

Nevada Regional Technical Center

Student Handbook **2020-2021**



The mission of Nevada Regional Technical Center is to provide an environment of learning where high quality Career and Technical Education empowers each student to be a productive and responsible citizen in our changing global society.

Eric Schneider, Director
Dr. Tyson Beshore, Superintendent

A Technology Center That Works

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2020-2021 SCHOOL CALENDAR

August 25	First Day of School
September 7	Labor Day (No School)
September 28	Professional Dev. (No School)
October 23	First Quarter Ends
October 30	Parent/Teacher Conferences (Early Dismissal)
November 2	Parent/Teacher Conferences (No School)
November 25-27	Thanksgiving Break (No School)
December 18	Second Quarter Ends / Early Release
December 21-January 1	Christmas Break (No School)
January 5	Classes Resume
January 18	Professional Dev. (No School)
February 15	Professional Dev. (No School)
March 12	Third Quarter Ends
March 15-19	Spring Break (No School)
April 2	Good Friday (No School)
April 12	Professional Dev. (No School)
May 4	Professional Dev. (No School)
May 25	Fourth Quarter Ends / Early Release
May 26	Professional Dev. (No School)

Welcome to NRTC,

CTE programs across the country create exciting opportunities for students in a number of different program areas. They actively help students gain the skills, technical knowledge, and the rigorous academic foundation and real-world experience they need for high-skill, high-demand, and high-wage careers. At NRTC we have 10 different career areas from which to choose.

I would also like to invite you to participate in the career and technical student organization (CTSO) that is affiliated with your program. These organizations provide valuable opportunities to further explore the field and develop skills for life. (These CTSO's include: FFA, FBLA, SkillsUSA, Educators Rising, HOSA, and FCCLA.)

Nevada Regional Technical Center is one of only fifty-seven Career and Technical Centers in the state of Missouri. We serve eight sending schools which include: Bronaugh, Butler, El Dorado Springs, Hume, Miami, Nevada, Northeast Vernon County and Rich Hill.

The information included in this handbook is designed as a guide in the operation of our school. It does not explain every detail regarding our school, but we hope you will use it as a resource.

Also listed in this handbook are policies and procedures that outline expected behavior and responsibilities. We believe all students attending Nevada Regional Technical Center should receive a high quality Career and Technical Education experience and be held to the highest professional standards.

We are excited that you have chosen a Career Technical Education program. There are many opportunities ahead of you and we hope you take advantage of them all.



Have a great year.

Eric Schneider
Director

2020-2021 NRTC STAFF DIRECTORY

Ashland Campus

<u>Title/Dept.</u>	<u>Name</u>	<u>Room</u>
Director	Eric Schneider	101A
Guidance Counselor	Tammy Hendren	101B
Career Ed Resource Educator	Merry White	101C
Administrative Assistant	Angela Newton	101
Administrative Assistant	Jane Westerhold	101
High School Of Business	Sarah Olson	102
High School Of Business	Amber Jenkins	107
Health Sciences	Mary Ann Wilson	108
Welding Technology	Seth Coffman	200
PLTW	David Longobardi	201
Automotive Technology	R.D. Eaton	204
Agriculture	Bryan Gast	205
Agriculture	Josh Mareth	206
Graphic Design	Alicia Weber	207
PLTW	Greg Tabor	208
Construction Technology	Andy Williams	CT Site
Custodian	Linda Gragg	104

Bowman Building

<u>Title/Dept.</u>	<u>Name</u>	<u>Room</u>
AEL/GED Coordinator	Shearl Scism	212
Bowman Building Admin Assistant	Kimberly Streeter	209
Early Childhood Careers	Beth Waldrup	015
Early Childhood Careers-Preschool	Janell Hawks	015
Culinary Arts	Emily Daniel	005

BELL SCHEDULE

1st Period	7:50—8:39	
2nd Period	8:44—9:33	AM Block
3rd Period	9:38—10:27	8:44-11:21
4th Period	10:32—11:21	(2h 37min)
5th Period	11:26—12:44	
Lunch	11:26—11:50	PM Block
6th Period	12:49—1:38	11:55-2:32
7th Period	1:43—2:32	(2h 37min)
8th Period	2:37—2:56	

GENERAL INFORMATION

Nevada Regional Technical Center serves secondary students from eight school districts, as well as adult AEL students from across the region. Some of the policies in the handbook may differ from your home school policies. However, these policies apply to your time at NRTC. NRTC cooperates with all sending high schools in enforcing their policies - such as driving, attendance, and grades.



RECOGNITIONS AND AWARDS

NRTC CAREER READY CREDENTIAL

The NRTC Career Ready Credential is designed to recognize students who have demonstrated exemplary performance in their career and technical education program area. Students receiving this credential possess the academic knowledge, employability skills, and the characteristics of citizenship necessary to be leaders in the American workforce.

