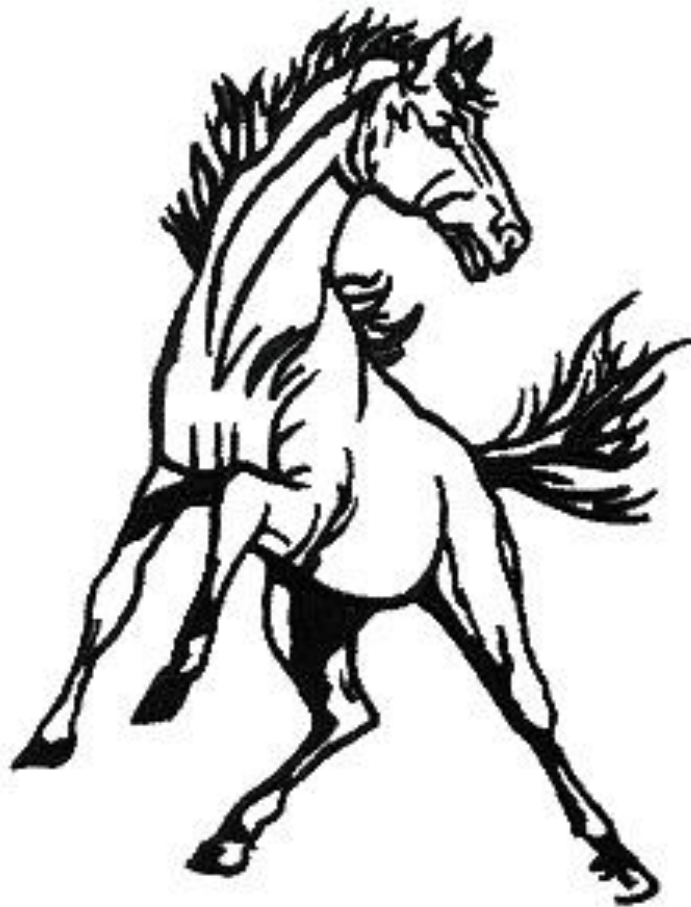


Pettis Co. R-V Schools
Northwest Elementary
Student and Parent Handbook



2016-2017

"Our students, our school: Empowering tomorrow!"

Dear Parents and Families of Northwest Elementary,

On behalf of the teachers and staff of Northwest Elementary School, I welcome you to the 2016-2017 school year! At NWES we believe a nurturing, safe environment is necessary in order for every child to learn and grow. We also highly value a home-school partnership that includes the support of every staff member, the involvement of every parent, and the commitment of every student.

This handbook has been created and recently updated as a way to communicate to you the important policies and practices required by the State of Missouri, and approved by the Northwest School Board. Please take time to review and familiarize yourself with the information contained within the handbook as it will serve as a valuable reference in the months to come.

Due to several changes that directly affect our elementary student population, please pay close attention to the language under the following headings:

- Daily Schedule
- Early Pick-Up
- Visitors/ Visiting School
- Dismissal Procedures
- Attendance
- Absences
- School Parties
- Student Birthdays
- Nuisance Items/ Toys
- School Health Policies (all content)
- Behavior Intervention procedures
- Bullying

As the school year progresses, you will also receive periodic newsletters and memos from the office or your child's teacher. If you have need of further information or clarification, please feel free to contact me at any time. We look forward to a very rewarding, engaging, and safe school year and we are counting on everyone to participate in helping our students to be successful in their educational experiences.

Your Partner in Education,
Mrs. Jo Ellen Black (Mrs. Jo), Elementary Principal

Northwest Elementary Faculty and Staff

Superintendent	Dr. Cody Hirschi	chirschi@northwest.k12.mo.us
Principal	Jo Ellen Black	jblack@northwest.k12.mo.us
Secretary	Debbie Blackburn	dblackburn@northwest.k12.mo.us
Counselor	Erica Sims	esims@northwest.k12.mo.us
Kindergarten	Kelly Weathers	kweathers@northwest.k12.mo.us
Kindergarten	Kelcey Ramey	kramey@northwest.k12.mo.us
First Grade	Mary Morris	mmorris@northwest.k12.mo.us
First Grade	Delaine Zeisset	dzeisset@northwest.k12.mo.us
Second Grade	Jacque Dryer	jdryer@northwest.k12.mo.us
Third Grade	Amy Killion	akillion@northwest.k12.mo.us
Third Grade	Courtney March	cmarch@northwest.k12.mo.
Fourth Grade	Loretta Buckley	lbuckley@northwest.k12.mo.us
Fifth Grade	Anna Cross	across@northwest.k12.mo.us
Fifth Grade	Chelsea Gieselman	cgieselman@northwest.k12.mo.us
Sixth Grade	Craig Harvey	charvey@northwest.k12.mo.us
Special Education	Angela Watterson	awatterson@northwest.k12.mo.us
Title I Reading	Amanda Riley	ariley@northwest.k12.mo.us
ESOL	Lily Beam	lbeam@northwest.k12.mo.us
P.E.	Meghan Tichenor	mtichenor@northwet.k12.mo.us
Art	Ward Behle	wbehle@northwest.k12.mo.us
Music, 5-6 Band	Sara White	swhite@northwest.k12.mo.us
Library	Julie DeBord	jdebord@northwest.k12.mo.us
Speech/Lang Pathologist	Wendy Fisher	wfisher@northwest.k12.mo.us
Paraprofessional	Sharon Harper	sharper@northwest.k12.mo.us
Paraprofessional	Tina Carver	tcarver@northwest.k12.mo.us
Paraprofessional	Carole Townsend	ctownsend@northwest.k12.mo.us
School Nurse	Chris Smith	csmith@northwest.k12.mo.us
Custodian/ Maintenance	Carolyn Thomas	cthomas@northwest.k12.mo.us
Custodian/ Maintenance	David Sanders	dsanders@northwest.k12.mo.us
Cook	Debbie Dankenbring	
Cook	Rose Patterson	
Cook	Linda Dillon	

School Contact Information

**Northwest Elementary
407 W. Tuck
Houstonia, MO 65333
660-568-3315**

Welcome to Northwest Elementary and the Pettis County R-V School District!

Our Vision

Our vision is to create an exemplary school environment that inspires student and faculty excellence and delivers a quality education founded on high expectations, mutual respect, and individual responsibility.

Our Mission

It is our mission to empower each student to become productive and responsible citizens through highly-engaging instruction in a safe environment where everyone is valued, encouraged, and successful.

Our Collective Beliefs

- We believe each student is entitled to a sense of belonging and should be encouraged to grow personally in knowledge and character
- We believe seeking, retaining, and growing highly-effective, student-centered faculty and staff is essential
- We believe the district must provide facilities that are modern, well maintained, and designed to enhance the educational process
- We believe that current technology is imperative to prepare students for the future
- We believe in developing relevant learning opportunities for each student from Pre-K through Post-Graduation
- We believe and know our school can be the best

Purpose of this Handbook

This handbook should not be considered a complete collection of all procedures, rules, and policies for Northwest Elementary or the Pettis County R-V School District, but rather as a useful guide to frequently asked questions. Should a conflict exist between this booklet and board policy, board policy will prevail.

ACCIDENT INSURANCE

The school district provides basic accident insurance for all students. This accident insurance is not intended to replace the health insurance provided by the student's family. Expanded individual school insurance coverage plans are made available at the beginning of the school year. Parents interested in this coverage should mail the premium DIRECTLY TO THE COMPANY. DO NOT RETURN MONEY OR FORMS TO THE SCHOOL.

ASBESTOS AWARENESS

As required by law, the Pettis County R-V School District conducts regular inspections of its facilities to monitor the status of asbestos containing materials. The results of each inspection are included in the District's management plan which is available in the District Office. Periodic surveillance is required every six months and was last conducted in August 2014. A re-inspection of our facilities is required every three years and was conducted in August 2013 by Project Environmentalist. Any fiber release episodes and any activities involving the disturbance of asbestos-containing materials are also recorded in the management plan. The superintendent of schools is the contact person for the public to obtain further information.

