NODAWAY-HOLT R-VII ELEMENTARY SCHOOL STUDENT HANDBOOK

2026 – 2027



QUALITY EDUCATION TODAY FOR A SUCCESSFUL TOMORROW

Dear Parents:

We ask that you review the student handbook with your child(ren). Please sign the attached form and have your child(ren) return it to the office. Please put all of your children's names on the form.

Please fill out, sign and date the Technology forms included in the front of the handbook. The students cannot use the internet until these forms are signed and returned.

Please review the School-Parent-Student Compact with your child(ren). Please sign the attached form and have your child(ren) return it to the office. Please put all your children's names on the form.

The "Medication Permission Slip" will need to accompany medication you need us to administer at school. If you use the one provided and need more just let us know.

Thank you,
Amy Webb
Elementary Principal

My child(ren), _____ and I have reviewed the Student Handbook for the 2026-27 school year.

Date:_____

Student Signature _____

Parent Signature _____

August 2026

Dear Nodaway-Holt Parents and Students,

I hope you and your families had a great summer and are excited for the adventures and learning opportunities that lie ahead. As the principal, I am delighted to extend a warm welcome to both our returning families and those new to our community. I am looking forward to continuing to get to know each of you and your child(ren). It's going to be a wonderful year!

Our staff this year will have many familiar faces greeting students, but we do have some new faces as well! Mrs. Williams will be teaching kindergarten, Mrs. O'Riley will be teaching second grade, Miss Koeneke will be teaching third grade, and Miss Lyons will be teaching fourth grade. Mrs. McIntyre will now be teaching Title I Reading.

This Elementary Handbook has been put together for your use. Student and parent information and guidelines are included in this booklet concerning many of the key aspects of Nodaway-Holt Elementary. Please keep this booklet for reference throughout the school year.

Please sign and return the pages attached to the front of the handbook indicating that you are aware of the policies and procedures that impact the students at the elementary school. Please read and complete the Enrollment and Health Inventory information forms carefully, these forms provide a great deal of essential information that we use frequently.

Open communication between home and school is crucial for student success. Please feel free to reach out to your child's teacher, the office, or myself with any questions or concerns. Thank you for your continued support and partnership.

Warmest Regards,

Amy Webb, Principal
Nodaway-Holt Elementary School Staff
awebb@nodholt.org
660-935-2514

The Nodaway-Holt R-VII School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with the law. The Nodaway-Holt R-VII School District is an equal opportunity employer.

NODAWAY-HOLT R-VII ELEMENTARY SCHOOL FACULTY 2026-2027

It has been the policy of the school to select the staff with great care. Each teacher is a graduate of a four-year college and fully qualified in the area in which they are teaching. In addition to meeting the qualifications set by the state, the school board and school administration have tried to select only teachers who have shown by experience that they are interested in the welfare of the students. Our teachers will be glad to help you with any school concerns or problems.

FACULTY MEMBER	*ASSIGNMENT*	*EMAIL ADDRESSES*
Mr. Mike Hollingsworth	*Superintendent of Schools*	*mhollingsworth@nodholt.org*
Mrs. Amy Webb	*Elementary Principal*	*awebb@nodholt.org*
Mrs. Hallie Ginther	*PK – 12 Counselor*	*hginther@nodholt.org*
Mrs. Tobie Bohannon	*Preschool*	*tbohannon@nodholt.org*
Mrs. Nicole Williams	*Kindergarten*	*nwilliams@nodholt.org*
Miss Kailey Miller	*1st Grade*	*kmiller@nodholt.org*
Mrs. Sam O'Riley	*2nd Grade*	*soriley@nodholt.org*
Miss Emily Koeneke	*3rd Grade*	*ekoeneke@nodholt.org*
Miss Payton Lyons	*4th Grade*	*plyons@nodholt.org*
Miss Katie Falconer	*5th Grade*	*kfalconer@nodholt.org*
Mrs. Heidi Komorech	*6th Grade*	*hkomorech@nodholt.org*
Mrs. Abigail Kelley	*Special Education*	*akelley@nodholt.org*
Mrs. Courtney McIntyre	*Title 1 Reading*	*mmcintyre@nodholt.org*
Mrs. Susan Long	*Speech Therapist*	*slong@nodholt.org*
Mrs. Kelley Sybert	*PK-12 Music/5-12 Band*	*ksybert@nodholt.org*
Mrs. Jill Emerson	*Librarian / TAG*	*jemerson@nodholt.org*
Mr. Shawn Emerson	*Physical Education*	*semerson@nodholt.org*
Mrs. Robin Lewis	*Art*	*rlewis@nodholt.org*
Ms. Leah Gard	*Nurse*	*lgard@nodholt.org*
Mrs. Tessa Lightner	*Secretary*	*tlightner@nodholt.org*
Mrs. Reba McGinnis	*Para / PAT*	*rmcginnis@nodholt.org*
Mrs. Brenda Latta	*Para*	*blatta@nodholt.org*
Mr. Kyle Wallinga	*Para*	*kwallinga@nodholt.org*
Ms. Joey Livengood	*Head Cook*	
Mrs. Darla Rauch	*Cook*	
Mrs. Roxi Kling	*Custodian*	