NRTC faculty and staff strive to develop students' readiness in three areas: academic, employment, and citizenship.

1. Post-Secondary Ready

- a. Complete all courses in a program pathway with a GPA of 3.0 or above and achieve required Industry Recognized Certification (IRC)* for the program
- b. Earn, or be on track to earn, a high school diploma at the time of Nevada Regional Technical Center exit

2. Employment Ready

- a. Complete Missouri Connections Career Interest Survey and Job Search Training
- b. Complete an employment portfolio which includes a resume, cover letter, letters of reference, and a completed job application
- c. Participate in a mock job interview
- d. Completed Work Keys assessments in Applied Mathematics, Locating Information, and Reading for Information and receive a Bronze, Silver, Gold or Platinum National Career Readiness Certificate
- e. Maintain a 95% attendance rate while in high school

3. Citizenship Ready

- a. Document active membership** in a Career and Technical Student Organization
- b. Document 20 hours of organized volunteerism or service in a community activity

NATIONAL CAREER READINESS CERTIFICATE

Students who participate in the National Career Readiness Certificate (NCRC) testing will receive documentation along with their nationally registered credentials.

CAREER & TECHNICAL STUDENT ORGANIZATIONS (CTSO)

Six CTSO's are available to NRTC students. Each organization focuses on leadership and skill development in the respective areas of study. All students are encouraged to join their CTSO, as it is a part of the Career & Technical Educational Curriculum. Membership and participation in one of these organizations is a highly respected credential on job resumes. The following Career & Technical Student Organizations are available at NRTC:

FBLA/DECA - an association of Business/Marketing students

FCCLA - Family Career and Community Leaders of America

FFA - an association of Agricultural Education students

HOSA - an association of future healthcare professionals

SkillsUSA – Trade and Industrial Student Organization

Educators Rising– an association of aspiring teachers

NRTC HONOR SOCIETY

This organization recognizes students for outstanding leadership, academics, attendance and character. Junior and senior students may be recommended by the CTE instructor with the following criteria:

- Accumulative GPA of 3.0 or above
- CTSO member
- 5 or less absences and tardies per semester
- Completed application and teacher forms
- No school suspension or disciplinary offenses during current school year

ACTIVITY POLICIES AND GUIDELINES

The Nevada Regional Technical Center holds its students to the highest standard of conduct. NRTC maintains and follows a Code of Conduct that all participants in CTSOs or other sponsored activities will be expected to follow. These guidelines are a part of that code of conduct:

- Any student with 1 or more F's will be ineligible to participate in any extracurricular activity until their grade is improved.
- Students with any form of suspension on the date(s) of the activity will not be able to participate.
- Any student violating the NRTC code of conduct or rules at any activity may not be allowed to participate in any future activities.
- Student officers of CTSOs and/or clubs may be removed from their position if they are in violation of the code of conduct.

GRADES & GRADING

NRTC utilizes a weighted grading system for all program areas. This system is used to reflect the diverse nature of our program areas and the emphasis on career ready skills.

- 40% -- Written Assessments
- 25% -- Projects
- 25% -- Performance/Labs/Classwork/Homework
- 10% -- 21st Century Skills (Teamwork, Time-management, Literacy)

Grade cards are issued to conform to the home school district grade schedule. Deficiency reports are mailed to parents and home schools whenever a student's work (or absentee rate) places him/her in danger of failing or not earning credits.

The responsibility for make-up of an incomplete grade rests with the student. The maximum amount of time for the removal of an incomplete grade will be two weeks following the end of each grading period. Incomplete grades WILL NOT be issued except in the most extreme of cases. Work not completed within the allotted time will result in the grade being changed to an "F".

ACADEMIC INTERVENTIONS

To ensure student success, the NRTC has implemented an intervention process for students who are not experiencing academic success in his/her career and technical program. It is the goal of the NRTC to intervene before students become too far behind in their course work. Interventions provide a system of supports to students and parents who are experiencing difficulty. The interventions start with minimal intrusion and proceed to become more intrusive if students do not experience the success required to complete a program.

COUNSELING SERVICES

The counselor will assist students in academic and technical education in addition to the following:

- Enrollment at NRTC
- Career counseling
- Job placement
- College planning
- School-to-work transition
- Resume preparation
- Job applications
- Career Aptitude and Abilities Evaluation
- Personal problems at home, school or with friends
- Attendance and school work
- Graduate follow-up

RESOURCE SERVICES

Resource services are available by non-teaching staff who serve as a student advocate and a resource for teachers to ensure each student's career and technical educational needs are being met.