ATTENDANCE (Absences and Tardies)

Regular attendance is necessary for school success and is required by state statute for all students enrolled Kindergarten – 12th grade. Because attendance is so closely related to student academic success, attendance policies will be strictly enforced for all students. In order to align more closely with state recommendations, your child will be allowed **5 absences** per semester. **Absences in excess of 10** (excused or unexcused) may require a doctor's note in order to be excused.

Reporting Absences: If your child is going to be absent, we ask that you call the school office by 9:00. If your child visits a doctor, please ask for a "permission to return to school" note. This will serve as documentation for an excused absence.

Excused Absences:

Any absence that falls under one of the following:

1. Parent note or phone call to school explaining absence (i.e. - illness, injury, bereavement, etc.). If your child is sick, please notify the office of the "type" of illness as these statistics are reported to the county health office.
2. Absence verified by a physician's note
3. Required by the legal system
4. School sponsored activity
5. Death of a family member
6. Extenuating circumstances (must be approved by the principal or superintendent)

Unexcused Absences: Any absence from school that is not school approved or goes unreported to the school by the parent or child's physician. **Absences beyond the 5 per semester** that are unrelated to illness, bereavement, or extenuating circumstances (see excused absence list) may be considered unexcused (this includes vacations, trips, hunting, play outings, etc.).

Tardies: Students arriving after 8:15 will need to have a parent check them in at the office. Students will be **counted as tardy beginning at 8:20 a.m.** (also under daily schedule information).

Excessive absences: More than 5 days unexcused per semester or more than 20 days total (including excused), are reportable to the Pettis County Juvenile Office and/ or the Division of Family Services Children's Division. Excessive student absences could also result in in your child being considered for retention.

Make-up Work

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

- The student shall obtain assignments from appropriate teachers.
- Assignments shall be obtained in advance if the absence is foreseen.
- All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher. Reasonable time (generally one day for each day missed) will be allowed for the completion of assignments.

Perfect Attendance Recognition: In order to achieve "Perfect Attendance" status, a student cannot miss more than 3 hours of school or the equivalent of 1/2 day during the entire school year.

BEHAVIOR MANAGEMENT PLAN

It is the belief of Northwest Elementary that every member of our school community deserves the right to be protected and respected in a school environment that is safe for everyone and conducive to learning. Therefore, high expectations are to be held for student behavior. **Students are to treat adults, other students, and property in a respectful, responsible and caring manner.** Students are encouraged to solve problems and differences in a peaceful manner.

The staff, school counselor, and principal are committed to teaching students conflict resolution skills and are available to guide students through the process of conflict resolution when needed.

Northwest Elementary has adopted the BIST (Behavior Intervention Support Team) model to teach and maintain positive behavior in our school. Teachers have received training and will begin implementing this positive behavior model on the first day of school. Students will receive information and support through class meetings, administrative visits, and adult intervention/support. Students who break board adopted rules and policies are given **consequences** that are reasonable, related and respectful. Please see the student discipline code for specific information.

BIST Procedures for dealing with Inappropriate or Disruptive Behavior

- A. **Redirection:** Students receive one respectful redirection to change the undesirable behavior.

- B. **Safe Spot in Classroom:** After one redirection, a student may be assigned to a time-out desk (or safe spot) within the classroom for minor infractions - or if they feel a problem coming on, they can assign themselves. Students are sent to the Safe Spot as a way to help them to keep from getting into more “trouble”- this plan is not to be viewed as punitive, but rather as a caring confrontation designed as a way to help students manage their own behavior choices.

- B. **Safe Spot Lunch:** For repeat minor infractions or moderate behavior problems, the student will be assigned to eat at the time-out lunch table for the entire lunch period. No talking will be allowed.

- C. **Buddy Room:** Students who make choices that disrupt teaching or learning from a Safe Spot area or on the occasion when the behavior is deemed serious enough to warrant immediate removal from the classroom, a student may be assigned to a Buddy

Room as determined by the sending teacher. The student will follow the routine of, but not participate with, the Buddy Room. Teachers will notify parents about a Buddy Room visit.

D. Other possible options for students displaying chronic behavior issues or behaviors that are disruptive to a teacher's ability to teach or other students' ability to learn:

Visit with the Principal:

A student who commits a serious infraction or who is "out-of-control" may be sent directly to the principal whenever deemed necessary.

Focus Room:

A student who is struggling with maintaining proper behaviors in their classroom or a Buddy Room, may be assigned to the Focus Room for a period of one hour up to 3 days without it affecting their discipline record. This is not deemed "in school suspension" and students will still be provided breaks, school work, and allowed to process their feelings with the behavior interventionist, the school counselor, and/or the building principal. Parents will be notified by the classroom teacher when their child has been assigned to a Focus Room

In School Suspension/ Isolation:

In the event a student is still unable to return to their classroom, either due to an assigned consequence per board policy, or as deemed by the school staff, a student may be given in school suspension or be placed in isolation (separated from all peers) up to 10 days. Situations requiring suspension beyond 10 days will necessitate a meeting with the building principal, the parents, the student, and/or the district superintendent.

Sent Home for the day:

On occasion, some students' behaviors may require a parent to come into the school to take them home for the remainder of the day. This will not be recorded in their school record as an "out of school suspension" but instead as a way to give the student a "break" from the situation and allow them a chance to "start over" the next day. Parents will also be given the option of remaining at school with their child to ensure they are successful for the remainder of the day- as long as it does not cause a disruption to the classroom. Behaviors that could result in being sent home for the day: failure to let adults be in charge, angry outbursts that result in disrespect to adults and/or other students, refusal to "move their body" to a location where things can be discussed privately, running from the adult.

Out of School Suspension:

If a student's behavior is in direct violation of a board policy (violence, tobacco, drugs, alcohol, weapons, stealing, etc. - see board policies) a student may be put on mandatory "out of school suspension" from 1-10 days. Suspensions resulting in more than 10 days will require a meeting with the district superintendent. A parent will be notified in writing of the incident along with the assigned consequences. Once a student returns to school, they will not immediately be back in the classroom. They will be given from 1-3 days to work their way back into the general population (at the discretion of the building principal).

Late Work

1. Parents WILL be notified by phone if a student is consistently failing to turn in homework assignments.
2. Students will not be sent out of the room for failure to complete assignments. Students will be expected to remain in a Safe Spot until the assignment(s) is completed. Although the lunch recess break will not be taken away for failure to complete an assignment, all other recesses and breaks may be used as a time for students to complete their work.
3. A student may be assigned after school or Saturday detention to complete missing or incomplete assignments. **Parents will be responsible for making transportation arrangements home for their child in the event of an after school or Saturday detention assignment.**

Loss of Recess Privileges

A student who breaks the rules at recess may be placed in a Safe Spot area by the duty teacher. All students will be given their recess (including if it is in a Safe Spot area) unless the student's behavior is considered harmful to themselves or others. In this case, an alternate safe plan inside the building will be assigned and parents will be notified. Second recesses may be taken away for failure to complete assignments.

BICYCLES

Students may ride bicycles to school. Bikes are to be parked in the rack at the front of the school and are not to be ridden during the day. At the time of dismissal, students are to walk their bicycles down the sidewalk directly in front of the school. Students are expected to ride safely and courteously.

BREAKFAST AND LUNCH

Breakfast and lunch are served daily in the cafeteria. Full price breakfast is \$1.25 and lunch costs \$1.85. Extra milk is \$0.40. Adult meals are \$2.60 for lunch and \$1.50 for breakfast. Students may purchase a complete meal, or milk only.

Weekly payment is preferred, but daily or monthly payment can be handled also. Charges may not be made for more than \$30.00. Students with charges in excess of thirty dollars will be required to pay daily or bring their lunch in order to participate in the school lunch program. All charges must then be paid in full to restore charging privileges. In addition, no charges will be allowed the last full week of school in order to get bills collected in a timely manner before the end of the school year. Your cooperation and help will be appreciated.

Restricted Items

NO soda or gum will be allowed in the cafeteria during lunch shifts. Please **do not** send soda or gum in lunches brought from home.

Free and Reduced Price Meals

Students may qualify for free or reduced price meals based on family size and income, or AFDC, Food Stamp, or foster care programs. Applications are sent out to all in the fall, and may be requested at any time during the school year. Reduced prices for breakfast are \$0.30 and \$0.40 for lunch.

BULLYING

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, during school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or

- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy may be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc.

