

Northwest R-I School District

6th-8th grade Student Handbook

2020-2021



Northwest Families,

We know this year is going to be different, but whether you are starting the new year online or in person, we get to begin each year with a fresh start. New teachers, new staff and new students bring excitement and hope for all of us here in the Northwest School District. For our families, we know this time of year is when many of you sit down with your student and talk about goals and expectations for the coming year. To help our students and families succeed in achieving these goals, we understand there must be some processes and procedures in place to ensure a safe and welcoming school environment.

With that being said, we encourage you to take some time to go through the information in this handbook. I know there is a great deal of information to sift through and it may seem overwhelming since much of it relates to policies, procedures and student discipline. While this information is not nearly as exciting as the opportunities that lie ahead for our students, it is extremely important to be well informed and helps our schools maintain a safe learning environment.

While what's included in this handbook is about our expectations when it comes to student behavior, it is also an opportunity for you to share your personal expectations with your children. It is also a good time to talk about the possibilities and opportunities that lie ahead of them.

In the end, school is about growing and learning each day. It is a discovery process that allows students to find their passions and build on their strengths. Our schools are a place where students will learn from staff and one another through collaboration and open dialogue. Our students are expected to represent the core values that their school has identified and recognize that they can all make a positive impact on our schools and community.

One of those core values that run through the entire Northwest School District is our emphasis on leadership. What that means is leadership is something we expect not only from our students but staff as well. However with leadership, comes responsibility. Our students are expected to act out of a strong sense of personal, social and civic responsibility. They will learn to take ownership of their decisions and see challenges or failures as an opportunity to learn and grow.

While many items in the handbook identify possible consequences for undesirable or offensive behavior, we will always strive to make this a learning process. It is often through failure or mistakes we learn the most important lessons.

We look forward to a great year of learning and leading with all our students and families!

Desi Kirchhofer
Superintendent

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District Administration

Superintendent of Schools
Chief Operating Officer
Chief Human Resources Officer
Assistant Superintendent of Elementary Schools
Assistant Superintendent of Secondary Schools
Director of Student Services
Director of Health & Wellness
Director of Early Childhood
Director of Facilities
Director of Technology
Director of Administrative Services

Dr. Desi Kirchhofer
Dr. Geoff Macy
Mr. Mark Catalana
Dr. Grace Green
Dr. Tammy Ridgeway
Ms. Nicole Myers
Ms. Ann Frankowski
Ms. Susan Wingenbach
Mr. Ron Hill
Ms. Cindy Horn
Dr. Jessica DiPaolo

Mission Statement

The Mission of the Northwest School District is to ensure all graduates and students are **RESPECTFUL, RESPONSIBLE, and RESILIENT** life-long learners **READY** for success in a complex and ever-changing world.

Our Motto

Love • Learn • Lead

Love what you do. Learn every day. Lead the way.



Campus Information

Elementary Schools (Grades K – 5)

Start Time: 8:35 am | Dismissal Time: 3:33 pm

Brennan Woods Elementary
4630 Brennan Road
High Ridge, MO 63049
Phone: 636-677-3400
Fax: 636-677-5440
Principal: Mary Smith
Administrative Intern:
Spencer Storey

Cedar Springs Elementary
6922 Rivermont Trail
House Springs, MO 63051
Phone: 636-677-3330
Fax: 636-671-7244
Principal: Cynthia Spurgeon
Administrative Intern:
Aubrey Bauer

Middle School (Grades 6– 8)

Start Time: 7:25 am
Dismissal Time: 2:23 pm

Valley Middle
4300 Gravois Rd.
House Springs, MO 63051
Phone: 636-671-3470
Fax: 636-671-0948
Building Principal: Nicole Huffman
Assistant Principal:
Pam Helferstay
Administrative Intern.:
Jennifer Sohn

Woodridge Middle
2109 Gravois Rd.
High Ridge, MO 63049
Phone: 636-677-3577
Fax: 636-677-5581
Principal: Shannon Umfleet
Administrative Intern:
Elizabeth Green

High Ridge Elementary
2901 High Ridge Blvd.
High Ridge, MO 63049
Phone: 636-677-3996
Fax: 636-677-4366
Principal: Heidi Mackey
Administrative Intern:
Michelle Hogan

House Springs Elementary
4380 Gravois Rd.
House Springs, MO 63051
Phone: 636-671-3360
Fax: 636-671-7269
Principal: Angie Ritzel
Administrative Intern:
Michelle Hogan

High School (Grades 9 – 12)

Start Time: 7:25 am
Dismissal Time: 2:23 pm

Northwest High School
6005 Cedar Hill Rd.
Cedar Hill, MO 63016
Phone: 636-274-0555
Fax: 636-274-2076
Building Principal: Brad Snell
Assistant Principals:
Jennifer Younkins
Stella Viehland
Jason Brown
Amanda Berry
Jennifer Baugh

Maple Grove Elementary
7887 Dittmer Ridge Rd.
Dittmer, MO 63023
Phone: 636-274-5327
Fax: 636-274-0413
Principal: Kimm O'Connor
Administrative Intern:
Aubrey Bauer