Resource services may include:

- Participating in the IEP process
- Assisting the NRTC Director, Counselor, and Teachers in integrating students with disabilities into tech center programs
- Working with sending schools to coordinate instructional goals
- Advising and assisting in curriculum modification needs
- Serve as a liaison between teachers, parents and sending schools
- Coordinating services with the Division of Vocational Rehabilitation
- Graduate follow-up

COOPERATIVE EDUCATION

Students may enroll in a cooperative education class with prior approval from the Director. Please see Mrs. Hendren, NRTC Counselor, for details.

ARTICULATION FOR COLLEGE CREDIT

NRTC has developed articulation agreements with several colleges. These agreements enable students to receive college credit and scholarships for the successful completion of a technical program. Each instructor or the vocational counselor is prepared to explain how students enrolled in their program can earn high school credit and college credit at the same time. In some cases, students may also be eligible for college scholarships to continue technical education in the field related to their technical program. Below is a listing of colleges that NRTC has articulated with in the past. It is our goal to continue articulation agreements with these colleges.

Crowder College
Linn State Technical College
Fort Scott Community College
Metropolitan Community College
Ozark Technical College
State Fair Community College
Sullivan University

ATTENDANCE POLICY

Employers identify good attendance as one of the first factors they consider when hiring future employees. The hands-on nature of NRTC courses mean that when you are absent you will be missing demonstrations and other activities that cannot always be made up at a later date.

Students are expected to be in attendance when NRTC is in session. There are some conflicts between NRTC's schedule and the schedules of the sending schools. Students should be prepared to obtain transportation to and from NRTC and confirm the attendance expectation from their NRTC instructor or sending school administration.

REPORTING AN ABSENCE

When a student is sick or misses school for another reason a parent or guardian should:

1. Call the NRTC office at 417-448-2090 to give the student's name, program, and reason for absence. OR
2. Send a note to the NRTC office stating the students name, program, and reason for absence within three school days. OR
3. E-mail the attendance secretary at: anewton@nevada.k12.mo.us
4. Upon returning to school, after an absence, the student is required to come to the office for an admit slip to class.

Any absence, excused or unexcused, counts as time away from the program.

If a student is not in attendance and the parent or sending school has not notified the office, a phone call will be made to the parent.

HOME SCHOOL EVENTS

All home school events, assemblies, etc. require the notification of your instructor and prior permission from the director and home school principal prior to your absence.

LATE TO CLASS - TARDIES

Classroom teachers are responsible for defining "Tardy" in their classrooms. Many variables make it impossible for every teacher to define "Tardy" in the same manner. Classroom Teachers will track all tardy/late events for every student in their classes. Discipline for multiple offenses will be determined by the Director according to the Discipline Guide. Classroom Teachers will follow a school wide discipline protocol for all tardies/late arrivals.

1st Tardy- Conference with teacher

2nd Tardy- Conference and Parent Contact

3rd Tardy– Office Referral

LEAVING SCHOOL

When it is necessary for a student to leave school during the school day, a parent or guardian **MUST** have contact with the office and the student must sign out in the school office before that student is allowed to leave. Any student leaving without prior contact, either by phone or note will be considered truant. It is the student's responsibility to ensure that his/her parent has contacted the school. When a student returns during the school day, he/she must sign back in at the school office.

MAKE-UP WORK - FOLLOWING ABSENCES

When it appears that a student is going to be absent for three or more days, the parent should contact the counselor. If needed, the counselor will then contact the teachers and arrange for assignments or materials needed to be left in the office, where they can be picked up by the parents or sent home with another student.

1. Students will be entitled to make-up work upon request to teachers. The request for make up work should be made on the day the student returns to class.
2. The time allowed for make-up work to be turned in should be one day for every day absent.
3. Students who are suspended out of school will be allowed to make-up work missed during their suspension.

EXTRA CREDIT WORK

It is **NOT** the policy of Nevada Regional Technical Center to assign work for extra credit. It is expected that students will have the judgment and maturity to manage their time appropriately and complete all assigned work. This policy does not apply to make-up assignments due to verified absences.

CLASSROOM BREAK

A classroom break will only be allowed for block classes and upon approval from the Director.

DRESS AND GROOMING

Professional dress and good personal hygiene are very important in any business or occupation. As a student at NRTC you should be interested in maintaining a professional appearance. Many of our programs require a uniform or specific clothing to be worn during class/lab/shop time. Individual program requirements are left to the discretion of the instructor as an expert in the program area and work site.

Safety in the shops and labs is the number one priority of the staff at NRTC. The following is essential for your safety:

1. Students must wear safety glasses and other safety equipment as required by each program. One pair of glasses will be provided to each student.
2. Clothing and shoes must be safe for the class in which you are enrolled. (no canvas shoes or flip flops for shop areas, etc.)
3. No clothing will be worn that is suggestive or vulgar. Shirts with distasteful printing or advertising will not be permitted. Jeans with holes or splits and short shorts will not be permitted.
4. Long hair should be pulled back in the shop setting as required by the program in which the student is enrolled.