Possible Consequences: Loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out of school suspension, expulsion and law enforcement contacted.

Detention

Detention is an assigned before-school and/or after-school period, during which student activity is closely monitored and severely restricted. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks.

Certificated staff members may recommend detention of students to the building administrator for after normal school hours until 5:00 p.m., provided the following conditions are observed:

1. Students must have an opportunity to make arrangements for transportation home. Therefore, the detention may take place on any day after the day of notification to detain.
2. The detention may be for disciplinary or academic reasons.
3. The names of all students detained must be reported to the building principal.
4. A certificated staff member must supervise all students detained.
5. While serving detention, the student will be required to perform those tasks as assigned by and discussed with the student and their parent/guardian. These tasks may include academic work or community service performed on school property. (Board Policy 2660)

BUS SAFETY

Riding district transportation to school, between district buildings and on extracurricular activities is a privilege that can and will be removed if regulations are not followed.

- The safety of all students is of utmost concern on the bus and at bus stops.
- All students riding a bus to school or between buildings are subject to district rules and regulations.
- The bus driver is in charge of students on the bus and has the right to assign seats and enforce proper conduct.
- Any misbehavior which distracts the driver is a hazard to the safe operation of the vehicle and as such creates unnecessary safety risks for other children. Any student that does not obey the driver promptly will be reported to the building principal.
- Parents of K-3 children need to be sure that an adult or older sibling will be home in the afternoon at the time of bus drop off. If the family vehicle is not visible from the road, please be at the door so that your child's bus driver can be assured that someone is home.
- Food and/or drink may be restricted on the bus per the driver's discretion. Parents are encouraged not to send breakfast, snacks, etc. to school with their child for the purpose of eating on the bus either before or after school. If your child needs special consideration, please contact the elementary principal to make arrangements.

CAR RIDERS/ WALKERS

If you are picking up your child, **please remain in your car and form a line along the front walk.** Car riders will be dismissed after buses have left and all cars have come to a complete stop. Please follow the line of cars out of the parking lot to ensure safety of all. Walkers will be dismissed once car-riders have left. All students are to leave the school grounds after school. The school will not be responsible for any student remaining on, or using school grounds, after hours.

CELL PHONE USE BY STUDENTS

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in school poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. Therefore, the visibility and use of student cell phones, digital cameras and

similar electronic devices will be banned during the instructional day, as well as, in dressing areas during extracurricular activities. Violation of this policy will result in in-school suspension, Saturday detention, or 1-5 days out-of-school suspension (OSS) for the first offense and 1-5 days OSS for subsequent offenses. In all cases, cell phones will be confiscated and parents will be required to retrieve cell phones from the principal's office.

Parents may apply to the building principal to obtain an exception. In such cases, the student's cell phone must be retained in the principal's office. Students granted a leniency may visit the office to use their cell phones for approved purposes. Telephones are available in school offices for parents to contact their student for legitimate reasons. (Board Policy 2656)

CLASSROOM PLACEMENT/ ASSIGNMENT

Much work goes into classroom assignments and is done to maintain a heterogeneous grouping of students by ability, sex, special needs and concerns, and to maintain equal class sizes. **Parent requests are to be submitted in writing** and will be strongly considered but cannot always be guaranteed when student placement decisions are finalized.

CLOSED CAMPUS

With the safety and welfare of the students in mind, the Board of Education may close all campuses during the school day. Permission to leave school will be granted only for valid reasons, and only with a written request signed by a parent/guardian. In emergency situations, a telephone call from a parent/guardian may suffice, with approval of the building principal.

COMPUTER/INTERNET USAGE AGREEMENT

Mission and Goals: In making decisions regarding student access to the Internet, the Pettis County R-V School District considers its own stated educational mission, goals and objectives. The purpose of the district's Internet access and other technological resources are to support and enhance learning and teaching by providing students and faculty with the tools necessary to participate in the type of educational activities which will both prepare students for entry into the increasingly complex environment they will

enter in the workforce and will ensure that teachers and other staff have access to the latest in research materials. The district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, the use of Internet resources should be structured in ways that point students to those resources that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previously viewed by the staff, they shall be provided guidelines and lists of resources particularly suited to learning objectives.

Filtering: All Pettis County R-v School District Internet access is filtered to protect against access to visual depictions of obscenity, child pornography, and materials harmful to minors.

Responsibility: Teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate uses of technological resources and for assuring that students understand that if they intentionally misuse them, they will lose their access and could be held financially liable for necessary repairs/replacement, or restoration.

Students and all other users of the district's computer resources are responsible for respecting and adhering to local, state, federal and international laws governing usage of the available technology. Any attempt to violate the provisions of the district's rules and regulations governing usage may result in revocation of user privileges, suspension, or other disciplinary action appropriate to the circumstances.

Purpose: Because of the far-reaching implication of these resources, the Board of Education realizes that parameters must be set to assure that activities, which are not appropriate to the learning environment, do not take place. Acceptable uses of the Internet are activities resulting from specific tasks and assignments that support learning and teaching, promote the district's goals and objectives and advance the mission of the district. Unacceptable uses are those which violate the rights to privacy of others; violate the copyright law; spread computer viruses; deliberately attempt to degrade or disrupt system performance; and locate, transmit, receive, store or print files or messages that are profane, obscene or that use language that is offensive or degrading to others.

Usage: The use of Internet and other telecommunication networks is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Appropriate staff members or school principals will deem what is inappropriate use. The Pettis

County R-V School District reserves the right to review, monitor, and restrict information stored on or transmitted via Pettis Co. R-V owned or leased equipment and to investigate suspected inappropriate use of resources.

DAILY SCHEDULE

Our school day is from 7:50 a.m. - 3:00 p.m. The school will not be responsible for any student arriving **before 7:50 a.m.** Students arriving prior to this time will be required to wait outside of the building until the school bell signals the opening of our day. If you need to drop your child off earlier than this time, please come in with them and speak with an adult who will make arrangements to keep your child safe until teachers and staff are in place for monitoring duties.

Breakfast begins at 7:50 a.m. with classes beginning at 8:10 a.m. Students will be supervised in the gym or other areas of the building (not classrooms- unless arranged by a teacher) until the 8:10 bell rings.

Tardies: Students arriving after 8:15 will need to have a parent check them in at the office. Students will be **counted as tardy beginning at 8:20 a.m.**

Leaving school grounds: While the school may choose to act under statutory authority regarding events occurring on the way to or from school, it makes no commitment to do so. Once arriving at school, students are not to leave without permission.

Early pick-up: Unless absolutely necessary, we ask that you do not pick up your child early. This is an important organizational time for students to gather materials for home and receive final instructions from their teachers. In the event you need to pick your child up early, we ask that you do so in a manner that causes the least interruption to our school day. Parents are encouraged to refrain from remaining in the building to visit with teachers and staff both prior to the school day and at dismissal time. Our secretary will be happy to assist you with having your child ready and waiting if you call ahead for pick-up.

Dismissal is at 3:00: Bus riders will exit through the front doors while car riders and walkers will remain in the building until buses leave (approx. 3:05). If your child has permission to get off the bus at the high school in the afternoon, arrangements must be made in advance for him/her to be under the supervision of an adult until you can arrive. Elementary students are not to be left unsupervised in either school facility between the time of school dismissal and an evening activity.

Please remember to send written directions, each day, if your child will be traveling home in a way other than his/her normal routine. Students will not be allowed to leave school in a different way/route without parent/guardian consent.

If you routinely arrive at school prior to 3:00 to pick up your child, please refrain from coming into the school to visit with teachers and staff (including the office) unless prior arrangements have been made. We ask that you wait on the front sidewalk or in your car until buses have left. We also ask that you do not use the beginning of the day to routinely come in and visit with your child's teacher, the building secretary and principal. This is a time when all faculty and staff are needed to be available to assist students. (See Visitors for more information on available times).

Release of Students during the day: Students will ONLY be released to parents or guardians unless prior arrangements have been made. Parents must sign their child out from the office prior to leaving the building.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Pettis County R-V School District, with certain exceptions, obtain parental written consent prior to the disclosure of personally identifiable information from any student's education records. However, the Pettis County R-V School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary. The primary purpose of directory information is to allow the Pettis County R-V School District to include this type of information from your child's education records in certain school publications. Examples include: a program showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets which may include information such as the height of team members.

