

**North Platte High**  
**Student/Parent Handbook**  
**212 West Sixth Street**  
**Dearborn, MO 64439**  
**816-450-3511**

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Translation of Student Handbook is available.  
Interpreters are also available.

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Dear Parents and Students,

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

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

Respectfully,

Karl G. Matt  
Superintendent of Schools

# **BOARD OF EDUCATION**

**2019 - 2020**

Bennett French, President  
Elected 2014

Kevin Vernon, Vice-President  
Elected 2017

Kerry Brooke Hyde, Treasurer  
Elected 2015

## **Members**

Carla Shanks  
Elected 2016

Stephanie Snook  
Elected 2017

Karen Bartlett  
Elected 2018

Trace Stone  
Elected 2019

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

# NORTH PLATTE R-I 2019-2020 DISTRICT CALENDAR

## August, 2019

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

## January, 2020

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

~~✗~~ No school, no staff

   Planned makeup

~~↘~~ No school, staff works

   Early dismissal, 12:30 p.m.

{ } End of quarter

   First day of school

## September, 2019

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

## February, 2020

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

## October, 2019

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

## March, 2020

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

### Staff Works/No School

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

\*Staff In-Service PDC

### Early Dismissal, 12:30 p.m.

17-Oct 20-Dec 13-Feb

### Parent-Teacher Conferences

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

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

## November, 2019

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

## April, 2020

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

## December, 2019

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

## May, 2020

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

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

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

# District Information

## Attendance and Absence Procedures

- **Expectations for Attendance**

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 16. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence.

Students who wish to participate in school-sponsored activities must attend school for at least half the school day on the day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused. Students must be in attendance for at least half of the day on the school day preceding an event on a day school is not in session. Special circumstances may be approved by the principal on extended weekends or holiday breaks.

After accumulating absences of any type that drop the student's overall attendance percentage below 90%, no credit will be awarded unless approved by the attendance committee or the principal. The student may appeal to the attendance committee to grant credit upon completion of an attendance plan. The plan may consist of students making up time outside of normal school hours or providing notes from doctors/physicians excusing the missed time. The committee will be made up of the principal and three teachers.

In case of serious accident, extended or serious illness, or emergency situations, an exemption of the 90% limit could be granted after a hearing before the attendance committee. The decision of this attendance committee may be appealed.

If absent more than five days, an extended illness must carry a doctor's note to be considered. This paperwork is due the day the student returns.

Seniors are allowed 2 college visits and will be considered excused absences as long as the proper paperwork is returned to the office. The absences are excused, but still count as absences reported to the state, but they will not count toward the North Platte Attendance Incentive. Proper paperwork must be on stationary containing the college's name and obtained directly from the college visited by the student.

***Students will not be excused to do their banking, family shopping, get haircuts, return home after books, clothes or equipment they have forgotten, or for any other similar reasons. These are activities that can be taken care of outside of the regular school day.***

***No students are permitted to leave the school grounds during the school day except by parental consent and approval from the office. Students arriving on buses are not allowed to leave the campus before school starts, nor are they allowed to do the same after school is out before boarding the buses.***



- **Procedures for All Absences**

In case of an absence, **NO NOTES WILL BE ACCEPTED!** The parent or guardian must call in order for his/her son or daughter to be admitted into school. The parent or guardian should call the school on the day his/her son or daughter is absent by **9:00 a.m.** for it to be an excused absence. **Based upon the reason given for the absence, the school will determine if the absence is to be excused or unexcused. All work missed will be averaged as zeroes for an unexcused absence.**

Class work missed during an excused absence must be made up to receive credit. **It is the student's responsibility to find out what work is to be made up and to do it on his/her own time and within the time limits prescribed by the teacher. A parent/guardian must call the school by 9:00 am to request their child's homework for the day.**

Any day the student is absent from school, the parent may be called by phone. In case of excessive absences or at parental request, a letter will be sent to the parents or guardians listing the dates and reasons their child was absent from school.

Any student considering dropping from school will be counseled by the High School Principal and School Counselor. The parent of the student will be notified by the school, and together the administrator and parent will look for other alternatives. If the student does drop out of school, the literacy hotline will be contacted as soon as the students' records are closed.

- **Excused Absences**

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be excused. It is the responsibility of the student to make up work with teacher support when a student's absence is excused. The timelines for turning in make-up work will be determined with the teacher.

Parents must report a student's absence by 9:00 on the day of the absence. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. The administration may request documentation to determine whether an absence is excused. Excused absences are allowed for:

- Illness of the student
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from or will be immediately deployed, with notification and approval of the principal.
- Suspensions
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

- Unexcused Absences**  
Absence for reasons other than the categories of excusable reasons, or that does not have the proper documentation for an excused absence as determined by the principal, will be considered unexcused. *Students who have an unexcused absence will be permitted to make up work, but all such work shall be averaged to 60% credit.* Excessive, unexcused absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.
- Late Arrival/Tardiness**  
A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the building. The District will count tardiness as an absence. A student will receive an after-school detention for every fourth tardy.
- Truancy**  
Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Families are entitled to appeal assigned consequences to the Superintendent.
- Technical Center Attendance Policy**  
Since the district pays tuition for some students to attend the Hillyard Technical Center, students are expected to attend regularly. If a student accumulates ten absences in any semester from the Career Center, he/she will be removed from the program. In the event this occurs, it will jeopardize the possibility of being placed in Hillyard for the next semester. The students will follow our absentee policy of calling into our school for excusing absences.