Written regulations cannot possibly cover all situations and conditions; therefore, it is understood that the administration and faculty will make decisions as to the acceptability of dress in terms of safety and/or appropriateness.

DRIVING OF PERSONAL VEHICLES

Students from all sending schools are responsible for knowing the driving policy. Students are not permitted to drive to NRTC classes unless they have permission from their home school administrator and the NRTC director. NRTC cooperates with each sending school on the enforcement of the driving policy.

The following rules apply to the driveway and parking area at NRTC:

1. A 10 mph or slower speed limit will be observed on all parking lots and driveways at NRTC.
3. No vehicles are allowed in the "bull pen" area behind the building unless permission has been given by an instructor.
4. Reserved and handicapped parking spaces are marked.
5. Students are expected to wear seat belts.

Failure to adhere to the driving and/or parking policies of NRTC or any other host or sending school will result in loss of parking privileges on or near school property or suspension from class or from school's policy on driving/riding to and from NRTC in private vehicles. **Students should NOT park in any spot marked "R" as these are reserved.**

PERSONAL PROPERTY

Each student is responsible for his/her personal property. Any personal tools or equipment should not be brought to school unless the instructor gives permission. Large sums of money, expensive jewelry, and electronic devices should be left at home. If an article is lost, the student should check with the instructor and the office.

SCHOOL CAMERAS

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

VISITORS

Visitors will not be allowed in the classrooms or shops unless prior permission is obtained from the office.

WITHDRAWAL FROM NRTC

Students who find it necessary to withdraw from NRTC should follow these guidelines:

1. Students who are moving or dropping out of NRTC should meet with the NRTC counselor.
2. It is the responsibility of the withdrawing student to make sure that all books and school property are turned in to the Director's office or to the teacher responsible. All financial obligations must be paid.
3. Students who have dropped out of NRTC may not re-enter until all previous obligations have been met.

NOTICE OF STUDENT PHOTO RELEASE

We will be taking digital pictures of students during the school year. Student photos may be used in school publications, newspaper, etc., if you do not want your students photo released please notify the principal's office in writing stating such.

STUDENT INSURANCE

The school does not provide health/accident insurance. Therefore, upon an accident you will either need to utilize your own insurance or pay for your own expenses. If you do not have insurance, you are advised to purchase student insurance through your home school.

CELL PHONES AND OTHER ELECTRONIC DEVICES

During the regular school day students are only allowed to use electronic devices for school related activity with the permission of the teacher. Violation of this policy will result in the confiscation of the device for the remainder of the school day. Any subsequent violations of this policy will result in the device being confiscated and picked up in the office by a parent/guardian, and the student may serve up to 5 days of OSS. A student may use the phone in the office if they need to contact a parent/guardian during the school day.

TELEPHONE CALLS

Any calls for students will be placed through the NRTC office. A student will only be called to take a telephone call in case of emergency. Other messages will be taken by the school secretary and forwarded to the student. Cell phones are not to be used for personal calls during class time.

DEBTS

Students who owe debts are expected to take care of those debts in a timely manner. It is required that lost and damaged textbooks, damages to equipment and facilities, or fees owed to student organizations be paid by the student before the close of each semester. Grades for the semester will be mailed when all charges are paid. Graduating seniors and adult students must resolve their financial responsibilities prior to graduation (or last day of school) to receive their certificate, awards or articulation credit.

FEES AND FINES

A notice of fees and fines will be mailed to students on a quarterly basis. This may include but is not limited to the following; lost and damaged textbooks, equipment, uniforms, fundraising money and damages to facilities. Students will be expected to submit the item or money on a quarterly basis and are expected to pay at that time. If a student needs to create a payment plan they should visit with the Director. All fees and fines must be paid in full by the end of the current school year. Graduating seniors must resolve all their financial responsibilities in order to receive their diploma.

POSTERS & PUBLICATIONS

The administration of Nevada Regional Technical Center reserves the right to approve all posters, signs and publications to be displayed on walls or distributed at school. Approval should be obtained from the Director before displaying any signs on NRTC property.

LOCKERS

Instructors will issue lockers to students in shop classes at the beginning of the year. Your locker should be kept locked at all times. Each student is responsible for keeping their assigned locker clean, both inside and outside. Damages to the locker will be charged to the student responsible.

TEACHERS' WORKROOM

Students are not permitted in the Teacher Workroom area without permission.

TEXTBOOKS

All textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students will be required to pay for lost or damaged books.