NODAWAY-HOLT ELEMENTARY
SUPPLY LIST 2026-2027

NODAWAY-HOLT ELEMENTARY
SUPPLY LIST 2026-2027

PreK Supply List - Bohannon

- For your child's progress portfolio to be used throughout the year:
  - 1- ½ inch 3 ring binder- black or white (labeled on the inside)
  - 1 package (25ct or larger) of page protectors inserted in the binder
- 1 Pair Fiskars Scissors (labeled)
- 2 Boxes- 24 ct. Crayola Crayons (labeled)
- 4 Elmer's Glue Sticks
- 1 Box- 10 count Crayola Washable Markers (labeled)
- 1 Pkg- 4 count Assorted Colors EXPO Dry Erase Markers- Fine Tip
- 1 Crayola 8 Color Watercolor Paint Set (labeled)
- 1 Box 12 count Crayola Colored Pencils (labeled)
- 2- Wide Line One Subject 70-page Spiral Notebooks (labeled)
- 2 Boxes of Kleenex
- 1 Roll of paper towels
- 1 Large container of Clorox wipes
- 1 Pair of gym shoes (labeled & to be left at school-**shoes do not need to be new**)
- A full change of clothes- including socks and underwear in a clear gallon Ziploc bag (labeled with your child's name)
- Small blanket, no bigger than 50"x60" or small beach towel in a 2.5 Gallon Ziploc bag (labeled). **Blankets must fit without bulging and must zip easily. They will be sent back home if they are too big and do not fit in the bag.**
- 1 Backpack (labeled)
- Healthy shelf snack for 20 students
- One printed 5x7 or 8x10 family picture to leave at school for the year- A picture can be emailed to Mrs. Bohannon to be printed at tbohannon@nodholt.org.

Kindergarten Supply List - Williams

- 1 plastic school supply box - labeled with name
- 2 wide ruled notebooks - labeled with name
- 1 three prong folder - labeled with name
- 2 packages 24 ct. Crayola crayons
- 2 packages Crayola markers - classic colors, broad lined
- 4 fine tip dry erase markers
- 8 glue sticks
- 1 pair children Fiskars scissors - labeled with name
- 1 pair of gym shoes - labeled and to be left at school
- 8 color watercolor set
- 1 box of Kleenexes
- 1 container of Clorox wipes
- 1 complete change of clothes in Ziplock bag (underwear, socks, pants, shirt) - labeled
- 1 pair of headphones - **no earbuds, no cordless**
- 1 or 2 prepackaged healthy shelf snack (enough for whole class) – cereal bars, crackers, granola bars, etc.
- 1 box of Ziploc bags (any size)
- 1-2 family pictures– This helps students feel comfortable and at home in our classroom. Having pictures of who they care about adds a sense of comfort for your child! If you are unable to print them off, you can send a digital copy to me and I will print it off!

1st Grade Supply List - Miller

- 2 packages Ticonderoga Pencils
- 2 large erasers

- 1 box of crayons (24 pack)
- 1 box of colored pencils
- 1 box of markers
- 2 dry erase markers
- 1 supply box
- 1 Composition Notebook
- 2 wide ruled notebooks
- 2 glue sticks
- 1 pair of children's scissors
- 3 Pocket folders: (At least one of them needs to be Blue!)
- 1 pair of headphones (no earbuds, no Bluetooth)
- 1 box of Kleenex
- 2 containers of Clorox wipes
- 1 prepackaged shelf snack (granola bars, crackers, etc.)
- 1 pair of Velcro or Slip On gym shoes (to leave at school)
- 1 complete change of clean clothes in a Ziploc bag with name on bag.
- Girls- gallon freezer size bags
- Boys- sandwich size bags

2nd Grade Supply List - O-Riley

- 1 school supply box
- 3 spiral ***wide ruled*** notebooks
- 1 bottle of hand sanitizer
- 2 large block erasers
- 4 Expo dry erase markers (all black if possible)
- 1 12 pack Crayola colored pencils
- 1 pack Crayola markers
- 1 pack Crayola crayons
- 1 pair scissors
- 4 Elmer's glue sticks
- 2 yellow highlighters
- 3 pocket folders
- 1 pair gym shoes (to be left at school)
- 1 pair over the ear headphones
- 4 Kleenex
- 2 Clorox Wipes
- Snack for snack bin (individual, prepackaged, shelf stable)

