the student's behavior)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

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

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

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

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

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

3. Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.

Any Offense: 10-180 days out-of-school suspension or expulsion.

Hazing (see board policy JFCG) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

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

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

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

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

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

Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

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

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

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

Subsequent Offense: Detention, in-school suspension, or 1-10 days out-of-school suspension.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material (see board policies AC and ACA) – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

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

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

Sexual Activity – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

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

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

Technology Misconduct (see board policies EHB and KKB and procedure EHB-API)

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

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Violations, other than those listed in (1) or (2) above, of board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

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

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

3. Use of audio or visual recording equipment in violation of board policy KKB.

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

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

Theft – Theft, attempted theft or knowing possession of stolen property.

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

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

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

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

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

Tobacco

1. Possession of any tobacco products, electronic cigarettes (vaping products), other nicotine-delivery products or imitation tobacco products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy JHCD.

First Offense: Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes (vaping products), imitation tobacco products or other nicotine-delivery products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be used only in accordance with district policy JHCD.

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

Subsequent Offense: Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

Tuancy or Tardiness (see board policy JED and procedures JED-AP1 and JED-AP2) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

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

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

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

Vandalism (see board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

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

Weapons (see board policy JFCJ)

1. Possession or use of any weapon as defined in board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 57010, RSMo.

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

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

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

First Offense: One calendar year suspension or expulsion, unless modified by the board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

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

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

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