TRANSPORTATION TO SCHOOL ACTIVITIES

Students will be required to use transportation provided by the school district to the designated activity. **With prior coordination through the Director's office**, students may be released to their parents **or another adult** following an activity. There will be no exceptions to this policy. Parents need to provide the school with a written request to have their son or daughter released to them following a school activity.

CODE OF STUDENT CONDUCT

One of the most important lessons of our educational /technical programs is discipline. While it does not appear as a subject, it underlies the whole educational structure and the ability to acquire and keep a job.

Discipline is the training that develops self-control, character, orderliness, efficiency, good conduct and proper consideration for other people. Discipline is essential in maintaining a job in the work force. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person and a better candidate for employment.

Various forms of discipline will be utilized. However, the attempt will be made to channel any negative behavior into a positive outcome for the school or other students.

In order that Nevada Regional Technical Center students may know and understand the disciplinary guidelines for normal school operation, certain prohibited activities should be noted. Any student who engages in any of these activities is subject to discipline which may range from a conference with the student, a parental conference, loss of privileges, removal from class, after-school detention, in-school suspension, loss of course credit or financial reimbursement, short term suspension, long term suspension for the remainder of the school year or any combination of the preceding.

If a long term suspension is to be imposed, a hearing before the Board of Education shall be afforded to the student if requested. This policy applies to any student who is on school property or adjacent, who is in attendance at school or at a school sponsored activity, or whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of students or employees. This type of behavior includes but is not limited to the following:

1. Cutting, defacing, or in any way damaging property, real or personal, belonging to the District, its employees, visitors, or other students.
2. Defiance of the authority of the director, counselor, teacher, bus driver or other school employee.
3. Stealing or forgery, or the attempt to do either.
4. Possession of any weapon, knife, gun, instrument or article (including fireworks and instruments of the martial arts) that might be injurious to a person or property.
5. Violation of the District's drug and alcohol policy.
6. Use or possession of tobacco products (including, but not limited to, snuff, dip, smokeless tobacco, chewing tobacco, cigarettes, cigars, pipe tobacco, etc.).
7. Participating in any activity which interferes with or disrupts the educational process.
8. Physically assaulting or causing bodily injury to an employee of the District, a visitor, or another student.

9. Verbally assaulting or threatening an employee of the District, a visitor, or another student.
10. Violation of public criminal or civil law or District or building regulations.
11. Scholastic dishonesty which includes, but is not limited to cheating on a test, plagiarism and collusion.
 - a. Cheating on a test includes:
 - (1) Copying from another student's test paper.
 - (2) Using material during a test which is not authorized by the person giving the test.
 - (3) Collaborating with another student during the test without authority/permission.
 - (4) Knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of a non-administered test.
 - (5) Securing copies of the test or answers to the test in advance of the test.
 - b. Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work for credit.
 - c. Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.
12. Throwing objects that can cause bodily injury or property damage.
13. Directing profanity, vulgar language, or obscene gestures toward other students or school personnel.
14. Leaving school grounds when not permitted to do so.
15. Failure to comply with lawful directives or rules issued by school personnel or school policies, rules and regulations.
16. Committing robbery or theft, or the attempt to do so, of any property belonging to the District at any time or of any property belonging to any employee or other student.
17. Engaging in misconduct, as defined by District policies and regulations on school buses or at bus stops.
18. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
19. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others, that may precipitate disruption of the school program or incite violence.
20. Lying or the giving of false information, either verbally or in writing, to a school employee.
21. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means.
22. Gambling.
23. Hazing.
24. Sexual harassment.
25. Engaging in immoral conduct. Immoral conduct is conduct which the Board determines is not in conformity with the accepted principles of right and wrong behavior and which is contrary to the moral standards of the community.

Nevada Regional Technical Center Discipline Guide for Students

A Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of the Nevada R5 Schools. No code can list each and every offense that may result in the use of disciplinary action. Students can, however, expect to be held accountable for any action which disrupts the learning environment or contributes to an unsafe atmosphere in school, on any property of the district, on any school bus going to or returning from school or during any district sponsored activities. Clear expectations, limits and appropriate consequences for the following behaviors are provided to give information and guidance to Nevada R5 students and their parents/guardians.

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

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

ALCOHOL, DRUGS or NARCOTICS or any substances represented to be controlled or alcoholic: Under the Influence/Use/Possession/Distribution of Alcohol or Drugs: The use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances or in possession of any drug paraphernalia on any district property, on any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities: or off district property at any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited and will not be tolerated. Students in violation of this policy will be suspended from attendance at and participation in all extra-curricular activities for up to 180 school days. For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined under schedules I, II, III, IV, or V in Section 202 (c) of the Controlled Substances Act.