3rd Grade Supply List - Koeneke

- 3 box Kleenex
- Large pack Ticonderoga pencils
- Ear buds/headphones
- 2 8 pk Expo markers
- 1 binder
- 1 highlighter
- large art box or pencil pouch
- 1 pack index cards
- 4 folders (one blue, one green, one red, one yellow)
- 3 one subject notebooks
- 2 stick glue
- colored pencils
- Markers
- Scissors
- Girls- gallon freezer size bags

- Boys- sandwich size bags
- PE shoes
- 1 bulk box of snacks to share
- 1 Clorox wipes

4th Grade Supply List - Lyons

Classroom supplies:

- 2 black **chisel** tip dry-erase markers
- 3 boxes of Kleenex
- 2 packs of 100 Wide-Ruled Loose Notebook Paper
- 1 pack of 3x5 inch Index Cards
- 1 pack of No. 2 pencils
- 2 glue sticks

Personal Student Supplies:

- Earbuds or headphones
- 1 box of 12 colored pencils
- 3 one subject wide ruled **composition** notebooks
- 3 two pocket folders
- 1 pair scissors
- 1 Pencil box or bag
- 1 pair of gym shoes (left at school)

5th Grade Supply List - Falconer

- 1 Pencil box or bag (no bigger than 9"x 6"x 3")-*labeled with name*
- 1 pair scissors (size appropriate for your child's hands)
- 1 package of 0.7 lead (pencils will be provided)
- 100 white 3x5 notecards
- 1 package of WIDE RULED notebook paper
- 6 glue sticks
- 4 highlighters- yellow, orange, pink, blue
- 2- big boxes of Kleenex
- 1- one-inch binders with clear pocket in the front- *name on the outside*
- 2- two-inch binders with clear pocket in the front- *name on the outside*
- 2- wide ruled composition notebooks (NOT spiral) - *name on the outside*
- 1 pair of earbuds or headphones (NOT wireless)- *name on the outside*
- Gym shoes and extra socks (to be left at school) - *name on the tongue*
- Bulk Snacks (at least 40, individual, prepackaged, shelf-stable)
- OPTIONAL: 1 deodorant stick or spray
- OPTIONAL: Water bottle w/ flip top straw/spout; original Stanley type water jugs often spill
- OPTIONAL: 1 computer mouse

2026/2027 6th Grade Supply List - Komorech

- 1 SMALL (≤10) pack of thin markers or colored pens
- 1 Pencil box or bag (no bigger than 9"x 6"x 3")
- Earbuds (NOT wireless)
- 2 glue sticks
- 4 Expo Markers
- 100 white 3x5 notecards
- 1 box of Kleenex
- 2 packages post-it notes
- Gym shoes (to be kept at school)
- Bulk Snacks (at least 40, individual, prepackaged, shelf-stable)
- OPTIONAL: 1 deodorant stick or spray

SCHOOL HOURS

- ***The building is open to students at 7:40 am.*** *Students should not arrive before 7:40. There is no adult supervision provided before this time.*
- *All students will enter the gym door and proceed to the gym. Students are TARDY at 8:00 a.m.*
- ***The school day will begin at 8:00 a.m. and will dismiss at 3:40 p.m.***
- *The Nodaway-Holt School District will not be responsible for supervising students outside of the normal school day unless there is a scheduled school activity and the parent has provided written permission for their child to participate. Do not drop off or leave children at the school during unsupervised periods.*

SCHOOL CONTACT INFORMATION

- *School office – (660) 935-2514 Fax (660) 935-2242*
- *Web page address: http://www.nodholt.org*
- *Bus barn – 660-442-5111, 660-924-1483*

ABSENCES /TARDIES

Going to school is a child's first job. It is important that a child develop good work habits at an early age. Regular attendance is important for any job. We ask for your cooperation in seeing that your child attends school each day. Regular attendance at school is very important as there is a high correlation between attendance and achievement.