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

If you do **not** want the Pettis County R-V School District to disclose directory information from your child's education records without your prior written consent, you must notify the principal of the school building which your child currently attends, in writing. The Pettis County R-V School District has designated the following information as directory information: Student's Name; Address; Telephone Listing; Electronic Mail Address; Photograph; Date and Place of Birth; Dates of Attendance; Grade Level; Participation in Officially Recognized Activities and Sports; Height of Members of Athletic Teams; Degrees, Honors, and Awards Received; and the Most Recent Educational Agency or Institution Attended.

DRESS CODE

Each student should wear clothing suitable for school and the day's weather conditions. Students go out for recess unless the weather prohibits.

Styles change from time to time--neatness and cleanliness do not. When the type of clothing worn or the manner in which it is worn causes distraction in the classroom or creates a health or safety problem, the student wearing such apparel will be asked to either change or call home for more appropriate clothing.

The school reserves the right to restrict or prohibit participation in, or attendance at any school sponsored activity when the student dresses in a manner unbecoming himself or herself or the student body, or when the student's clothing or appearance creates unnecessary safety, health, or discipline problems.

FOOTWEAR: Appropriate footwear should be worn at all times. Safety is a prime consideration at recess and in PE where students are frequently running. Tennis shoes **must** be worn during PE in order for students to participate.

HATS/CAPS: Although some teachers may allow hats within the confines of the classroom or for special "all-school" occasions, students are not allowed to wear hats in the school building during school hours. Students wearing hats will have them confiscated until the end of the school day.

UNACCEPTABLE CLOTHING:

1. Short shorts
2. Attire that doesn't cover the shoulders (spaghetti straps), or exposes the midriff
3. Symbols, slogans, writing and printing on any garment that is not in good taste, socially unacceptable, promotes violence, or advertises items prohibited to minors.

(Examples include: tobacco products, alcohol, drugs, provocative or violent messages, etc.)

4. No student shall reveal any piercings on his or her body other than those on ears.

ELECTRONICS (including cell phones and games), laser pointers, ALL toys, trading cards, etc. serve no purpose at school.

These sometimes expensive items are easily lost, stolen, or damaged, and often cause unnecessary disruptions between students both in the classroom and on the playground. **These items are to be left at home.** Failure to do so could result in the item being confiscated until the end of the day or until a parent is able to come in and retrieve the item.

Students will be allowed to bring and use media devices with the permission of and under the supervision of their teacher. This may include laptops, i-Pads, Kindles, notebooks, and other devices which may be used for educational purposes. If such devices are brought to school, they must be used solely for educational purposes and will be subject to all school policies and rules. If a student violates a policy or rule with an electronic device, they will be subject to designated consequences and may lose the privilege of using electronic devices at school.

It is the student's responsibility to maintain the safety and security of any electronic device brought to school or to extracurricular activities. The District/school is not responsible for any lost, broken or stolen property. Students will need to have parental approval before bringing any type of electronic device from home to school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY

The Pettis County R-V School District follows state and federal requirements that records be maintained for a minimum of three years from the date no longer needed to provide educational services to the child. A permanent record containing the student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed is maintained. Records not required to be maintained will be destroyed according to Federal guidelines.

As parents of students in Pettis County R-V District, you have the following rights to:

1. Inspect and review the student's educational records.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Family Education Rights and Privacy Act and the regulations authorize disclosure without consent.
4. File with the U.S. Department of Education a complaint under 99.6 concerning alleged failures by the agency or institution to comply with the requirements of the Act.
5. Obtain a copy of the District policy adopted under this act, or review a copy placed in the superintendent's office.

Parents' Right to Know

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide you in a timely manner, the following information:

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

Standard Complaint Resolution Procedure for Improving America's Schools Act Programs This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local School Board Policy 1621. This policy states the grievance must first be filed with the Coordinator of the Federal Programs who then has fifteen days to investigate and resolve the grievance. If the petitioner is not satisfied, they may file a written appeal with the Superintendent of Schools, who then has fifteen days to investigate and resolve the issue. If the petitioner is still not satisfied with the decision, they will be allowed to file a written letter of appeal to the Board of Education through the Superintendent of Schools and have the opportunity to appear and have their complaint heard by the Board of Education. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact Pettis Co. R-V Superintendent, Mr. Cody Hirschi, or Department personnel.

FIELD TRIPS

Each grade level may take one scheduled field trip per year. Permission slips will be sent home and are required to be signed and returned to school before the trip date. We may not be able to have all willing parents help with these trips as there may be ticket limits and/or transportation restrictions. If you are able to attend a field trip, we ask that other arrangements be made for siblings or other children so that this may be a special day for you and your child on the field trip. Students must ride the bus to the field trip in order to be counted as “present” for the school day. Specific arrangements may be made to take your child home in your personal vehicle but will require you signing your child out from the teacher. Please keep in mind that early check-out could result in your child be recorded as absent for the time.

HEALTH POLICIES, SERVICES, AND REQUIREMENTS

Our school will provide basic school-age children's health services. These services will not replace the care your child gets from your regular doctor or clinic but will provide:

- Basic emergency and first aid care;
- Administration of medication for your child with a doctor's order and your request;
- screening exams for eye, ear, dental and spinal problems, or other physical or mental health concerns;
- Referral to agencies who may be able to assist your family correct any problem discovered;
- Immunization information;
- Health information for you and your child;
- Additional health education based on risk management regarding healthy lifestyles, nutrition, personal hygiene, injury prevention and personal safety;
- Health care plans for students with special needs; developed with students and parents.

Schools must collect health information on all students which includes immunization records, history of health development information and emergency instructions, directions for dealing with special health problems and insurance coverage (or lack of it).

Policy for Dispensing Medication at School

The following policy has been established regarding the dispensing of medication during school hours:

1. Prescription medication will only be given with written parental permission, and with a pharmaceutical label on the bottle with a current date. We prefer that the parents send a bottle for use at school that has been labeled by the pharmacist. If a second bottle is not available, the parent should bring the original bottle for the School Health Office to verify a copied label.

The bottle should include the following information:

Student's name, current date, name of medication and specific instructions such as amount and time to be given, name of doctor prescribing medication

2. Non-prescription medication may only be given with a signed note of parent permission for the drug to be given at school, following dosage recommendation per label for age and weight. Also, health aide discretion may be utilized in determining the appropriation of a medication for a child. Tylenol may be given with a parent's previously signed permission as per the standing orders for Tylenol.

3. It should not be necessary to give more than one dose of medication per day during a seven- hour school day. Your doctor may be able to schedule all doses of medication to be taken at home. Exceptions should be arranged with School Health Office personnel.
4. Medication will be supplied by the parent and given by the health aide for the length of time the prescription is current.
5. Students with chronic or specific problems requiring medication for emergency situations should have their medication properly labeled as listed above. Specific written instructions must be provided as to when and under what circumstances medication is to be given. This information should be provided and signed by the student's doctor annually.

Communicable Disease Requiring Exclusion from School

- **Chickenpox** No less than five days after appearance of skin eruptions or longer. All lesions must be dry scabbed. Students must be seen by the health room personnel prior to returning to the classroom.
- **German Measles (Rubella)** Seven days after appearance of rash.
- **Impetigo** Until lesions are healed or documented under doctor's treatment.
- **Measles** During cold symptoms and seven days after appearance of rash.
- **Mumps** Nine days following onset of swelling.

- **Head lice** Must have effective treatment resulting in absence of nits from hair and lice from scalp to be able to return to school or any school activity.
- **Scabies** Doctor's note stating student is under treatment.
- **Red or inflamed eyes** Doctor's note stating diagnosis and medication has been given for 24 hours, or until the eye is clear.
- **All rashes must be excluded** until student brings a doctor's note stating diagnosis and that the student may attend school or until the rash is clear.
- **Fifth's Disease** Excluded from school with a lacey rash or "slapped cheek" appearance, **only** if fever of 100 degrees (F) or above is present. .
- **"Strep" Throat** If it is suspected that a student has strep, he/she will be sent home and

- **Influenza (Flu)** Excluded from school as long as vomiting, diarrhea, fever or other related symptoms are present. Student may return to school when symptom free for 24 hours.