## **Dress Code**

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

- Dress Code Expectations**  
Shirts and shoes must be worn. No house shoes or slippers are allowed. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted: see-through garments; tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings, or straps less than 2 inches in width; clothing that does not cover undergarments when a student is sitting or standing; undergarments worn as outer wear; clothing that does not reach to *mid-thigh*; holes in pants that are above *mid-thigh*, unless patched.

- **Dress Code Prohibitions**

Clothing or accessories with any of the following are not permitted:

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

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

- **Additional Dress Code Information**

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

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

## **Food Services**

- **Allergy Prevention and Response**

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

- **Building-Wide and Classroom Approaches**

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

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

- **Individual Approaches**

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

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

- **Breakfast**

\$1.85 for students and \$2.45 for adults

- **Lunch**

\$2.40 for students and \$3.60 for adults

- **Meal Charges**

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

- **Alternative Meals**

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

Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, then that meal will not be taken away from the student, even if the student should have been provided an alternative meal due to unpaid meal charges.

- **Interventions**

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

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

- **Working with Parents/Guardians**

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

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

- **Debt Collection**

- **Delinquent Debt**

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

- **Nonprofit School Food Services**

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

- **Bad Debt**

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

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

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

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

- **Lunch/Breakfast Program**

Account information is available online on the student's Lumen account. Prices are \$1.85 for student breakfasts and \$2.40 for student lunches. Prices may be increased as the need arises. Applications for free and reduced breakfast and lunch are available through the school office. A la carte prices vary and are not applied at free and reduced prices. Breakfast is served each day from 7:30 a.m. - 8:00 a.m.

North Platte has a closed lunch session. This means that no one is allowed to go home for lunch or leave the school grounds. Only family members are allowed to eat with a student with approval of the principal. All students must eat in the school cafeteria. Account information is available online on the student's Lumen account. Parents may apply for Free and/or Reduced Meals.

## **Health Services**

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

- **Administration of Medication**

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

- *Non-Prescription Medication* – A written note from the parent/guardian with the student’s name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, hemp extract products, or other.
- *Prescription Medication* – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

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

- **Immunizations and Vaccinations**

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information.

Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

- **Communicable Diseases**

Parents/guardians must notify the District if their student has a communicable disease.

Parents/Guardians will be required to provide written approval from the student’s treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures is in place.

Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

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

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

- **Student Insurance**

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

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

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

- **Health Office**

If you have any questions, please contact:

Nurse Carmen Smith

Email: [carmen.smith@nppanthers.org](mailto:carmen.smith@nppanthers.org)

Phone Number: 816-450-3511

## Student Records

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

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

- **Directory Information**

Directory information is information about student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be



notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. The District designates the following items as directory information:

- **General Directory Information**

The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); *student identification number; user identification used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records*; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

- **Limited Directory Information**

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

- **Military and Higher Education Access**

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

- **FERPA**

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

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

## **Extracurricular Activities and Clubs**

Students at North Platte High School participating in extracurricular activities are expected to demonstrate acceptable moral values and behavior at all times, both in and out of season, in the school or in the community.

Each participant should obey the rules of the school and the laws and regulations of the city and state. Failure to do so could result in disciplinary action. All cases of potential disciplinary action will be reviewed by a committee composed of the coach/sponsor involved, athletic director, and building principal involved and may result in alternate punitive action. Depending on the severity of the case, early offenses/punishment may be skipped over.

**VIOLATION OF MUNICIPAL, STATE, OR FEDERAL LAWS OTHER THAN THOSE LISTED, WILL BE DEALT WITH DEPENDING ON THE SEVERITY OF THE INCIDENT. ALL PUNISHMENTS LISTED ARE THE MINIMUM PUNISHMENT TO BE GIVEN FOR AN INFRACTION OF THE RULES. EACH VIOLATION COULD BE DEALT WITH BY THE COACH/SPONSOR OF THE ACTIVITY AND ADMINISTRATION IN WHICH THE ATHLETE IS PARTICIPATING. BEFORE THE SEASON BEGINS, THE COACH/SPONSOR WILL REVIEW THE EXTRACURRICULAR POLICIES WITH THE PARTICIPANTS.**

Unless special arrangements have been made with the principal, a student is required to attend school for at least half the school day on the day of an activity in order to participate. Students must be in attendance for at least half of the day on the school day preceding an event on a day school is not in session. Special circumstances may be approved by the principal on extended weekends or holiday breaks. All extracurricular activities are supervised by district employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

- **Extracurricular Grade Policy**

- **Mid-quarter**

Student grades will be checked at the midpoint of each quarter. If the grade is an "F," a letter will be sent and the student will be put on probation. This means that he/she may still practice or rehearse; however, the student will not be able to compete, participate or travel for a minimum of two weeks. At the end of this two-week probationary period all grades must be at an acceptable level if the student wishes to play or participate.

If the student has one "F" at the mid-quarter, but was on the 3.0 honor roll the preceding quarter, the students will be allowed to continue to participate as long as the student shows progress on improving his/her grades.

More than one "F" will result in the same probation. The re-evaluation at the end of two weeks must show acceptable grades in all subjects for the student to resume practice/rehearsal and play/participation.