- *If your child is going to be tardy or absent from school for any reason, it is imperative that the school be notified. This is to ensure the safety of your child.*
- ***Please call the school at 935-2514 by 9:00 a.m. each day your child will be absent.*** *The secretary will call to check in after 9:00. It is the responsibility of the student to collect homework from the days absent.*
- *Parents must come to the office to sign in students who are tardy. (Tardy – after 8:00 a.m.)*
- ***Students arriving late on a regular basis will have to make up the lost time by staying after school. After 5 tardies you will receive a letter to inform you that your child will need to make up 30 minutes time in the event that they are tardy a 6th time. They will then make up 30 minutes time after the 6th, 7th and 8th tardy. If they are tardy 9 to 11 times they will make up 60 minutes time. Any tardies after that they will continue to make up time or serve In School Suspension. It is vital that students learn the importance of being on time as it affects their future.***
- *Students are allowed **seven** absences per semester. The student's parents will be contacted by the principal after the **fifth** absence for a semester. After the **seventh** absence for a semester Law Enforcement and/or the Juvenile Office will be contacted.*

ARRIVAL/ DISMISSAL PROCEDURE

ARRIVAL

- ***The gym door will be the main entrance for all students each morning.***
- *Buses will unload students at the gym door. Students will enter the building using the door by the gym.*
- *Students walking to school are to use the sidewalk and enter the building using the door by the gym.*
- *Morning drop-off for car riders will also be at the gym doors. Drivers dropping children off need to pull all the way up to the door by the gymnasium to drop your child off. Children should not be getting out of vehicles halfway down the line of cars as this can create unsafe situations.* ***Please be watchful for students being dropped off and walking to school.***
- *Parents walking students into the building are asked to park in front of the building and enter the main entrance. Please be careful when backing out.*
- *Parents and visitors MUST sign in at the office when entering the building. We ask that you do not walk in and go straight to classrooms. Beginning this year, you will also be given a tag/badge to wear so all staff know the visitor(s) has signed in at the office. This applies for birthday parties, show and tell visitors, special guests, volunteers, etc. The only exception to this is when we have a community event during the school day such as concerts/assemblies/etc.*

DISMISSAL PROCEDURE

- *Students are required to go directly home after school unless the student is involved in a school-sponsored activity.*
- *Students MUST bring a note from home or the parent must call the school if they are not going to their usual destination. Children without prior notification will be sent to their regular destination. Please do contact teachers directly for dismissal changes. These need to go through the office to ensure we do not miss anything.*
- ***Please call before 3:00 p.m****. We cannot guarantee any changes will make it to the student if the school is not called by 3:00 p.m.*
- *All bus riders will go directly to the gym for loading their respective buses.*
- *Students who are being picked up after school will exit the building on the west side of the building. Parents/Guardians are to park in the lot by the west doors and come to the door to get your child(ren). The person picking up student(s) needs to tell a staff member at the door who they are picking up and then the student(s) will be released. Walkers will be released separately.*

LATE ARRIVAL/LEAVING EARLY

- *Students arriving after 8:00* ***must*** *be signed in by the parent.*
- *Parents are encouraged to schedule appointments on days when school is not in session. Regular attendance at school is important for your child's academic success*
- *Any student who leaves school during the day* **MUST BE SIGNED OUT** *by a parent/guardian in the elementary office.*

If someone other than a parent is to pick up a student, it is required that the parent contact the school beforehand. We will not release students to an unauthorized person.

CHANGES IN ADDRESS, PHONE, ETC.

- *It is very important, especially when a student becomes ill or is injured, for the school to have current addresses and phone numbers in order to contact parents.*
- *Please be sure to notify the school if there are changes during the year of home phone number or address, cell phone number, place of employment, babysitter, or emergency number.*

We must have emergency phone numbers on file in the office.

CONCERNS

If you have any questions/concerns about school, please let us know. We are here to help your child. When there is a concern or issues, the chain of command process will be used. Concerns should be addressed in the following order:

1. *Your child's teacher or person at the origin of the situation*
2. *Building administration*
3. *District Administration*
4. *Board of Education. If a parent wishes to speak to the school board, they must first request to be placed on the agenda in accordance to Board policy*

DISCIPLINE POLICY

GENERAL SCHOOL RULES

- *The teacher is in charge of the classroom. Please respect his/her authority.*
- *All school staff personnel are in authority and should be respected.*
- *Students are to conduct themselves in a quiet and orderly fashion in halls and classrooms at all times.*
- *There is to be no running, pushing, or shoving in the building. There is to be no pushing or shoving on the playground.*

- *Swearing and use of tobacco on school property or at school sponsored functions is considered undesirable and is not permitted and will be dealt with according to the discipline policy.*
- *No hats or caps are to be worn inside the school building, except for special occasions.*
- *No toys are to be brought to school except for Show and Tell or other special occasions. Students must check with their teacher*.

For detailed information concerning discipline see board policy JG-R.