Murphy Elementary
2101 Valley Dr.
High Ridge, MO 63049
Phone: 636-343-5466
Fax: 636-343-5786
Principal: Ernest Motley
Administrative Intern:
Spencer Storey

Early Childhood Center

6180 Hwy. MM
House Springs, MO 63051
Phone: 636-671-3382
Fax: 636-671-1625
Director: Susan Wingenbach

Northwest Administrative Center

Hours: M-F 8:00 am – 4:30 pm
4290 Gravois Road
House Springs, MO 63051
Phone: 636-677-3473
Fax: 636-677-999

Board of Education

The Board of Education consists of seven elected district residents. Terms are noted below each member's name. The Board's key roles include approving the budget, establishing goals and evaluating the outcomes, adopting policy, community connection, and assuring the district's performance. The current board members are:

Ms. Retta Tuggle, President
3766 Clearwood
Eureka, Missouri 63025
Term Ends: 04/2023

Ms. Sherri Talbott, Member
6113 Queens Court
House Springs, MO 63051
Term Ends: 04/2023

Mr. Gary Bonacker, Vice President
3535 Byrnesville Road
House Springs, Missouri 63051
Term Ends: 04/2022

Mrs. Terri Green, Member
6509 Ashwell Lane
Cedar Hill, Missouri 63016
Term Ends: 04/2021

Mr. Chris Shelton, Secretary
4987 Devon Lane
House Springs, Missouri 63051
Term Ends: 04/2021

Ms. Mary Thomasson, Member
6113 Queens Ct
House Springs, MO 63051
Term Ends: 04/2023

Mr. Jeff Hanewinkel, Treasurer
3209 Echo Lake Drive
Byrnes Mill, Missouri 63051
Term Ends: 04/2022

The Board of Education is scheduled to meet monthly. The meeting agendas will be posted in each building and Central Office. The meeting times reflect the beginning time for open session business. Board meetings are open to all, except when a portion of the meeting is closed for legally specified circumstances. All meetings will be held at the Northwest Administrative Center, unless otherwise noted. The meeting dates are:

July 16, 2020	7:00 pm	February 18, 2021	7:00 pm
August 20, 2020	7:00 pm	March 18, 2021	7:00 pm
September 17, 2020	7:00 pm	April 15, 2021	7:00 pm
October 15, 2020	7:00 pm	May 20, 2021	7:00 pm
November 19, 2020	7:00 pm	June 17, 2021	7:00pm
December 17, 2020	7:00 pm		
January 21, 2021	7:00 pm		

Snow Days/Inclement Weather

When the first snowflakes fall or inclement weather is predicted, the Northwest School District will begin the process of determining whether or not to call off school. Although some weather conditions make the decision to cancel school rather easy, more often than not weather systems are unpredictable and the decision to call off school becomes extremely challenging. *The Missouri Department of Elementary and Secondary Education allows districts to apply for an Alternative Method of Instruction waiver which allows districts to waive 36 hours of school missed due to inclement weather. It is essential that families continue to watch the snow day announcement and if it states it is an AMI day students log-in and do their work virtually for the day.*

School administrators will begin the process of evaluating weather conditions by monitoring a number of weather forecasts and consulting with representatives from First Student, the district's transportation provider, MoDOT, the Missouri Highway Patrol and representatives of the districts' facilities department. Representatives from the school district will also drive local roads in the early hours of the morning to evaluate and determine driving conditions.

Once a decision to cancel school is made, the district will contact the following TV stations: Channel 2, Channel 4, and Channel 5. The district will also contact the following radio stations: KMOX (1120 am), KTJJ (98.5 fm), and KJFF (1400 am). *Parents are asked to listen to the media to find out if school has been cancelled or if the day is an AMI Snow Day.* Parents are asked to listen to the media to find out if school has been cancelled. Additionally, the district will post the cancellation information on the district website at www.northwestschools.net as soon as possible after the decision.

The district will also utilize a system called School Reach. School Reach allows parent contact phone numbers to be called automatically by a voice messaging system to inform families whether school is cancelled, if students are being dismissed early, *or if the day is an AMI Snow Day.* Within minutes of initiating the system, School Reach automatically sends a recorded message to every number in its calling system.

Parents should watch or listen to the local media rather than contacting the schools or the district office to allow the district to quickly and effectively utilize the media to provide cancellation information. If the district is going to dismiss early once students are in school, the decision will usually be made before 1pm.

Safety

The Northwest R-I School District has taken a proactive position when it comes to emergency and disaster planning. It has an on-going committee composed of district administrators and staff. The committee's purpose is to develop, train, and implement disaster procedures. Parents/guardians and patrons of the district are invited to meetings to provide suggestions and input regarding safety concerns. Contact Jessica DiPaolo at 636-677-3473 for more information.

Guidance/Counseling Staff Service

The Northwest guidance staff offers small group and individual counseling on an as-needed basis. Group activities for grief, divorce, changes in family situations, teen parenting, study skills, and anger management are just a few of the many groups offered.