- **Quarter**  
With one or more F's the student can practice, but cannot play in activities or travel. Grade re-evaluation will occur after the two week probationary period.
- **Semester**  
At semester, both the quarter and semester grades must be acceptable or the two-week probation period will be applicable. When the probation occurs because of the 4th quarter or 2nd semester the two-weeks will begin the first day of school. A form letter will be sent to the parents at the end of the year.

- **Transportation Rule for Events**

**All** students are expected to ride on school-sponsored transportation to and from activities unless arrangements are made with the principal beforehand. **Students will be allowed to return with parents as long as the parents sign a school transportation list before leaving.** Any other transportation arrangements must be made prior to the event. (This must be made by phone to the school office by 2 p.m. the day of the event; notes will not be accepted.)

Students will be allowed to ride home with the parents of another participant only if that student's parents have contacted the office in advance (by 2 p.m. the day of the event) and the coach has been notified by the administration.

- **Alcohol and Drug Rule**

Any student selling, purchasing, distributing, in possession of, or under the influence of any alcohol or drugs, on or off campus will be dealt with.

- **First Offense:** The student will be suspended from participating in extracurricular competition for a period of 45 days. The 45 days will begin with the start of the specific season or when the incident occurred, whichever is later. The suspension will carry from one sport to another sport.
- **Second Offense:** The student will not be allowed to participate in any extracurricular activities for one calendar year. All cases will be reviewed by a committee composed of the coach/sponsor involved, athletic director, and building principal involved and may result in alternate punitive action. Depending on the severity of the case, early offenses/punishment may be skipped over

- **Student Alcohol and Drug Testing (District Policy S-196-P)**

Each student athlete must have the District Student Drug Testing Consent Form turned in to the administrator before the student athlete is allowed to participate in games. The form is attached at the end of this handbook.

The District has adopted a Student Alcohol and Drug Testing Policy to promote the health, safety and welfare of students of the District. The purpose of this Policy and the associated procedures

is to encourage students to remain drug and alcohol free and to provide support and solutions to students who use drugs and alcohol. This applies to students in extracurricular activities in grades 9- 12 and students who wish to receive a parking permit issued by the District.

### **Definitions and Explanations**

**Alcohol** – Alcohol -- Intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.

**Extracurricular Activities** – Activities that take place outside the regular course of study in school and are sponsored by the school.

**Illegal Drugs** – Nicotine (Tobacco), Marijuana, LSD, Amphetamines, Methamphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Benzodiazepines (Valium), Opiates, Cocaine, Propoxyphene (Darvon), MD/MA (Ecstasy), Phencyclidine, Tricyclic, Buprenorphine, Oxycodone, and/or any substances included in 21 U.S.C. 802(6). This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

**Random Selection** – A system of selecting eligible students for drug and alcohol testing in which each eligible student shall have a fair and equitable chance of being selected each time selections are required.

### **Sample Collection**

Any drug test required by the District will be administered by a certified third party administrator using a federally approved toxicology laboratory using scientifically recognized toxicological methods. The certified laboratory shall be required to have written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

All aspects of the drug-use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students and in accordance with procedures set forth by the testing facility.

### **Positive Test Results**

If any student has a positive result, the principal will contact the parents or guardians and solicit any information on medication that would create a positive test. When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test and contact the principal with the results. The principal will then notify the parents/guardians.

### **Random Drug Testing**

Each student who wishes to participate in extracurricular activities or obtain a parking permit for the school year will be required to complete a consent form and return it to the high school office within the first 10 days of school. Any newly enrolling student will have 10 days from the date of enrollment to sign and return a consent form. Any student not completing the consent

form and returning it within the prescribed time will be ineligible to participate in extracurricular activities and/or park on campus for the entire school year.

A student may appeal to the administration in writing to be added to the drug testing pool during the school year in order to participate. Students who receive their driver's licenses may be added to the random drug testing pool during the school year. The appeal must be submitted in writing and will then be reviewed by a committee of school personnel. Students electing to follow the appeal process are not guaranteed participation in activities.

Students will be required to provide urine samples as follows:

Participants will be assigned a random number. The third-party testing facility will randomly select no more than 25% of the pool during the random testing session. The District administration will schedule random testing periodically during the school year only.

### **Appeal Procedure**

Within two working days of receipt of the positive drug test, the principal will contact the activities director, coach/sponsor, and/or other individual responsible for supervising the extracurricular activity. The principal will then, within two working days, contact the student and the parent/guardian to schedule a conference. The conference shall be held within 10 working days of initial contact with the student and parent. If the student, parent/guardian refuses to participate or respond to a request for a conference, the student will be deemed to have waived any right to appeal the positive drug test.

Appeal Conference: The principal will solicit an explanation of the positive drug test. If the student asserts that the positive drug test is caused by something other than the consumption of an illegal drug, then the student, parent/guardian will be given ten working days from the date of the conference to present evidence to the principal. If the student fails to or refuses to present evidence within the required timeframe, the student will be deemed to have waived any right to further appeal the positive drug test.

The District will rely on the opinion of the laboratory that performed the confirmation test in determining whether the positive test was a result of something other than the consumption of an illegal drug. The principal will immediately notify the parents after the lab has determined whether the positive drug test could have resulted from something other than an illegal drug. The parent/student may appeal a positive test to the superintendent by submitting a written statement of appeal within two working days of receiving the principal's notice. However, the appeal is limited to complaints or concerns about the validity of the drug-testing process or the presentation of additional evidence that some other substance caused the positive test. The superintendent will not overturn a suspension based on a challenge to the actual laboratory findings.