DRESS CODE

Students need to be appropriately dressed for school. *Board Policy JFCA-AP*

- *Elementary students need to wear shoes that are safe on the playground and in the building. If a student is playing soccer or football, tennis shoes must be worn.*
- *Athletic style shoes and socks are considered most appropriate. "Roller Shoes" and cleats will not be allowed.*
- *Shirts that advertise alcohol, tobacco, or display inappropriate pictures or words will not be allowed.*
- *Students may be asked to cover up or turn inappropriate clothing inside out. A parent may be called to bring appropriate clothing as well.*
- *Spaghetti straps, tube tops, halters, bare midriffs, backless garments, or swimwear will not be permitted.*
- *Undergarments should be covered.*
- *Hats, caps, bandanas, hoods, etc. will not be worn inside the building (except for special days).*
- *In the spring and fall students need to be prepared for changing conditions and should dress in layers. Shorts should not be worn from the end of first quarter in the fall to the beginning of fourth quarter in the spring.*
- *Please send your child to school dressed properly for the weather and for learning.*
- *No pajamas allowed (except for special days).*

ELECTRONIC DEVICES

This applies to any electronic devices such as tablets or other gaming systems, I-Pods, phones, etc. which are considered to be a disruption to the school learning process.

- *Students are not allowed to use these devices at school during school hours. If a student brings a device to use on the bus, the device must be kept in their locker or with the classroom teacher. The school district is not responsible for these items if they are broken, lost, or stolen.*
- *Any student caught with such a device will have it confiscated and taken to the office on the first offense. The student may have it back at the end of the day.*
- *Any student caught with such a device for a second offense will have it taken to the office where it will be stored until the student's parents pick it up.*

- *Cell phones are allowed on school grounds; however, they must remain off during the school day and turned in to the classroom teacher in the morning. Permission to use cell phones for emergency purposes may be obtained from the building administrator.*
- *Unauthorized cell phone use will result in the phone being confiscated which must then be picked up at the office by a parent.*

FIELD TRIPS

- *Students must ride the school bus to the field trip.*
- *Parents may be asked to pay admission fees.*
- *Parents may request that the school send a sack lunch for their child.*
- *Parents must drive separately if they plan to participate in the field trip.*

GRADING SYSTEM

The Nodaway-Holt R-VII School District is aware of the inadequacy of a mark when used to express total values for achievement and attitudes. The school district believes that self-competition for self-improvement and striving for satisfaction which comes from performing each task well are most important goals for its students.

In order that academic achievement may be recorded and made available for reference when needed, the following system is used.

1. Grades **K-2** will receive both an achievement grade and Effort marks are given in academic areas as well as general behavior.

   Achievement
   4 - Consistently Demonstrates Understanding (90%-100%)
   3 - Demonstrates Understanding with Little/No Support (80%-89%)
   2 - Demonstrates Understanding with Support (70%-79%)
   1 - Does not Demonstrate Understanding (0-69%)

2. Grades **3-12** receive letter grades as follows:
   A – Excellent
   B – Above Average
   C – Average
   D – Below Average
   F - Failure
   W – Withheld

3. Grades **3-12** receive letter grades based on the following percentages:

A	96 – 100
A-	90 - 95
B+	87 - 89
B	84 - 86
B-	80 - 83
C+	77 - 79
C	74 - 76
C-	70 - 73
D+	67 - 69
D	64 - 66
D-	60 - 63
F	59 or less

A grade of "W" will indicate a withheld grade. If this grade is not removed during the next nine week period, it will automatically become a grade of "F".

4. All Grades will receive a grade for behavior based on the following behavior scale:
   S - Satisfactory
   NI - Needs Improvement

The special education student will be assigned a letter grade cooperatively between the content area teacher and special education teacher in accordance with the Individualized Educational Program (IEP).

5. Pre-K will receive a specialized paper report card based on those standards.

Refer to Board Policy IKA-R

HOMEWORK POLICY

Grades 3, 4, 5 and 6

- *Late work policies will be determined by each individual classroom teacher for their classroom.*
- *The student may miss recess time for late work as determined by the classroom teacher.*
- *In the event a student is missing school because of illness or injury, a student will have one day for each day he/she missed to complete late homework assignments due to illness, in order to be considered as being on time. (Policy JED-R)*
- *If a student knows in advance they will be absent, they should get lessons for subjects they will miss.*
- *Projects and assignments given in advance are due on the assigned date or the day the student returns from an absence.*

LIBRARY/TEXTBOOKS

- *Students are responsible for all textbooks and library books issued to them.*
- *All lost or damaged books must be paid for.*
- *There will be no fines for overdue books. However, if a book is not returned within two weeks, we will assess a replacement price. Students are notified of overdue material. If the overdue or lost material is turned in by the end of the school year after payment has been made a refund will be given. If material is not returned and payment not made, the student will lose the privilege to check out books.*
- *Students may check out 2 items at a time for a 2-week period. However, exceptions are sometimes made if students are doing research and need more than 2 items.*