FEVER

In any illness where body temperature is elevated to 100 degrees (F) or above, the child should remain home until the temperature has been normal for 24 hours. This is to protect your child from further illness and also to protect the children with whom the student may come into contact. Parents will be notified to come and pick up their child when a child at school is found to have a temperature of 100 degrees (F) or above.

Illness or Injury at School

If a student has been sent home from school due to illness, they must be symptom free for 24 hours prior to returning to school. Failure to adhere to this procedure may result in a parent being contacted to immediately come and get their child. This is to ensure proper time for the child to regain health and to protect other students from being unnecessarily exposed. Absences resulting from the school sending home a student will be excused.

Parents or emergency contact persons listed on the student information sheet will be contacted in case of illness or emergency. If no one can be contacted, the child will be kept at school until dismissal and sent home in the usual way. Emergency medical assistance, including transportation and hospitalization, will be sought for your child in an emergency situation.

HONORS AND AWARDS

Special recognition is given throughout the school year to recognize student achievement, effort, sportsmanship and citizenship. Students in grades 4-6 are eligible for recognition on the elementary honor roll. In order to achieve recognition on the honor roll a student must maintain a B+ average or higher, (on a 4.0 scale). All grades will be used to determine grade averages. Please note: Students receiving a D+ or below in any subject are not eligible for the honor roll.

NOTES FROM PARENT

Please send a note to school with your child if...

1. Different transportation arrangements are planned.
2. Your child is going home with or being picked up by someone else.
3. You are planning an early pick up.

4. You want activities limited due to illness.
5. Your child needs to stay in from recess due to health reasons.
6. Your child has medication to take (see **School Health Policies and Requirements** section).

PARTIES

Two school “sponsored” parties will be scheduled for the 2016-2017 school year: **Halloween and Valentine's Day. Christmas and Spring parties will be held at the discretion of the classroom teacher.**

Party Planning

Please keep in mind teachers welcome help with planning and participating in classroom parties. Because we have so many needs that must be kept in mind, the classroom teacher and/or building principal will have final say as to what activities and plans may take place in the classroom- *this includes games, food, crafts, and other activities related to the theme.* We want to honor all students, families, and staff while at the same time providing an enjoyable celebration for all. Although room parents are discouraged from bringing pre-school aged children to the parties, we recognize that you may need to bring them with you. So, our local FCCLA (when available) will provide child care at the elementary during parties for those that may need this service.

REPORT CARDS, PROGRESS REPORTS AND PARENT-TEACHER CONFERENCES

The Northwest Elementary faculty is committed to working closely with parents to provide the best possible education for their children. Effective and frequent communication is an important part of this process. Parent visits and phone calls regarding student achievement are always welcome.

Report cards for students in grades K-6 are issued quarterly and are sent home with the students. Mid-term reports will be sent when unsatisfactory work habits or a grade of C or below, is occurring. Conferences and other informal contacts will be used as needed to keep parents informed of student progress.

Parent-teacher conferences will be scheduled for all students at the end of the first quarter, and targeted conferences will be scheduled through-out the school year on an as needed basis (no set date).

RETENTION

Retention of a student in their current grade level is a possibility if he/she is not meeting grade level expectations in the core subject areas. Retention is a choice of last resort and will be considered only after other efforts to remediate have failed. Parental notice shall be made in writing while the opportunity to remedy the problems still exists.

According to law, Senate Bill 319, the Pettis County School district must assess the reading ability of all 3rd graders near the end of the school year. For those students reading below the 2nd grade level, the school will create a plan for improving their reading skills. This plan will be referred to as a "Reading Improvement Plan". Upon completion of 4th grade, students who are still reading below the 3rd grade level shall not be promoted to fifth grade. Please note that some students receiving special education services or for whom English is not their native language may not be tested or retained under this law.

A recommendation for retention shall come from a committee consisting of the principal, teacher(s), counselor, and the parent(s). It will come from the committee only if it is believed that the retention will be in the best educational interest of the child.

Other possible reasons for consideration of retention may include chronological age, study habits, poor attendance, and/or social and emotional immaturity.

SCHOOL CLOSINGS AND EARLY DISMISSAL

School closings and emergency early dismissals are announced on area radio stations. We will also make all reasonable attempts to notify parents/guardians using our school texting system, School Reach. **Please do not call the school, school personnel, or the radio stations.**

STUDENT BIRTHDAYS

Students will be recognized on their birthdays by their classroom teacher and the office. It is acceptable for students to bring a **simple treat** (something easily passed out and shared with classmates- cookies, cupcakes, etc.). Actual "parties" within the school day to celebrate a child's birthday will not be allowed.

Please note: The school will no longer permit students to pass out party invitations to their classmates. Your child's teacher may choose to publish a classroom directory at the beginning of the school year which will include parent contact

information. But it will only include information for your child's specific class. Parents will have an opportunity to "opt-out" of this directory prior to it being given to the class. Please refer to this directory when contacting parents of other classmates.

STUDENT SEARCH PROCEDURE

Desks, books, and lockers are school property and subject to search without additional notice. Student's personal property may be searched when reasonable suspicion exists. Students may also be asked to turn out pockets and expose their socks. Refusal to do so may result in parent or law enforcement contact.

TELEPHONE USE AND MESSAGES

Phone messages will be delivered to students. Students will only be allowed to use the phone in the event of an emergency, or at the discretion of their classroom teacher. Parents needing to talk with teachers are asked to call and leave a message. Teachers will return calls during planning times or before or after school. Teachers are normally available from 7:45-8:05 and 3:10-3:25.

TOYS AND OTHER NUISANCE ITEMS

Toys should be kept at home (unless specifically requested by a teacher). Students who bring these items will have them confiscated and the item(s) may be picked up at the end of the day. Repeat offenses may result in a parent being contacted to come in and retrieve the nuisance items. No gum, candy, or soda should be brought to school without the classroom teacher's permission.

VISITORS

The school district encourages parents to visit their child's classroom. Please call in advance to make arrangements with your child's teacher for the visit. All parents and visitors are asked to check in at the office upon arrival at school. Visits by children will be discouraged.

If you need to visit with your child's teacher, the building secretary, or the school principal, please call 660-568-3315 or email directly to schedule an appointment. We ask that you DO NOT come into the building to visit with faculty and staff at either the

beginning or the ending of the school day unless there is an immediate need. ALL adult school personnel are needed during these times to provide student support.

In the event of an emergency situation or you have an immediate need, please do not hesitate to come in and make us aware. We will make arrangements to accommodate you as quickly as possible. Otherwise everyone is asked to wait outside. Thank you for adhering to this procedure.

VOLUNTEERS

All individuals volunteering at school will be required to complete a Volunteer Information Form. This includes all room parents, chaperones on field trips, classroom helpers, etc. These forms will be available in the building office.

WEEKLY STUDENT/ CLASSROOM ENVELOPES

Every week (if school is in session), students in all classes will bring home a "Weekly Envelope." It will contain the student's work from the previous week and other information that the teacher or office may include. Please look it over carefully and then sign the envelope by the correct date and return it to school. The envelope is designed to last all school year. If a student loses his/her envelope, the replacement cost for a new envelope will be \$1.00.

The following pages contain School Board Policy 2610: District Discipline Code
Although much of the following information is not often related to elementary student behavior issues, parents need to be aware of the following policies that have been reviewed and adopted by the Pettis County R-V School Board. In the event a student's conduct falls under any of the following categories, these policies will be followed.

District Discipline Code/ Board Policy 2610

Student Behavior and Conduct

All students attending school in the Pettis County R-V School District will be expected to accept the obligation and responsibilities to attend school on a regular basis and to comply with the District's discipline code set forth in Board Policy 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to punish the student, to deter future misconduct, and to provide a safe and positive environment in which students can maximize their learning potential.

The District has the authority to control student conduct, which is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school sponsored activities (home or away) and for conduct away from school or in non-school activities which affect school discipline.

Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities, and school social events), the reassignment of the student to another school, removal for up to ten (10) school days by school principals, extension of suspensions for a total of one hundred eighty (180) days by the Superintendent, and longer term suspension and expulsion from school by the Board of Education.

Any student questioned by Law Enforcement on school property, will have a school official present at all times during the questioning.