The superintendent will notify the parent/student of his or her decision within two working days. Failure to appeal to the superintendent waives any further right to appeal. The parent/student may appeal the superintendent's decision to the Board by submitting a written statement of appeal within five working days of receiving the

decision. The appeal is limited to complaints or concerns about the validity of the drug-testing process or the presentation of additional evidence that some other substance caused the positive test. The Board will not overturn a suspension based on a challenge to the actual laboratory findings. The Board will notify the parent/student of its decision within a week after the meeting at which the appeal was presented.

Initiating appeal procedures does not suspend imposition of the restrictions listed below while the appeal process is ongoing.

If a student tests negative in the initial screening, the student and the parent/guardian will be contacted by personnel of the District within five working days of receipt of the testing results.

### **Confidentiality**

Test results will be kept in a confidential file separate from a student's permanent education records and those files will be destroyed upon the student's graduation from the District or, if the student is no longer attending in the District, upon the date the student would have graduated had the student remained in the District. Test results shall be released to school officials only a "need-to-know" basis.

### **Consequences**

Any student who tests positive in a drug-use test under the random drug testing procedure shall be subject to the following restrictions:

- *First Offense* – Suspension from participation or attendance in all extracurricular activities and parking on campus for 45 calendar days from the date of the positive drug test. During this period of time, the student will be permitted to attend practices and/or club/activity meetings, but he or she will not participate in contests, events or games.
  - Before eligibility is reinstated in school-sponsored extracurricular activities the participant must provide a negative test result utilizing the third-party testing firm.
- *Second Offense* – The student shall be suspended from participation or attendance in all extracurricular activities including all meetings, practices, performances, competitions, and parking on campus for 52 continuous and successive weeks from the date of the positive drug test of the second offense as stated in this procedure.
  - Before eligibility is reinstated in school-sponsored extracurricular activities the participant must provide a negative test result utilizing the third-party testing firm.
- *Third Offense* – The student shall be suspended from participation or attendance in all extracurricular activities including all meetings, practices, performances, competitions, and parking on campus for the length of the student's enrollment in the District from the date of the positive drug test of the third offense as stated in this procedure.
- ***Refusal to Submit to Drug Use Test***  
Refusal to submit to a random or reasonable suspicion test will constitute a violation of this policy and procedure, and will be treated as a positive test result.

- **Falsifying Results**

Any action by a student to falsify results will constitute a violation of this Policy and will be treated as a positive test result. If the testing facility or the District determine that a student has acted to alter a sample provided, the District may have the sample tested again in order to determine whether tampering or falsification has occurred, even if the initial test results were negative.

**Removal from Pool**

If a student or parent/guardian requests removal from the pool, the student will be suspended from participation or attendance in all extracurricular activities and events, and parking on campus for one calendar year from the date of the request for removal.

- **Tobacco Policy**

Use of tobacco products, nicotine, electronic cigarettes or other vaping devices by North Platte High School students participating in extra-curricular activities will not be tolerated.

- **First Offense:** Any student observed by school district employees in possession of tobacco and or nicotine at any time either on or off campus will be given a one game/event suspension, also the student will sit down and review all alcohol, drug, and tobacco policies with the coach or sponsor of the activity in which the student is involved.
- **Second Offense:** The student will be suspended from participating in extra-curricular competition for a period of 45 calendar days from the start of the season or whenever the incident occurs, whichever is later. The suspension will carry from one sport to another sport.
- **Third Offense:** The student will not be allowed to participate in any extra-curricular activities for a calendar year.
- Individual cases may be reviewed by a committee composed of the coach/sponsor involved, athletic director, and building principal. It is to be understood that these punishments may be adjusted by the administration based upon the circumstances of the individual situation.

- **Attendance Rule**

The District will follow the MSHSAA guidelines for participation. Unless approved by the principal, students may not participate in MSHSAA related activities unless they are in attendance for at least half of the school day of that event. Students must be in attendance for at least half of the day on the school day preceding an event on a day school is not in session. Special circumstances may be approved by the principal on extended weekends or holiday breaks.

- **Uniforms**

Students will not be able to participate in a contest until the uniform or fines are paid from the previous extracurricular activity.

- **Other Rules**

1. Play fair at all times, showing proper respect for opponents.
2. Obey all officials' decisions in a courteous and sportsmanlike manner.
3. Maintain the highest standards of conduct on the field or court, both at home and away.
4. Observe completely all training rules. Violations of training rules will be handled by the coach/sponsor.
5. Conform to the dress code of the athletic or activity department.
6. Any tattoo must be covered if it depicts any of the following:
  - a. profane, obscene, or otherwise inappropriate language;
  - b. words, symbols or images that promote illegal, sexual, or violent behavior;
  - c. advertisements or promotion of alcohol, tobacco, or drugs;
  - d. language or symbols that promote gangs.

Coaches and the administration have the discretion to decide what is or is not a good representation of our school.

7. Recognize that the privilege of being on a team carries with it the responsibility of setting a good example and the realization that it is an honor and privilege to represent one's school.
8. Students will be responsible for equipment issued to them and must return said equipment when requested by the coach/sponsor.
9. Students will not be able to participate in a contest or in another activity until all equipment is returned or paid for in their previous activity.
10. Scholastic Requirements: A high school student must be enrolled for 80% of the 8 credits offered and must have earned 80% of the credits or passed 7 of 8 classes the preceding semester; or a student must be enrolled in a full course at his/her level in a special education program. The student must also meet North Platte High School academic requirements for participation in extra-curricular activities as outlined in this handbook.