MEAL GUIDELINES

- *Breakfast is served from 7:40 - 8:00. Lunch is served from: 10:50 – 12:30.*
- *Parents and guests are welcome to visit school and eat lunch with their child. Please contact the office by 9:00 a.m. so you can be included in the lunch count.*
- *If your child brings their own lunch they may purchase a carton of milk for $0.70 or bring their own drink.* ***They may not bring soft drinks or energy drinks.***

- *Use good table manners while visiting quietly*
- ***No microwave or refrigeration for student lunches (Please use insulated bags or ice packs with food needing refrigeration.)***

MEAL PRICES

Breakfast Prices	*Lunch Prices*	
PK-12 $1.95	*K-6 $3.30*	*Milk $0.80*
Adult $2.20	*Adult/Guest $4.27*	

- Please keep your child's meal balance to a minimum. Notes regarding meal balances are sent home on a regular basis, if your child is not bringing these notes home– please let the office know. You may inquire about your child's balance by calling the elementary school office.
- *Applications for free and reduced lunch/breakfast are on the Lumen Registration process.*
- *Applications must be filled out for each family each year.*
- ***If your financial situation changes during the school year please do not hesitate to request an application form at any time****.*

MEETING THE EDUCATIONAL NEEDS OF STUDENTS

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact Superintendent, Mike Hollingsworth at 660-939-2137.

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

FEDERAL PROGRAMS COMPLAINT RESOLUTION PROCEDURES
The Elementary and Secondary Education Act requires certain notifications to parents and guardians when school districts receive federal funds. School districts must annually disseminate federal programs complaint resolution procedures to parents and guardians of students and appropriate private school officials or representatives.

The guide (found in the PFD link below) explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA) 2.
https://dese.mo.gov/sites/default/files/ESSA-Plan-Final.pdf

PARENTS' RIGHT TO KNOW

Under the ESSA federal law, parents and guardians may request information regarding the professional qualifications of their students' classroom teachers and paraprofessionals. Please contact Amy Webb at the Elementary Office to request this information. You have a right to request the following:

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

***Additional ESSA Complaint Procedure handouts and information can be obtained at the elementary school office.*

PAT (PARENTS AS TEACHERS)

Nodaway-Holt offers the PAT program for parents of children from birth to three years of age. Reba McGinnis is the PAT educator. The program is voluntary and free. It is designed to provide practical help through information made available during home visits and at group meetings.

A health screening is held once during the year for all preschool children, birth to five years of age. Children are given a general health screening for vision, hearing, and physical health. Children who are ages three through five are screened for developmental skills using the Dial 4 developmental screening test.

Those who are interested in the programs may call the school for more information.

PARENT/TEACHER CONFERENCES

Our district schedules formal parent/teacher conferences at the end of the first quarter and mid-third quarter. We believe it is very important for parents to keep in close contact with their child's teacher concerning his/her progress.

- *Parent/guardians are encouraged to contact the school any time they have questions or concerns about the progress of their children.*
- *Please remember to schedule a conference in advance so a time that is convenient for everyone can be established. (Before or after school, during teacher planning periods, etc.)*
- *Parent/guardians will receive a copy of their student's report card at first and third quarter conferences. A report card will be sent home after the second and fourth*

quarters with the students. Please review your child's grade card, sign the envelope, and return the empty envelope to your child's teacher after the first three quarters.

- *Parent/guardians of students in third grade and older may check student grades on-line from the school's web page. Please contact the school if you need assistance accessing your child's grades. Teachers strive to enter grades in a timely fashion, this allows parent/guardian to keep up to date with their child's grades.*

PARENT INVOLVEMENT - SKIP WILL SOON BE CHANGING! Be on the lookout!

S.K.I.P. is the elementary parent organization that provides many fun opportunities for our students. Some of the S.K.I.P. activities include: providing the funds for schoolwide field trips, prizes for classrooms, Santa Shop. ALL parents of elementary school students are members of the parent group. PLEASE LIKE US ON FACEBOOK.

PARENT PARKING

- *Parents picking students up after school should park in the west parking lot.*
- *Parking is available in the west parking lot if a student is being dropped off or picked up between 8:15 and 3:30.*
- *Parent pick-up for all after school activities will be on the west side of the building.*

PARTIES

Classrooms will hold three parties for the year: Fall (held around Halloween), Winter (last day before winter break); and Valentine's.

- *Teachers will schedule the traditional parties. If you wish to celebrate your child's birthday at school you should contact the teacher for a party time.*
- ***We request that you not bring homemade treats due to state recommendations. All treats should be store bought and in unopened package.***
- *Adults may attend class parties. For safety reasons, we ask that adults not wear a mask or other items that cover the face.*

PLAYGROUND –RECESS

In order to protect the health of the children during recess or other physical activity times, we ask that you follow the following guidelines.