Behavioral Expectations

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

The code of conduct detailed in this regulation shall apply to Northwest students as they attend and/or participate in any school related function, whether it be on the property of the Pettis County R-V School District or elsewhere.

In addition to the consequences listed below, any time a student is referred to the building principal on the appropriate form, the following will occur:

- A. The student and principal (and teacher if applicable) will have a conference to discuss the situation, to ensure that the student understands the infraction with which they have been charged and to afford them their due process rights.

- B. A contact will be made between the principal's office and a parent of the student(s) involved. This contact will be made through the most expedient means available.
- C. Documentation of the offense will be noted in the student's school record.

Unacceptable Behaviors

1. **Possession of or presence of being under the influence of a controlled substance or substance represented to be a controlled substance (including alcohol).**

First Offense: Student may receive from 10 - 180 days out-of-school suspension or expulsion; notification of law enforcement

Subsequent Offense: Expulsion; notification of law enforcement

2. **Sale of a controlled substance or substance represented to be a controlled substance (including alcohol).**

First Offense: Student may receive 20 – 180 days out-of-school suspension; notification of law enforcement
Subsequent Offense: Expulsion; notification of law enforcement

3. **Assault of a Student--** Use of physical force with the intent to do bodily harm

First Offense: Student may receive 10 - 180 days out-of-school suspension; notification of law enforcement

Subsequent Offense: Expulsion; notification of law enforcement

4. **Assault of Staff Member --** Use of physical force with the intent to do bodily harm

First Offense: Student may be given expelled; notification of law enforcement

5. **Possession of a Weapon --** Defined in Policy 2620

First Offense: Student may receive 180 days out-of-school suspension or expulsion; notification of law enforcement

Subsequent Offense: Expulsion; notification of law enforcement

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

First Offense: Student may receive 11 - 180 days out-of-school suspension or expulsion; notification of law enforcement

Subsequent Offense: Expulsion; notification of law enforcement

7. **Sexual Harassment/Assault -- Physical touching of another student in the area of the breasts, buttocks or genitals**

First Offense: Student may receive in-school suspension, Saturday detention, or 1 - 5 days out-of-school suspension

Subsequent Offense: 1 - 180 days out-of-school suspension or expulsion; notification of law enforcement

8. **Sexual Harassment-- Use of sexually intimidating language, objects, or pictures**

First Offense: Student may receive in-school suspension, Saturday detention, or 1 - 5 days out-of-school suspension

Subsequent Offense: 1 - 180 days out-of-school suspension or expulsion; notification of law enforcement

9. **Threatening Language--** Use of verbal threats to do bodily harm

First Offense: Student may receive in-school suspension, Saturday detention, or 1 - 5 days out-of-school suspension

Subsequent Offense: 1 - 180 days out-of-school suspension

10. **Extortion** -- Verbal threats or physical conduct designed to obtain money or other valuables

First Offense: Student may receive in-school suspension, Saturday detention, or 1 - 5 days out-of-school suspension

Subsequent Offense: 1 - 180 days out-of-school suspension

11. **Fighting** -- Physically striking another in a mutual contact as differentiated from an assault

First Offense: Student may receive in-school suspension, Saturday detention, or 1 - 5 days out-of-school suspension

Subsequent offense: 1 - 180 days out-of-school suspension

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

First Offense: Student may receive in-school suspension, Saturday detention, or 1 - 5 days out-of-school suspension and/or removal from school bus for designated period of time

Subsequent Offense: 1 - 180 days out-of-school suspension and/or removal from school bus for not less than the remainder of the school year

13. **Theft** -- Non-consensual taking or attempt to take the property of another

First Offense: Student may receive in-school suspension, Saturday detention, or 1 - 5 days out-of-school suspension; notification of law enforcement if necessary

Subsequent Offense: 1 - 180 days out-of-school suspension; notification of law enforcement, if necessary

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

First Offense: Student may receive in-school suspension, Saturday detention, or 1 - 5 days out-of-school suspension; payment of damages

Subsequent Offense: 1 - 180 days out-of-school suspension; payment of damages

15. **Truancy** -- Absent or tardy from class or classes without authorization

First Offense: Student may receive detention, In-school suspension, or Saturday detention

Subsequent Offense: In-school suspension; notification of proper authorities

16. **Defiance of Authority** -- Refusal to obey directions, school handbook, or defiance of staff authority

First Offense: Student may receive in-school suspension, Saturday detention, and 1 - 5 days out-of-school suspension

Subsequent Offense: 1 - 180 days out-of-school suspension

17. **Improper Displays of Affection** -- Consensual kissing, fondling, or embracing

First Offense: Student may receive detention, In-school suspension, or Saturday detention

Subsequent Offense: In-school suspension or 1 - 3 days out-of-school suspension

18. **Indecent Exposure** -- Includes display in public location of buttocks and/or genitals

First Offense: Student may receive in-school suspension, Saturday detention, or 1 - 5 days out-of-school suspension

Subsequent Offense: 1 - 180 days out-of-school suspension; notification of law enforcement

19. **Use of Obscene or Vulgar Language** -- Language that depicts venous sexual acts, human waste, and blasphemous language

First Offense: Student may receive detention, In-school suspension, Saturday detention or 1 - 5 days out-of-school suspension

Subsequent Offense: In-school suspension, Saturday detention, or 1 - 180 days out-of-school suspension

20. **Possession or use of tobacco or tobacco products**

First Offense: Student may receive in-school suspension, Saturday detention, or 1 - 5 days out-of-school suspension

Subsequent Offense: 1 - 10 days out of school suspension or Saturday detention

21. **Disruptive Speech or Conduct**-- Use of hate language to demean other persons due, but not limited, to race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech, which materially and substantially disrupts class, school activities, transportation, or school functions.

First Offense: Student may receive retention, In-school suspension, Saturday detention or 1 - 5 days out-of-school suspension

Subsequent Offense: In-school suspension, Saturday detention, or 1 - 10 days out-of-school suspension

Firearms and Weapons in School

The District recognizes firearm and weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. The District will not tolerate the presence of firearms on the premises of our schools. This prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether or not on school property. The District complies with the provisions of the Improving America's Schools Act of 1994, the Individuals with Disabilities Education Act, and other applicable federal and state law.

Nothing in this policy shall prohibit the District from permitting a historical re-enactor to bring a historical era weapon to school for educational purposes so long as the weapon is not loaded.

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of the suspension on a case-by-case basis.

Definitions

The term "firearm" includes, but is not limited to, such items as:

Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or

Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or

Any explosive incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or

Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above or the Definitions section of this Regulation.

Items defined as "weapons" under MO. Rev. Stat 571.010

Blackjack

Concealable firearm

Explosive weapon

Firearm

Firearm silencer

Gas gun

Knife

Machine gun

Knuckles

Projectile weapon

Rifle

Shotgun

Spring gun

Switchblade

Other weapons: Mace spray

Students Who Bring Firearms to School

The District will take the following action upon determining that a student has brought a firearm to school:

The District will refer the student to the appropriate criminal justice or juvenile delinquency system, and the District may suspend the student from school for a period of not less than one year (365 days) from the date of the infraction, and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case-by-case basis upon recommendation of the District Superintendent if the Superintendent determines that circumstances justify such a modification. The District may, at its discretion, provide a student suspended under this Regulation with educational services in an alternative setting.

Student Use of Tobacco, Alcohol, Drugs, and Tobacco Products

The Board of Education believes that smoking and the use of any tobacco product is detrimental to the health and well-being of staff and students. This includes but is not limited to cigarettes, cigars, chewing tobacco, e-cigarettes, and vapors. Therefore the Board prohibits the use, sale, transfer and possession of tobacco products at school and at school activities.

Alcohol and Drug Use

The improper use of controlled substances, alcohol and substances represented to be such, is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct, as well as the possession of drug paraphernalia, is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Drug-Free Schools

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, pursuant to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade twelve.

Such programs address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs

in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

Sexual Harassment of Students

The School District strictly prohibits sexual harassment of students by employees or other students. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.
2. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
3. Submission to or rejection of such conduct by a student is used as the basis for evaluation of the student's performance within a course of study or other school-related activity.

Whether a student voluntarily submits to sexual advances or request is irrelevant for purposes of this policy.

Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. Employees who witness sexual harassment against a student shall immediately notify the designated administrator, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for reporting an incident or participating in or cooperation with an investigation.

The appropriate administrator shall conduct an investigation of the incident and shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. Students who believe that their complaint has not been satisfactorily resolved may use the normal grievance procedure.

Student Participation in Secret Organizations or Gangs

The Board of Education prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School District.

The Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of, or material interference with, school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Education acts to prohibit the existence of gangs and gang activities as follows:

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things, which are evidence of membership or affiliation in any gang.
2. Shall commit any act, or omission, or use any speech either verbal or non-verbal (gestures, handshakes. etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang activity, including but not limited to: *Soliciting others for membership in any gangs; Requesting any person to pay for protection or otherwise intimidating or threatening any person; Committing any other illegal act or other violation of school District policies; Inciting other students to act with physical violence upon any other person.*

Student Use and Care of School Property

The Board of Education recognizes that acts of destruction, defacing, trespassing, burglary and theft of District property are contrary to the interests of students, staff, and taxpayers. The District officials will cooperate fully with all law enforcement agencies in the prevention of crimes against District property as well as in the prosecution of persons involved in such conduct.

The District will seek restitution from students and other persons who have damaged or destroyed District property. As permitted by law, the District will also seek restitution from the parent/guardian of children involved in such misconduct.

Bullying (also found earlier in this document)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, during school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or

- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy may be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc.

Possible Consequences: Loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out of school suspension, expulsion and law enforcement contacted.

Detention

Detention is an assigned before-school and/or after-school period, during which student activity is closely monitored and severely restricted. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks.

Certificated staff members may recommend detention of students to the building administrator for after normal school hours until 5:00 p.m., provided the following conditions are observed:

6. Students must have an opportunity to make arrangements for transportation home. Therefore, the detention may take place on any day after the day of notification to detain.
7. The detention may be for disciplinary or academic reasons.
8. The names of all students detained must be reported to the building principal.
9. A certificated staff member must supervise all students detained.
10. While serving detention, the student will be required to perform those tasks as assigned by and discussed with the student and their parent/guardian. These tasks may include academic work or community service performed on school property. (Board Policy 2660)

In-School Suspension (ISS)

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/designee may assign students to the in-school suspension program for a reasonable and specified period of time. While placed in the in-school suspension program, the student may be assigned a variety of academic and/or non-academic tasks (as discussed with the student and their parent/guardian).

Saturday Detention

Saturday detention is a structured disciplinary action in which a student is isolated on Saturday mornings from 8:00 – 12:00. It is the student and parents' responsibility to ensure that the student is at the assigned place at the assigned time. The doors will be locked at 8:00 AM. The principal/designee may assign students to the Saturday detention program for a reasonable and specified period of time. While

placed in Saturday detention the student may be assigned a variety of academic and/or non-academic tasks.

Students receiving Saturday detention by Wednesday will be assigned detention for the upcoming Saturday. Only extreme extenuating circumstances approved by principal/designee will be looked at for student not showing on Saturday.

Failure to appear for Saturday detention will result in the following consequences:

1. Student will be assigned the next two Saturday detentions.
2. For missing the assigned Saturday detention the student will not be eligible to participate in any school sponsored extra-curricular (clubs, contests, dances, or games) activities until the first Saturday detention has been served.
3. Upon missing the second assigned Saturday detention the student may be suspended from school for Defiance of Authority.

Out-of-School Suspension (OSS)

The term "suspension" refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) school days for violation of District Regulations. Building principals may also recommend extensions of suspension for periods of time up to one hundred eighty (180) days by the Superintendent. The Superintendent of schools may suspend students for periods up to one hundred eighty (180) days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of one hundred eighty (180) days.

When a student is suspended, the principal (designee) shall attempt to reach the student's parent/guardian to inform them of the school's action and to request that they come to school for their student. If the parent/guardian is unable to come for the student, the principal (designee) may ask the parent/guardian for permission to send the student home. If the parent/guardian cannot be reached or if the above request is refused, the student must remain on school property until the close of the school day.

No student shall be suspended by a principal or by the Superintendent unless:

1. The student shall be informed, orally or in writing, of the charge against him/her, and
2. If the student denies the charge, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension, and

3. The student shall be given an opportunity to present his/her version of the incident to the principal or Superintendent.

Any suspension shall be reported immediately, in writing, to the student and the student's parent/guardian or others having custodial care of the student. A copy will be forwarded to the Superintendent.

If a suspension is ordered by the Superintendent for more than ten (10) school days, the Superintendent's order may be appealed to the Board of Education if written notice of appeal is delivered to the office of the Board of Education. If such suspension is appealed, the Superintendent shall promptly provide the Board with a report of the facts involved in the suspension, the action taken by the Superintendent, and the reasons for the Superintendent's decision.

In such event, the suspension shall be stayed until the Board renders its decision, unless in the judgment of the Superintendent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school, and the notice and hearing shall follow as soon as practical.

Any appeal to the Board of Education of the Superintendent's decision to suspend a student for more than ten (10) days may be heard and determined by the full Board or by a quorum thereof, or by a committee of three Board members appointed by the President of the Board and such committee shall have full authority to act in lieu of the Board.

A suspended student is not to be on school property during the duration of the suspension.

A suspension may affect the student's ability to earn credit for courses in which they are enrolled. Therefore, during an out-of-school suspension, the student (with consult of their parent/guardian) will have the opportunity to earn partial credit (60%) for assignments and evaluations missed during their suspension (as deemed appropriate by the classroom teacher). For those students wishing to earn partial credit during a suspension and to have suspension days considered excused (with limitations), the following conditions must be met:

1. Within twenty-four hours of the suspension (or the next school day), the student and/or parent must contact the principal's office to confirm that the student either desires to make up work for partial credit or does not so desire. If the student does not desire to make-up work and have the absences due to suspension excused, the days absent during the suspension will be considered unexcused and all grades missed during the absence will be recorded as a "zero".
2. The student will either make up the work or earn the attendance hours for all days of the suspension, or for no days of the suspension. Therefore, a student with a ten-day suspension may not opt to make up five days of work and not the other five days.
3. The student (with consultation from the parent) will select a community service project equal to five hours of service for each day of suspension. If a student is suspended for ten days and wishes to earn those days of attendance (to count as excused rather than unexcused), he/she must serve 50 hours of community service. Community service projects are considered those acts, which the

student can perform for the community or a not-profit organization through which the student or their family receives no financial gain. Examples would be working at the student's church, city hall, food shelter, etc. All community service is to be served during the time of the suspension or the weekend immediately following. The decision as to where the community service is to be served is up to the student and their parent/guardian. However, the principal prior to service beginning must approve the decision. The student or their parent/guardian is responsible for all transportation to and from the community service site. The school is not responsible to supervise the student during their time of service. Following the community service hours and upon the student's return to school, the student is to present the principal with a signed statement from the site of the community service which details the dates and times the student served and a brief description of the work they performed.

4. During their suspension, the student is responsible to contact the school and request assignments. The work missed during the suspension is to be turned in to all teachers the first day of the student's return to school. The student will receive no more than 60% credit for work completed

Expulsion

The term "expulsion" refers to permanent exclusion from school.

If a student consistently refuses to conform to school policies, rules and/or regulations, the Principal and Superintendent may recommend to the Board of Education that the student be expelled from school. The Board will review such recommendations and decide whether to proceed with an expulsion hearing.

No student shall be readmitted or permitted to enroll (except as required by law) following a suspension or expulsion from this District or from any other School District until the District has conducted a meeting to consider possible readmission. During the meeting, participants will consider the conduct that resulted in discipline and any remedial actions believed to be necessary to prevent future occurrences of similar conduct. However, no student will be readmitted or enrolled if the student was convicted of, charged as an adult or juvenile without final adjudication, or convicted of juvenile conduct which, if charged as an adult, would constitute one of the following offenses:

1. First degree murder (Mo. Rev. Stat. § 536.020)
2. Second degree murder (Mo. Rev. Stat. § 565.021)
3. First degree assault (Mo. Rev. Stat. § 565.050)
4. Forcible Rape (Mo. Rev. Stat. § 566.030)
5. Forcible sodomy (Mo. Rev. Stat. § 566.060)
6. Robbery in the first degree (Mo. Rev. Stat. § 569.020)
7. Distribution of drugs to a minor (Mo. Rev. Stat. § 195.212)
8. Arson in the first degree (Mo. Rev. Stat. § 569.040)
9. Kidnapping as a Class A felony (Mo. Rev. Stat. § 569.110)

Nothing in this policy shall be interpreted to prevent the District from imposing discipline under the District's Student Code of Conduct for conduct underlying the above listed offenses even if the adult charge or juvenile petition has been dismissed or acquitted of the specific act in a criminal or juvenile court, provided it is proven by a preponderance of the evidence that the student committed the underlying act.