- **ANY STUDENT WHO IS SUSPENDED OUT OF SCHOOL IS PROHIBITED FROM PARTICIPATING OR ATTENDING ANY EXTRACURRICULAR ACTIVITY, HOME OR AWAY, FOR THE LENGTH OF THE SUSPENSION.**

- **School Spirit**

School Spirit is showing your loyalty and dedication to your school through various acts of spirit. Please show pride in our school and keep our spirit positive.

- **Ethics In Athletics**

1. Show good sportsmanship by being considerate of those participating.
2. Don't "boo" officials or players.
3. Be courteous to visitors.
4. Observe proper conduct at all activities.
5. **No loitering in the halls or restrooms will be permitted.** Remember, your purpose in coming to games should be to watch the game in support of your team.

- **Eligibility to attend the Junior/Senior Prom**

Students attending the junior/senior prom must meet eligibility requirements. These requirements will be distributed to students involved. Juniors and Seniors must have their Prom



points. Underclassmen must be eligible by grades. All students must be in attendance for two blocks on the school day prior to Prom.

- **National Honor Society**

Students involved in the National Honor Society must meet eligibility requirements. Participants shall adhere to the bylaws of the local chapter. These requirements and bylaws will be distributed to students in the society.

- **Eligibility**

Members must be juniors or seniors. The Faculty Council will first identify students with the prerequisite GPA. The minimum GPA allowable is 3.5 on a 4.0 scale. The Faculty Council of the chapter then selects students who demonstrate outstanding performance in the four criteria of NHS-scholarship, leadership, service, and character. **For more information, check the school website by using the NHS tab.**

- **Activity Pass**

The cost for an activity pass for the 2019-2020 year will be the following:

- Adults: \$40.00
  - Student: \$30.00
  - Family: \$110.00

The cost for an activity pass in the future will be ten times the amount of the gate fee as established by the KCI conference. For this year the gate fees are: Adults - \$3.00 and Students - \$2.00. (High School game prices are Adults - \$4.00 and Students - \$3.00)

## **Building Information**

- **School Closings**

The school website will have school closings due to inclement weather or other emergencies posted as soon as a decision has been made. School closings are also available through text messages, emails and local television stations. Access to sign up is available on the school website.

- **Visitor Procedures**

**Parents or guardians are allowed to visit the school during school hours under certain circumstances, including lunch periods, with prior approval of the building principal.**

Other visitors may be permitted to visit under certain circumstances, when prior permission is granted by the principal. No one is permitted to visit classrooms without permission from the principal's office.

- **Student Cars**

Students who drive cars to school must have a valid parking pass issued from the principal's office. **Students will not receive a valid parking permit and will not be allowed to park on campus until the student has completed a North Platte R-I Consent Form for random drug testing. Students must park within the lines and only in assigned areas.** Students are not to park in front of the superintendent's office, the ag shop, or north of the school by the choir

room, where buses load and unload. Students are not to be in or around their automobiles at any time during the school day. Students, upon arrival, should come into the school building. Violation of these rules could involve suspension or revocation of parking privileges and other disciplinary action.

The north drive is not to be used by students from 7:30 a.m. to 3:30 p.m. The north drive is not to be used by parents from 7:30 a.m. to 8:30 a.m. and from 2:30 p.m. to 3:30 p.m.

Driving to school is a privilege; do not abuse this privilege or you may lose it.

- **Lockers**

All students will be assigned a locker and a lock is made available upon request. No outside locks are allowed. Once lockers have been assigned, students **will not move** to another locker without permission from the office. Students are encouraged to **keep lockers locked**. Students are not to place “stickers” or make marks of any kind on their lockers. Student lockers are school property, not private property. Lockers are subject to search at any time if there is reason to suspect that a student’s locker contains an article which is in violation of a federal, state or local law, or is in violation of school district rules or regulations.

- **Announcements and Bulletins**

Daily announcements will be read for the benefit of the student body and staff. Items for the bulletin must be approved by the principal. The daily bulletin will be emailed to each student’s school email account each day. The daily bulletins are available on the school website.

- **Class Schedules/Bell Schedules**

Students are allowed five minutes in which to move from one class to the next. **It is the responsibility of each student to organize his/her time as to be in the next classroom before the five minutes expires.**

Warning Bell	8:05 a.m.
1 <sup>st</sup> Block	8:10-9:40 a.m.
2 <sup>nd</sup> Block	9:45-11:15 a.m.
3 <sup>rd</sup> Block	11:20 a.m. - 1:17 p.m.
First Lunch Shift	11:46 a.m. - 12:10 p.m.
Second Lunch Shift	12:13-12:37 p.m.
4 <sup>th</sup> Block	1:22-2:52 p.m.
Seminar	2:57-3:12 p.m.

- **Lost and Found**

Articles found in and around the school should be turned in to the main office where the owners may claim their property by identifying it. Parents may also claim articles lost by their children.

- **Website**

The address is [www.nppanthers.org](http://www.nppanthers.org). Student’s grades, attendance record, and lunch activities are available through Lumen which is accessible from the school website.

- **Field Trips**

High school students have the opportunity to participate in field trips throughout the year. In order to qualify for the field trip, students must not have failing grades.