<u>Level</u>	<u>First Offense</u>	<u>Repeat Offense</u>
Gr. 3-12	Up to 180 days OSS or 30 days OSS/ISS + SAR Contract (see below)	Refer to Superintendent for up to 180 day OSS or Expulsion
Gr. K-2	Parent Contact ISS or up to 5 days OSS	Refer to Superintendent for up to 180 day OSS or Expulsion

(SAR) SUBSTANCE ABUSE REHABILITATION CONTRACT: The SAR contract includes the following stipulations that may be modified by the District as an acceptable alternative to the long-term OSS approach. As a condition of the SAR Contract, the student's consequences may be reconsidered if the student and legal guardian agree to be responsible for the cost and adherence to the following criteria:

1. The student will undergo an independent behavioral or psychological evaluation by a licensed agency to determine the students' extent of addiction. The District will receive a copy of the written independent evaluation.
2. The student and parents agree that the student will successfully and fully participate in a licensed drug rehabilitation program and/or participate in the school-based educational program. This treatment will continue until it is agreed by the parents and school officials that the desired behavioral modifications have been achieved.
3. A comprehensive drug screen (urinalysis) as determined or approved by the District will be conducted, at student/parent expense, prior to the student being admitted back to school on a probationary basis. If the test is negative for drugs, the student may return to school and will submit to random drug screening at the discretion of the principal for a period of up to 180 school days.
4. Should the student fail to meet the requirements of the SAR Contract, the District will consider all factors involving the disciplinary and rehabilitation process and take the appropriate disciplinary action, including enforcement of the original suspension.

ALL rehabilitation and drug screening expenses are to be borne by the student's parent or legal guardian.

This policy/procedure may be abandoned and/or the length of the suspension may be modified by the principal based upon the individual merits of each student's situation.

ARSON: starting or attempting to start a fire or causing or attempting to cause an explosion

Level **Any Offense**

All Levels Detention, in-school suspension, up to 180 days OSS or Expulsion.

ASSAULT: 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. The act or acts described above occur on school district property, or in a vehicle that at the time of the act was in the service of the school district, or arose as a result of a school district-sponsored activity. This violation is a *criminal offense* and will be reported to the appropriate law enforcement agencies.

***VERBAL THREAT or ASSAULT:** Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear or physical injury or property damage is also a criminal offense that will be reported to Law Enforcement, in addition to district conse-

<u>Level</u>	<u>First Offense</u>	<u>Repeat Offense</u>
Gr. 6-12	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-School Suspension, Refer to Superintendent for up to 180 day OSS or Expulsion

quences..

FIGHTING: mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 6-12	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

BUS OR TRANSPORTATION MISCONDUCT: Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked. (Read specific Bus Conduct Rules and Consequences that follow).

Nevada R-5 School District Bus Safety Rules & Consequences

Please remember that riding a Nevada R-5 bus is a privilege, not a requirement. To insure good transportation service, students and parents should become familiar with the following safety rules.

The rules of good bus conduct are the same as expectations for good classroom conduct which include showing respect and obeying reasonable requests from the adult in charge.

1. Do not extend any part of the body or belongings out of the bus windows.
2. All students are to sit in assigned seats on all regular route buses.
3. Leave the bus windows closed unless permission from the driver has been given to open them.
4. Keep voices at a normal conversational tone. Do not yell or make loud noises that may distract the driver.
5. Report any damage to the driver. Any acts of vandalism will be paid for by the student(s) responsible and may result in other assigned discipline.
6. Animals will not be transported on the bus.
7. Food and drink are not appropriate on the bus. Exceptions to this may be made on activity trips.
8. Inappropriate behaviors which will result in disciplinary action include, but are not limited to: swearing, persistent refusal to submit to the driver's authority, possession of tobacco or other prohibited substances, scuffling or fighting, littering and/or throwing objects from the bus, moving around while the bus in motion, being excessively loud, vandalism to the bus, etc.
9. Once loaded, students are to remain on the buses for the duration of the route and not enter other school buildings.

Violation of the bus rules and disregard for the driver's authority will be reported to the building principal and may result in the following discipline being assigned.

- 1st violation-----warning letter sent home and/or conference with parents
- 2nd violation---- up to 5-day bus suspension
- 3rd violation-----up to 10-day bus suspension
- 4th violation-----up to a bus suspension for the remainder of the semester

***** Serious violations could result in immediate and long-term suspension regardless of the number of previous violations.**

CARELESS DRIVING AND AUTOMOBILE/VEHICLE MISUSE: Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

<u>Level</u>	<u>First Offense</u>	<u>Repeat Offense</u>
Gr. 9-12	Suspension or revocation of parking privileges, detention, or in-school suspension.	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

The privilege of operating a vehicle at school also carries with it the responsibility of securing a proper permit, observing speed limits, giving pedestrians, walkers, and busses the right of way, and entering and exiting through designated areas

COMPUTER / INTERNET / E-MAIL USE: All Nevada R-5 students will be expected to follow the **District Acceptable Use policy**. The use of computers and computer services is a privilege which may be revoked by teachers, principals and/or district administrators at any time for abusive conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer system, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages, to include any materials posted on the Nevada R-5 District website and anything that would be considered cyber-bullying. **No one may gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to use district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.** Any attempted violation of the district's technology policies or procedures, regardless of the success or failure, may result in the same discipline as that of a successful violation. **Personal laptops and other wireless devices** are not to be brought to school for network access to the Internet. All **flash drives or other forms of data storage** from home must be virus-scanned before they can be loaded onto school computers.