- *All weather boots will be worn when it is cold, snowy and/or wet outside. (Cowboy boots, hiking boots, and fashion boots are not considered all weather boots).*
- *During cold weather, all students must have a warm coat, some type of head cover and gloves.*
- *If a student is playing soccer or football, tennis shoes must be worn.*
- *Appropriate attitude and behaviors will be expected of students at all times.*

- *Children are expected to participate in gym/recess activities unless they have a written doctor's excuse for medical reasons.*
- *Cold Weather Recess Guidelines:*
    - *32+ degrees - children can stay outside an unlimited amount of time*
    - *20-32 degrees - children can stay outside for 10-15 minutes*
    - *10-20 degrees - children can stay outside for 5 minutes*
    - *Children must be dressed appropriately for cold weather recesses*

SCHOOL BOARD POLICIES

School board policies can be found on the school website: www.nodholt.org. A complete copy of all board policies are also located in the Superintendent's office in Graham, MO.

SCHOOL BUS RULES AND REGULATIONS

Students who do not follow bus rules will receive bus discipline slips. These slips require a parent signature. The building principal will notify you if your child is not observing the rules and regulations while riding the bus. ***Safety is top priority****.*

1st discipline referral: signature from the parent and school
2nd discipline referral: parent conference with school and/or transportation manager.
3rd discipline referral: principal and parent conference and 3-day bus suspension
4th discipline referral: principal and parent conference and 5-day bus suspension
Additional discipline referrals: principal and parent conference and 10-day bus suspension

SCHOOL CANCELLATIONS AND POSTPONEMENTS

Due to weather or other circumstances school may either be canceled or delayed two hours. The announcements of cancellation or delay will be given to the following radio and TV stations: KQTV CH 2, KFEQ 68AM, KSJQ92.7FM, KSFT 1550 AM, KMA 960AM, KNIM 97.1FM/1580A & KKJO 105.5. *The district will also utilize the TROJAN Alerts System through cell phones. You may sign up through the district webpage. Notification will also be given on the district Facebook page.*

SCHOOL SOCIAL WORKER

In addition to our school counselor, we will have access to School Social Work services. Our school has contracted with ACES (Area Cooperative for Educational Support) in order to address the emotional, behavioral, and/ or mental health needs of our students. This service will supplement our existing services in the counseling department and provide additional support and resources to school staff and families. The School Social Worker may work with any student in response to common daily occurrences or crisis situations that may arise. Social workers may work individually or in groups with written parent consent. Please contact Mrs. Webb or Mrs. Ginther if you have any questions about this service.

TRANSFERRING TO ANOTHER SCHOOL

Parents should call school a few days before they wish to withdraw their child from school so appropriate steps can be taken to transfer school records to the new school district.

Parents and students need to make sure all library books and textbooks are turned in and that any bills are paid before leaving.

YOUR CHILD'S SAFETY

- *Teach your child to be able to readily give his/her name, address, telephone number and the name of his/her school.*
- *If your child walks to and from school or a bus stop, walk with him/her until he/she has learned the best route to follow.*
- *Emphasize the need for looking both ways before entering the street.*
- *Fire, tornado, and bus evacuation drills are held yearly.*

HEALTH

MEDICATION AT SCHOOL

In order for school personnel to administer any medications or pain reliever, these requirements must be met:

- *The school must have written permission and instructions signed by the parents/guardians and all medications must be brought in by a parent.*
- *The school must have a prescription container labeled with the student's name, name of medication, dosage, and Doctor's name.*
- *Cough drops, etc. must go to the office.*
- *Please notify the nurse of any prescription medications that are being taken at home in case there is a reaction to the medication while your child is at school.*
- *Written permission forms for dispensing medication at school can be found in the back of this handbook.*

Your child will be given first aid when minor illnesses or accidents occur at school.

If your child becomes seriously ill at school or is involved in an accident the parent will be called immediately. If the parent cannot be reached, the emergency number listed on the student's emergency contact form will be called.

Our district follows the control measures issued by the Missouri Public Health Manual. No student may return to school before the recommended time without a written permit from his/her doctor. Students must be fever and vomit free for 24 hours before returning to school.

CHICKEN POX: isolation; exclusion from school for 6 days after the appearance of rash. All blisters must be dry.

IMPETIGO: isolation, exclusion until lesions are healed or until child is under adequate and continuous medical treatment.

PERTUSIS: (whooping cough) isolation, exclusion contact with susceptible children or from school for 3 weeks.

RINGWORM: exclusion from school until under adequate medical supervision and treatment.

STREPTOCOCCAL: isolation; may return to school after temperature returns to normal and 24 hours of antibiotic treatment.