## **Discipline**

- **The purpose of discipline is to protect everyone's right to an education.**

1. When passing to and from classes, students are to respect each other as well as the other classes which may be in session.
2. Chewing gum will be at the discretion of the teacher.
3. Students are not to run, push, shove, or make excessive noises in the school.
4. Throwing objects (paper wads, etc.) or other similar devices will not be allowed at school and may result in suspension from class or school.
5. Students riding the bus are not to leave the school premises upon arrival at school or before boarding the bus to go home.
6. Students are responsible for bringing pencils, paper, and other needed supplies to each classroom.
7. Electronic devices and **cell phones**, etc. are not allowed during school hours unless special permission has been given by a teacher or the principal. If permission is granted, the Acceptable use Policy will be followed.
8. Students who walk to school are not to arrive before 7:30 a.m. The doors of the school will close at 3:30 p.m.
9. Students remaining after school must be sponsored by a teacher.
10. Toys, water guns, mini-cars, etc. are not allowed in school.
11. Students are to walk quietly to and from the lunchroom, because some classes will be in session.
12. Students are not to bring aerosol cans (hair spray, etc.) to school unless they have permission from a teacher or the principal.
13. Assemblies are arranged for all students from time to time. Each class is to sit in an assigned section of the bleachers. Please cooperate by going directly there during the assembly. During assemblies, class sponsors will sit with their respective groups. It is common courtesy that you respect all speakers and people who come for the presentation.
14. Telephone - Students will be called from class to answer telephone calls only in emergency cases. Parents may of course call and leave a message for students at any time to be delivered at the interval between classes. Except for school business and emergency situations, no students will be allowed to use the telephone in the office.
15. Public Display of Affection – Being overly affectionate in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate behaviors on campus or at school-related events & activities.

- **Student Code of Conduct**

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

District technology. All school district personnel are responsible to supervise and hold students accountable for violations of discipline rules.

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

- **District Policy for Discipline**

- **Definitions**

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

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

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

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

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

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

- Saturday School

- Saturday School will be held from 7:00 a.m. to 11:00 a.m., as needed. Parents will be notified by mail in advance. Students are to use this time to work on school assignments. Failure to attend the assigned Saturday School shall result in a three day ISS. If a student is dismissed from Saturday School for violating rules it will result in a 3 day ISS.

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

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

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

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

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

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student’s education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

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

Information regarding a student’s misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies,

including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

- **Standards of Conduct and Consequences**

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

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

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

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

Prohibited Conduct	Definition
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication or information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to contribute to a team project, or other misconduct related to academic work.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury;

	causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the district.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.

Firearms	Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed that cause another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willing participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy in view of others that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual



	information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for their safety of themselves or property.
Unauthorized Entry	Entering a district facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.
Weapons (Other than Firearms)	Possession or use of any weapon as defined in District rules, other than those defined by 18 U.S.C. § 921, 18 U.S.C. § 921(g)(2) or § 571.010, RSMo.

- **Bullying, Hazing, and Cyberbullying**

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

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

*Cyberbullying* means bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

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

Mr. Karl G. Matt  
 Phone Number: 816-450-3511  
 Email Address: [karl.matt@nppanthers.org](mailto:karl.matt@nppanthers.org)

- **Reporting Bullying or Cyberbullying**

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

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

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

- **Investigation**

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

- **Retaliation**

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

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

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

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

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

- **Public Notice**

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

The District will:

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

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

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

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

Mr. Karl G. Matt  
Phone Number: 816-450-3511  
Email Address: [karl.matt@nppanthers.org](mailto:karl.matt@nppanthers.org)

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

Name: Ms. Michelle Johnson

Phone Number: 816-450-3511

Email Address: [michelle.johnson@nppanthers.org](mailto:michelle.johnson@nppanthers.org)

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

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

- **Student Searches**

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. Each student is assigned a hallway locker. Only locks provided by the District are permissible.

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

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

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

- **Student Alcohol/Drug Abuse**

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

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

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

- **Weapons in School**

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

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

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

## **Instruction**

- **A+ Program**

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some private career/technical schools are also A+ eligible. In addition, more four-year institutions are offering incentives for students who meet the A+ criteria.

- **A+ Program Requirements**

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for three (3) consecutive years prior to graduation. The student must graduate with a non-weighted, non-cumulative GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. The student must also meet the mathematics requirement set forth by DESE and the Missouri Department of Higher Education. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed on the District website.

- **Assessment Program**

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

- **Human Sexuality**

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

- **Academics**

The following information is designed to inform students and parents of the BASIC REQUIREMENTS for attaining a high school diploma and to give examples of these requirements. It is our sincere hope that by having this information available, students will be able to plan their course of study in a more effective and beneficial way.

The basic requirements for graduation from North Platte High School are listed below in bold print. The courses appearing beneath are examples.