<u>Level</u>	<u>First Offense</u>	<u>Repeat Offense</u>
All Levels	Suspension of computer privileges for a period of time determined by the building administrator, restitution, Principal/Student conference, detention, or ISS.	Restitution. Loss of user privileges for 365 days and up, 1-180 days OSS, or expulsion.

Tampering with computer data or theft of computer data may be considered a Class A Misdemeanor or Class D Felony and be prosecuted as such.

MISUSE OF AUDIO OR VISUAL RECORDING EQUIPMENT: Students are prohibited from using video or audio recording equipment on district property or at district activities without permission from the building principal except if required by a school-sponsored class or activity, at performances or activities to which the general public is invited, at open meetings of the Board of Education or Board committees, or as otherwise permitted by the building principal.

<u>Level</u>	<u>First Offense</u>	<u>Repeat Offense</u>
All Levels	Confiscation. Principal/Student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

DISHONESTY: Any act of lying, whether verbal or written, including forgery and misrepresentation. Dishonesty includes, but is not limited to misrepresenting a parent or guardian with the purpose of excusing from school or class or any other parental consent. This includes all written notes, phone calls, or correspondence.

	<u>First Offense</u>	<u>Repeat Offense</u>
All Levels	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

DISRUPTIVE/DISRESPECTFUL SPEECH or CONDUCT: Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. This includes using obscenity, obscene gestures, swearing, cursing, etc. or words which are spoken solely to harass, bully, intimidate or injure other people,

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 3-12	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

such as defamation of a person's race, religion or ethnic origin. Extreme disruptive behavior can be grounds for immediate OSS at all levels.

BULLYING/CYBERBULLYING: 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, com-

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 6-12	Detention, in-school suspension, or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.

puter or pager. This offense in conjunction with physical force is grounds for immediate

HAZING: Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants. This offense in conjunction with physical force is grounds for immediate OSS.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 6-12	In-school suspension, or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.	1-180 days out-of-school suspension or expulsion.

EXTORTION: Threatening or intimidating any person for the purpose of obtaining money or anything of value.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 6-12	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

FAILURE TO APPEAR FOR AFTER SCHOOL DETENTION:

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 6-12	1 day ISS	Up to 3 days ISS	Up to 5 days ISS

FAILURE TO OBSERVE THE CONDITIONS OF IN-SCHOOL SUSPENSION:

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 6-12	OSS for the duration of original ISS penalty	Original ISS penalty and up to 3 days OSS	Up to 5 days OSS

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

<u>Level</u>	<u>First Offense</u>	<u>Repeat Offense</u>
Gr. 6-12	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

<u>Level</u>	<u>First Offense</u>	<u>Repeat Offense</u>
All levels	No credit for the work, grade reduction, or replacement assignment.	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

SEXTING AND/OR POSSESSION OF SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL: Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury.

<u>Level</u>	<u>First Offense</u>	<u>Repeat Offense</u>
All levels	Confiscation. Principal/Student conference, detention, or in-school suspension.	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

POSSESSION OR USE OF INCENDIARY DEVICES OR FIREWORKS: Possessing, displaying, or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by District staff; possessing or using fireworks.

<u>Level</u>	<u>First Offense</u>	<u>Repeat Offense</u>
Gr. 9-12	Confiscation. Warning, Principal/Student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

PUBLIC DISPLAY OF AFFECTION: Physical contact that is inappropriate for the school setting including, but not limited to, hugging, kissing, and groping.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 9-12	Principal/Student conference, detention, or in-school suspension.	Detention, in-school suspension, or 1-10 days out-of-school suspension.	Detention, in-school suspension, or 1-10 days out-of-school suspension.

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

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 3-12	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	Refer to Superintendent for up to 180 days OSS or expulsion

SEXUAL ACTIVITY: Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

<u>Level</u>	<u>First Offense</u>	<u>Repeat Offense</u>
All Levels	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

THEFT: Theft, attempted theft or knowing possession of stolen property.