PEDICULOSIS: (head lice) Isolation until effective insecticide treatment of scalp, hair and clothing has been completed. Enclose the head lice shampoo bottle or doctor's notification form before returning to school. Children returning to school after treatment will be checked and if live lice are present, the child will again be excluded from school to allow for additional treatment. If nits are still present after treatment, the child will be re-examined approximately every 5 days until the student is free of nits. In keeping with the Nodaway-Holt R-VII School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services. Please refer to board policy JHC-AP2 for more specific details

COMMUNICABLE DISEASES – STUDENT

(Excerpts from Board Policy JHCC)

Purpose

The School Board recognizes its responsibility to protect the health of students and employees from the risks posed by infectious diseases. The board also has the responsibility to uphold the rights of affected individuals to privacy and confidentiality, to continue to attend school, and to be treated in a nondiscriminatory manner.

Immunization

Students cannot enroll and/or attend school unless immunized as required by Missouri law.

Categories of Potential Risk

Students with infectious diseases that can be transmittable in school and/or athletic settings (such as, but not limited to, chicken pox, influenza and conjunctivitis) should be managed as specified in: (a) the most current edition of the Missouri Department of Health document entitled Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers, and Day Care Operators and (b) documents referenced in 19 CSR 20-20.030

and (c) in accordance with any specific guidelines/recommendations or requirements distributed by the local county or city health department.

A student infected with a blood borne pathogen such as hepatitis B virus (HBV), hepatitis C virus (HCV), or human immunodeficiency virus (HIV) poses no risk of transmission through casual contact to other persons in a school setting. Students infected with one of these viruses shall be allowed to attend school without any restrictions which are based solely on the infection. The district cannot require any medical evaluations or tests for such diseases.

Exceptional Situations – There are certain specific types of behaviors (for example, biting or scratching) or conditions (for example, frequent bleeding episodes or uncoverable, oozing skin lesions) which could potentially be associated with transmission of both blood borne, and nonblood borne pathogens. No student, regardless of whether he or she is known to be infected with such pathogens, should be allowed to attend school unless these behaviors or conditions are either absent or appropriately controlled in a way that avoids unnecessary exposure. In these exceptional instances, an alternative educational setting may be warranted.

Confidentiality

The superintendent or designee shall ensure that student confidentiality rights are strictly observed in accordance with the law. Two groups of people within a school system may be informed of the identity of a student with HIV infection on a "need-to-know" basis. They are:

1. Those designated by the school district to determine the fitness of an individual to attend school and

2. Those that have a reasonable need to know the identity of the child in order to provide proper health care.

Reporting and Disease Outbreak Control

Reporting and disease outbreak control measures will be implemented in accordance with state and local law and Department of Health rules governing the control of communicable and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

Notification

Superintendents who supply a copy of this policy, adopted by the district Board of Education, to the Department of Health shall be entitled to confidential notice of the identity of any district child reported to the Department as HIV-infected and known to be enrolled in the district. The parent or guardian is also required by law to provide such notice to the superintendent.

Review

The district shall periodically review its policies and procedures and make revisions when necessary.

Refer to the Board Policy JHCC.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, 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 Nodaway-Holt R-VII School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, 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 Nodaway-Holt R-VII School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Nodaway-Holt R-VII School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Nodaway-Holt R-VII School District has developed a Local Compliance plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Special Education Director's Office at the Nodaway-Holt Elementary School between the hours of 7:45 – 3:45 Tuesday thru Friday.

This notice will be provided in native languages as appropriate. ***posted in this office on August 1, 2016**

Dear Parent or Guardian:

The Nodaway-Holt R-VII School District is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

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

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

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

For more information, please contact the superintendent's office at (660) 939-2137.

BOARD POLICIES AVAILABLE ON SCHOOL'S WEBSITE

AC Prohibition Against Discrimination, Harassment and Retaliation

EHB Technology Usage

EHB-R Technology Insurance Program

GHB Staff/Student Relations

IGAEB Teaching About Human Sexuality

IGBC Parent/Family Involvement in Instructional and Other Programs

IGBCA Programs for Homeless Student

IGC Extended Instructional Programs

IK Academic Achievement

IKE Promotion, Acceleration and Retention of Students

IL Assessment Program

JED-R2 Attendance Policy (K-4)

JEDB Student Dismissal Precautions

JFCF Hazing and Bullying

JFCJ Weapons in School

JFG Interrogations, Interviews and Searches

JG Student Discipline

JGA Corporal Punishment

JG-R Student Discipline

JGF Discipline Reporting and Records

JHCD Administration of Medications to Students

JHDA Surveying, Analyzing or Evaluating Students

JO Student Records

KI Public Solicitation/Advertising in Facilities

KKB Audio and Visual Recording

KL Public Complaint