- **Four Units of English**

1. Language Arts I
2. Language Arts II
3. Language Arts III
4. Language Arts IV
5. Novels
6. Short Stories

- **Four Units of Social Studies**

1. World Geography
2. World History/Econ.
3. American History
4. American Government

- **Three Units of Math**

1. Pre-Algebra
2. Algebra I
3. Geometry
4. Algebra II
5. Applied Mathematics
6. Advanced Mathematics
7. Dual Credit College Algebra
8. Calculus

- **Three Units of Science**
  1. Physics
  2. Chemistry
  3. Biology
  
- **One Unit of Practical Arts**
  1. Family & Consumer Sciences
  2. Vocational Agriculture
  3. Business Dept. Courses
  4. Industrial Arts
  5. Media
  
- **Two Units of Fine Arts**
  1. Band
  2. Chorus
  3. Art
  
- **Two Units of Physical Education (1/2 unit per semester)**
  
- **½ UNIT OF PERSONAL FINANCE AND ½ UNIT OF HEALTH IS REQUIRED FOR GRADUATION.**
  
- **1 UNIT OF Research with Technology REQUIRED FOR GRADUATION.**
  
- **Required Credits 21**  
**Electives 7**  
**TOTAL 28**
  
- **Weighted Classes**  
Some of the courses have been weighted according to the level of difficulty. The following classes will have a difficulty factor applied when figuring the grade point average of a student:
  - **Each of these classes will have a difficulty factor of 1.2:**  
DC Computers  
Accounting II  
DC Speech  
Advanced Math  
DC Composition Spanish III  
Calculus  
DC College Algebra  
Spanish IV  
DC Chemistry  
DC Biology  
DC Psychology  
DC Sociology
  
- **Each of these classes will receive 1/2 credit (not weighted):**

Library Aide  
Teacher's Aide  
Office Aide

- **Student Classification**

To help students progress toward graduation, it is necessary to have successfully passed the following number of units to be classified and participate in the appropriate class:

- 0-6.5 Freshman (9th grade)
- 7-13.5 Sophomore (10th grade)
- 14-19.5 Junior (11th grade)
- 20-32 Senior (12th grade)

Students will not be permitted to participate in activities or attend class meetings restricted to members of other classes. Lockers are also based on student classification.

- **Class Changes**

Requests for schedule changes may be made during the first four days of the semester. A student who has an educationally sound request for a change of schedule should pick up a **change of schedule** form in the counselor's office, complete the form, get the teacher's signature for the change, and take it home for his/her parent's or guardian's signature. This form should be turned into the counselor's office. This form will be reviewed for approval or rejection. No one may request a class change simply to change teachers. Changes should be made by day 4 of the semester.

- **Grading System**

A standardized grading system has been implemented at the high school. The following grading scale will be used by all teachers and will be used in determining your GPA based on a four point scale.

95-100	A	4.00	73-76	C	2.00
90-94	A-	3.67	70-72	C-	1.67
87-89	B+	3.33	67-69	D+	1.33
83-86	B	3.00	63-66	D	1.00
80-82	B-	2.67	60-62	D-	0.67
77-79	C+	2.33	Below 60	F	0.0

There will be two honor rolls, as follows:

- **Principal's Honor Roll**  
The student must maintain a minimum 3.75 GPA with no grade below a B.
- **Honor Roll**  
The student must maintain a minimum 3.0 GPA with no grade below a C.

- **Progress Reports**

Generally at the end of the fifth week of each quarter, or when necessary, teachers may send home student progress reports for students who are not working up to their ability. Reports



may also be sent home when students have made marked improvements or for those who are doing exceptional work. Parents should review the report with the child and contact the teacher regarding any concerns.

- **Vocational Technology Programs**

The student must have completed or be currently enrolled in these general education courses by the beginning of his/her senior year. Students attending the Hillyard Technical Center are required to ride on school provided transportation.

EXCEPTIONS: Those students who are required to drive for the program in which they are participating on a given day, such as driving to nursing clinical sites and other similar circumstances.

- **Dual Credit**

North Platte High School students now have the opportunity to gain college credit in a wide selection of courses while also receiving high school credit. College credit is offered through Central Methodist University, Missouri Western State University, and Northwest Missouri State University. Students enrolled in these classes are eligible to receive college credit upon registration, payment of fees and successful completion of the course. Online courses may be taken at school if approved. Interactive television (ITV) courses may be offered in College Algebra, Psychology, Speech, and Sociology.

- **Work Study**

Students who are juniors or seniors may qualify for work release by applying and being accepted through vocational rehabilitation and the Platte Valley Educational Cooperative. Other junior and senior students who wish to be released to work must participate in the Employment Education Opportunity Program. Applications may be made through the Counselor. Valid proof of employment must be presented when making the application and each student in the program will be required to prove continued employment during the semester. To receive one credit hour, students must work 10 hours a week and work 20 hours a week to receive two credits. If the student has an F at quarter or semester they will be required to attend school for their work study block(s). **These are the only work release programs that will be approved!**

- **Section 504**

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

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

*The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be*

*reviewed in the office of the Superintendent, or at the North Platte Educational Cooperative, located at 900 Lewis in Edgerton, during regular school hours.*

This notice will be provided in native languages as appropriate.

- **Special Education**

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

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

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

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

This plan may be viewed in the office of the Superintendent during regular school hours, or at the North Platte Educational Cooperative, located at 900 Lewis in Edgerton.

This notice will be provided in native languages as appropriate.

- **Virtual/Online Courses**

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for enrollment and approval process are outlined in *District*

*Policy.* Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at [nppanthers.org](http://nppanthers.org).