<u>Level</u>	<u>First Offense</u>	<u>Repeat Offense</u>
Gr. 3-12	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

TOBACCO - USE or POSSESSION: Use or possession of any tobacco products, including but not limited to cigarettes, cigars, electronic cigarettes or other nicotine-delivery products, chewing tobacco, snuff, matches, lighters or similar items. Students are not to use or have possession of tobacco products at district activities, on district transportation, or on district property. All tobacco will be confiscated.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 3-12	Parent Contact Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension	Parent Contact Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.	Parent Contact Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

TRUANCY OR TARDINESS: Absence from school or class without the knowledge and/ or consent of parents/guardians and school officials; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the District. This includes being on campus, but out of assigned area without permission of school officials or being absent and not having parent contact with the school office upon returning to school. Truancy may be reported to Juvenile / Law Enforcement Authorities.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
Gr. 3-12	Parent Contact, Principal/Student conference, detention, or up to 3 days ISS	Parent Contact, Detention or 3-10 days in-school suspension, and removal from extracurricular activities.	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

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

<u>Level</u>	<u>First Offense</u>	<u>Repeat Offense</u>
All levels	Principal/Student Conference Detention, ISS or Refer to Superintendent for up to 180 days OSS or expulsion	Refer to Superintendent for up to 180 days OSS or expulsion

VANDALISM: Willfully causing damage or attempting to cause damage to any property, real or personal, belonging to the district, staff or students.

<u>Level</u>	<u>First Offense</u>	<u>Repeat Offense</u>
Gr. 3-12	Parent Contact Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Institutional (school) vandalism is a Class A misdemeanor and will be referred to Law Enforcement Officials. If damage exceeds \$750, the offense is a Class E felony. Both of these classes of offenses will be subject to long-term suspension or expulsion.

WEAPON(S) - POSSESSION, USE or ATTEMPTED USE: Bringing onto the district grounds or property any item that is ordinarily considered to be a weapon such as defined in Section 571.010, RSMo, including but not limited to: a blackjack, a concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, knife, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun, or a switchblade knife. District property includes, but is not limited to district-owned buildings, leased or rented facilities; district-sponsored activities; field trips, district vehicles and buses and any school bus stops. This policy is in effect before, during, and after school. (This policy shall not be construed to prohibit the Board of Education from allowing a Civil War reenactor to carry a Civil War era weapon on school property for educational purposes so long as the firearm is unloaded.) *This violation will be reported to the appropriate law enforcement agencies.*

<u>Level</u>	<u>First Offense</u>
All levels	In-school suspension, Refer to Superintendent for up to 180 days OSS, or expulsion

HAZING AND BULLYING

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

NEVADA R-5 SCHOOL DISTRICT NOTICE OF NON-DISCRIMINATION

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

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

<u>Statute</u>	<u>Prohibits</u>	<u>Compliance Officer</u>
Title VI	Race Discrimination	Mrs. Jodie McNeley
Title IX	Gender Discrimination	Mrs. Jodie McNeley 417-448-2000
Title IX	Sexual Harassment	Mr. Scott Myers, Title IX Coord.
Section 504	Discrimination against Persons with disabilities	Mr. Scott Meyers 417-448-2016
ADEA	Age Discrimination	Mrs. Jodie McNeley
ADA-Titles I & II	Discrimination against Persons with Disabilities	Mr. Scott Meyers 417-448-2016
ADA-Title III	Discrimination against Persons with Disabilities	Mr. Scott Meyers 417-448-2016

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

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

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

Rev 08/20

Reference: Nevada R-5 School District Board Policy AC

TITLE IX GRIEVANCE PROCEDURE

This notice is to inform all students and employees of the Nevada R-5 School District that Dr. Tyson Beshore, Superintendent of Schools, 811 West Hickory, Nevada, Missouri, 64772 (417-448-2000) has been officially designated as Title IX Compliance Coordinator and Grievance Officer for the school district.

COMPLAINT PROCEDURE

- Step 1. Any person having a grievance should first talk to their immediate supervisor or principal and see if the problem can be worked out to everyone's satisfaction. If there is no satisfaction, the grievance should be taken to the Title IX.
- Step 2. Complaints should be in writing and should be filed with the local compliance coordinator. Describe the circumstances and name parties involved in the incident of discrimination.
 - A. Within 21 days after written complaint is received, all parties will be notified of a meeting time and place for the hearing of allegations.
 - B. If requested by the complainant, the hearing will be conducted by a neutral, third party mutually agreed upon by those affected. Each person involved in the allegation may present a point of view or select someone as their representative to speak for them.
 - C. If the grievance is resolved at this hearing, all affected parties will receive written notification of the resolution.

APPEAL PROCEDURE

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



**NEVADA REGIONAL
TECHNICAL CENTER**

900 West Ashland Street
Nevada, Missouri 64772
Phone 417-448-2090

sites.google.com/a/nevada.k12.mo.us/nrtc/