Enrollment or Return Following Expulsion

No student shall be readmitted, or permitted to enroll or otherwise attend school (except as may otherwise be required by law), following a suspension or expulsion from this or any other school until the District has conducted a conference to review the conduct that resulted in the suspension or expulsion, and any remedial actions needed to prevent any future occurrences of such or related conduct.

The conference shall include the appropriate school officials, including (1) any teacher employed in the District or directly involved with the conduct that resulted in the suspension or expulsion, (2) the student, (3) the parent/guardian of the pupil, and (4) any agency having legal jurisdiction, care, custody or control of the student.

The District shall notify in writing the parent/guardian and all other parties of the time, place, and agenda of any such conference. However, failure of any party to attend this conference shall not preclude holding the conference.

Notwithstanding any provision of this policy to the contrary, no student shall be readmitted or enrolled if:

1. The student has been convicted of one of the offenses listed below.
2. The student has been charged with one of the offenses and there has been no final judgment.
3. A juvenile petition has been filed alleging that the student committed an act, which if committed by an adult, would be one of the offenses listed below, and there has been no final judgment; or
4. The student has been adjudicated to have committed an act, which if committed by an adult would be one of the offenses listed below.

Offenses to which this Policy Applies:

1. First degree murder under Mo. Rev. Stat. § 565.020
2. Second degree murder under Mo. Rev. Stat. § 565.021
3. First degree assault under Mo. Rev. Stat. § 565.050
4. Forcible rape under Mo. Rev. Stat. § 565.030
5. Forcible sodomy under Mo. Rev. Stat. § 565.060
6. Robbery in the first degree under Mo. Rev. Stat. § 565.020
7. Distribution of drugs to a minor under Mo. Rev. Stat. § 195.040
8. Arson in the first degree under Mo. Rev. Stat. § 569.040
9. Kidnapping, when classified as a Class A felony under Mo. Rev. Stat. § 565.110

Corporal Punishment

Corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control. All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other District administrator.

Student Discipline Hearings

Parents/guardians of students suspended for more than ten (10) school days may make a written request for a hearing before the Board of Education. This request will be addressed to the Superintendent who will review all matters concerning the suspension and make a recommendation whether to refer the request for a Board hearing. It will be the sole discretion of the Superintendent whether to deny the request or refer the request to the Board of Education for a hearing.

In conducting a discipline hearing the Board will carefully consider the information presented by the Administration and by the parent/guardian. In making its decision concerning guilt and innocence as well as punishment, the Board will be mindful of Board Discipline Policies in place, the effect of its decision upon the individual student, and the safety and welfare of District students and staff.

Rules of procedure in hearings before the Board of Education on suspension and expulsion matters:

1. Student or student's parents/guardians may request a hearing before the Board to contest any suspension in excess of ten (10) school days. The request will be addressed to the Superintendent who will review all matters concerning the suspension.
2. No student may be expelled until this matter is reviewed in a hearing before the Board of Education.
3. The parent/guardian may represent their student or may retain an attorney to act as a representative in the defense of the student. The representative will have the right to present witnesses, question any and all witnesses as herein provided, and make a statement and offer exhibits on the nature of the evidence and disposition of the case. If the parent/guardian elects to have the student represented by an attorney at the hearing, the parent/guardian shall notify the Superintendent of such representation at least twenty-four hours prior to the scheduled time of the hearing.
4. Prior to the hearing, the parties, or their attorneys, may examine at the Board Office the discipline report and all related records.
5. Upon the request of any party, the Superintendent shall submit for review at the hearing the student's behavioral and academic record. If necessary, the information contained in such record may be explained and interpreted by a person trained in its use and interpretation. All parties shall be instructed to respect the confidentiality of all such records and information.
6. At the hearing, the Board may consider a student's record of past disciplinary actions, criminal court records, juvenile court records, and any actions of the student, which would be criminal offenses.
7. The parties may present their version as to the charges and make such showing by way of affidavits, exhibits, and witnesses as they may desire (before testifying, witnesses shall be sworn).
8. The President of the Board of Education, or the Chairman of the designated committee of the Board, shall have final charge of the hearing and shall have the authority to direct its proceedings and to control the conduct of all persons present in accordance herewith. Such authority shall include the limitation of questioning that is unproductive, lengthy, or irrelevant. The Board may invoke reasonable limitations on the number of witnesses.
9. The hearing shall not be open to the public unless requested by the student's parent/guardian or those having his/her custodial care, provided, however, that, if the hearing is open to the public, the Board

may set reasonable limitations on the number of people present based upon available space and need for orderly proceedings.

The Board shall also have the right to exclude the public or any person or persons if it shall determine that any person or group of persons is disrupting the hearings.

Unless public, as herein above provided, hearings may be attended only by members of the Board of Education, the Superintendent of Schools, the School Board attorney, the principal, the student, the parent/guardian and their representatives. Witnesses may be present only when giving information at the hearing. With parent/guardian permission, the student may be excluded at times when the student's psychological or emotional problems are being discussed.

10. A record shall be made of any information presented at the hearing. The District shall keep statements and other written matter presented on file.
11. In addition to the rights of the student requesting the hearing, the Board of Education also recognizes the rights and interests of the persons affected by the action of the student and therefore grant the opportunity for those students to be heard by the Board.
12. As soon as practical after the hearing, the Board shall make its decision and transmit the same in writing to the parties and the Superintendent.

The Board or its committee shall decide by majority vote whether the student has engaged in the misconduct charged by District Administrators. The decision must be based solely on the evidence presented at the hearing and must include findings of fact on which the decision rests.

Discipline of Students with Disabilities

The obligation and the responsibility to attend school regularly and to comply with the District's discipline policies apply to all students. When appropriate, the District may discipline a student with a disability who has not complied with the District's discipline policies in a manner that is consistent with the District's policies and applicable law. Special education services will be provided to a student with a disability if the student has been removed from school for more than ten (10) school days. If a student with a disability is removed for less than ten (10) cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed.

Reporting of Violent Behavior

The District requires school administrators to report acts of school violence to teachers and other District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties. School administrators will also disclose to appropriate staff member's portions of any student's individualized education program that is related to past or potentially future violent behavior. "Violent behavior" and the phrase "acts of school violence" are defined as the use of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus, or while involved in school activities.

In addition, the Superintendent of Schools will report to law enforcement officials, as soon as is reasonably practical, the commission of any of the acts or related juvenile offenses which are committed on school property, including school buses, or while involved in school activities. These offenses include:

1. First degree murder
2. Second degree murder
3. Kidnapping
4. First degree assault
5. Forcible rape
6. Forcible sodomy
7. Burglary in the first degree
8. Burglary in the second degree
9. Robbery in the first degree
10. Distribution of drugs
11. Distribution of drugs to a minor
12. Arson in the first degree
13. Voluntary manslaughter
14. Involuntary manslaughter
15. Second degree assault
16. Assault (except as provided in the Agreement contained in Regulation 2673)
17. Felonious restraint
18. Property damage in the first degree
19. Possession of a weapon
20. Child Molestation in the first degree
21. Deviate sexual behavior
22. Sexual misconduct involving a child
23. Sexual assault

The Superintendent will also notify the appropriate division of the Juvenile Court of the suspension of any student under court jurisdiction for more than ten (10) days.

Each school employee is required to notify their immediate supervisor if they have reason to believe that a student or District employee has committed any of the offenses set out in this policy, has physically or sexually abused any District student, or possessed a controlled substance or weapon in violation of District policy.

The Superintendent/designee will prepare and maintain records of serious violations of the District's discipline policy. Individual student records are available to school employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties. In addition, such discipline records will be made available within five days to any requesting School District where the student seeks to enroll.