## Technology

- **Technology Devices and Acceptable Use Policy**

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

- **Acceptable Use**

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

- **Unacceptable Use**

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

- **User Agreements**

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

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

using district equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

- **Cell Phone Guidelines**

- **First Offense**  
Turn in to office, student can pick up after school hours.
- **Second Offense**  
5<sup>th</sup> Block – Parent pick up device
- **Third Offense**  
Saturday School –Parent pick up device
- **Fourth Offense**  
1-3 Days of In-School Suspension – Parent picks up device.
- **Fifth Offense**  
3-5 Days of In-School Suspension – Parent picks up device. Student leaves the device in the office daily to ensure there are no disruptions in class.
- Students loaning their electronic device to another student for use during school hours will receive the same disciplinary measures

## **Emergencies**

- **Fire**

In case of a fire alarm drill, students will follow the posted fire exit maps to exit the building immediately. Students should leave all possessions in the building and walk quickly in single-file to designated exits. **DO NOT RUN and remain as quiet as possible.** Teachers will see that students leave the building and proceed in single-file to the exit. Students are to obey teachers' directions at all times. No one is to re-enter the building until an all-clear signal is given.

The fire alarm will be one of the following:

1. Fire bells will sound using the alarm system
2. Announcements over the intercom system
3. Announcement by classroom teachers

- **Tornado/Inclement Weather**

The tornado/inclement weather alarm will be a tornado siren, an announcement over the intercom system, or verbal directions given by any teacher who has warning by sight. Students should go to designated areas, staying away from doorways, windows and glass areas. They should, if at all possible, squat down with hands over heads against a west or south wall. No one is to remain in the gym.

- **Earthquake**

Students are to stay in the classrooms and take cover under desks, etc. until the quakes subside. Everyone should stay away from cabinets, windows, etc. After the quake subsides, clear the building as per fire procedure.

- **Building Crisis**

Teachers will be notified by intercom if a building crisis exists. At that time all teachers are to clear halls and lock doors with students in classrooms. Window blinds/shades should be closed

and students should stay away from all windows and doors. Students and teachers should remain in locked rooms until further notice.

## District Policy Information

- **English Language Learners**

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

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

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

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

Name of Coordinator: Mr. Karl G. Matt

Phone Number: 816-450-3511

Email: [Karl.Matt@nppanthers.org](mailto:Karl.Matt@nppanthers.org)

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

If a parent/guardian would like to request the review of any of the above materials, please contact: Mr. Karl G. Matt, Superintendent of Schools

- **School Nutritional Program**

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

- Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should

contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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

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

This institution is an equal opportunity provider.

- **Student Transfers**

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

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

- **Transfers Allowed by Law**

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

- **Tobacco-Free Policy**

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

- **Possession of Weapons**

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

- **Signature and Form Requirements**
  - *Email: permission to communicate via email*
  - *Technology usage form*
  - *Student Handbook acknowledgement form*
  - *Video/Photo consent form*
  
- **Notice of form only, only use when desired**
  - *Notice of Authorization for Release of Educational Records*
  - *Random Drug Testing Consent for Eligibility (Must be completed to participate in extra-curricular activities and/or student parking on campus)*

### **Photo/Videotape/Audio Release Form**

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

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

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

Parent/Guardian Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

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



**Random Drug Testing Consent for Eligibility**  
**School Year 2019-20**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

This completed form must be returned to the high school office within ten days from entry into school.

By signing this form, the parent/legal guardian and student understand and agree as follows:

The student will be placed in the District's random drug testing pool. The student agrees to comply fully and completely with all requirements of the drug-testing program as stated in school policies and by-laws. I understand that participation in extracurricular activities and/or permission to park on District property is a privilege, not a right. I further understand that if I violate the District's drug testing policy that my parents/guardians, building administration and the applicable coach or activity sponsor will be informed of the violation.

I understand that if I commit a violation of the drug testing policy that my parent/legal guardian, building administration and the respective coach/activity sponsor will be the only individuals made aware of this information.

(Please Circle one)

Yes. I agree to take part in the North Platte School District's random drug testing pool. I, along with my parent/legal guardian, have read and understand all the school district's athletic and/or activity policies in the handbook. In order to be eligible for participation or to park on the campus, I understand I must comply with all the requirements listed.

No. I do not agree to have my child's name placed in the District's random drug testing pool. I further understand that by making this decision I relinquish my child's privileges to represent the District in extracurricular activities or to park on the campus.

Student Signature Date

\_\_\_\_\_

Signature of Parent/Guardian Date

\_\_\_\_\_

***For Office Use***

Date Received in the Principal's Office:

**FOR OFFICE USE**

Date Received in the Principal's Office \_\_\_\_\_

**PLEASE REMOVE AND RETURN TO HS OFFICE**

## Technology Usage Agreement Form

### *Student Technology Usage Agreement*

#### *Studentst*

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

Student Signature: \_\_\_\_\_

Student Name (please print): \_\_\_\_\_

Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

### *Parent Technology Usage Agreement Permission Form*

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

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

Parent/Guardian Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

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

## Email Consent/Permission Form

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

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

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

Name of Student (please print:) \_\_\_\_\_

Email Address(es): \_\_\_\_\_

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

Parent/Guardian Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

## AUTHORIZATION FOR RELEASE OF EDUCATIONAL RECORDS

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

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

2. Please describe the purpose of this Authorization:

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

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

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

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

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\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Eligible Student/Parent's Signature

\_\_\_\_\_  
Student's Date of Birth

\_\_\_\_\_  
Requestor Contact Information

\_\_\_\_\_  
Date

## Student/Parent Handbook Acknowledgment Form

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

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

Parent/Guardian Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

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