The high school guidance office also holds scholarship information that is available to all students. Here, students also pick up work permits and male students register for selective service on-line. The counseling staff does peer mediation and conflict resolution training. The counseling staff provides new student placement and orientation.

Counselors serve on the crisis intervention, building care, and at-risk identification teams. Consultation with parents/guardians and teachers is ongoing. Counselors are an important part of the administration of standardized tests.

The guidance offices hold a wealth of resources available to the students, parents/guardians, teachers, and community on a variety of topics and concerns.

Student Absences and Excuses

Due to COVID 19 students will be monitored accordingly. However, the guidelines will be referenced when appropriate.

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031, RSMo.) which establishes compulsory attendance for all children between the ages of seven and seventeen years of age or having completed sixteen (16) credits toward graduation.

Student Absences Documented or Undocumented

Due to COVID 19 it is essential parents stay in contact with their school nurse if their child is ill. However, the guidelines will be referenced when appropriate.

1. In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school. The absence will be recorded as documented or undocumented. All absences must be changed within one (1) week after return to school or the absence will be permanently recorded as undocumented. After the week period, only Administrative approval can change the status of any absence.
2. Documented absences include:
 - a. Illness of the student with a physician's note.
 - b. Days of religious observance with a letter.
 - c. Death in the family with a notice.
 - d. Doctor and dental appointments with a physician's note.(Parents are encouraged to make those appointments outside of school hours if possible.)
 - e. Court appearances with documentation.
 - f. Other absences to be considered at discretion of administration on an individual basis with documentation.

When a parent is aware in advance that their child will be absent from school, it is the parent's responsibility to inform the school prior to the absence. Documentation will be required to support a pattern of absences which, in total, are seen as excessive.

3. All assignments missed due to absences are expected to be made up.

It is the student's responsibility to meet with the teacher and receive the necessary instructions and assignments as per the following procedures.

 - a. The student shall obtain assignments from appropriate staff members.
 - b. Arrangements should be made in advance if the absence is foreseen.
 - c. All assigned work should be submitted upon returning to school if the absence is prearranged.
 - d. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.
 - e. If make up time is required as a result of an undocumented absence, the make up time must be scheduled.
4. Attendance patterns for all students will be monitored. The principal and/or staff will take appropriate action to investigate absences that are not documented. Five (5) total absences per semester will be considered excessive for the purpose of potentially establishing a pattern of truancy or educational neglect (nature of absence will be used to assist in determining the appropriate course of action). The following procedures will be implemented once a student is absent.

Beginning with the first student absence:

- If the parent/guardian does not contact the school to report the absence, the school will make contact by phone or letter to inform the parent of the absence.
- The parent/guardian will be made aware of the student's attendance, and school district policy/regulations.

Five (5) days of absences per semester:

- The school will contact the parent/guardian by phone, letter, or other electronic means.
- The communication may include a request for a parent/student/counselor conference.
- The student's attendance patterns will be identified and discussed.
- If a parent conference is required, a plan will be developed to improve the student's attendance.
- Parents will be informed of possible outside agencies referral, if absences continue.
- Referral to the Positive Support Team (PST) will be made.

Ten (10) days of absences per year:

- The school will contact the parent/guardian by phone, letter, or other electronic means which may include the attendance policy/regulation, and a copy of the student's attendance record.
- The communication will include a request for a parent/student/counselor/principal conference.
- Documented absences will be considered prior to the school notifying either the Jefferson County Juvenile Office and/or the Children's Division, whichever applies after the student's tenth absence for students under the age of sixteen years old.
- Develop or revise plans to improve attendance.

Appropriate Referral Agency:

- Division of Family Services will be notified when parents have not cooperated with school-based efforts (calls, letters, conferences) and absences continue.
- Juvenile Office will be notified when parents have cooperated with school-based efforts, the juvenile has not cooperated, and absences continue.

The school will maintain the following documentation and/or data:

- Document the dates of communications, policies, and regulations that are sent to parents.
- Document phone calls and parental responses.
- Document conference dates and parental responses.
- Document attendance plans and any revisions.
- Maintain student attendance records.

5. Any absence from class as a result of a school-sanctioned activity will be considered a documented absence for purposes of this regulation. (Example: field trip, athletic event, student activity, etc.)
6. Days of student suspension are not considered days absent for purposes of this regulation. Students will be allowed to make up their work for all suspension.
*Students on long-term suspension will be allowed to complete work for credit in classes where this is possible. Students will be dropped from any classes where the missed work cannot reasonably be completed.
7. Exceptions to this stated regulation will be made only by administrative discretion on an individual basis. Any absence not accounted for will be considered an undocumented absence.
8. The District's inadvertent failure to comply with any procedure set forth in the regulation, including but not limited to the notice provisions, will not protect the student from the consequences for excessive absence as provided in this policy.

School Health Services

We will be following COVID - 19 Health Guidelines. Please reference the School Re-Entry Plan for more information. The following health guidelines will be followed outside of COVID-19 related concerns.

Building Bridges to Link Health and Education

Health services are provided in each school to students and employees by registered nurses and health-room assistants. The assistants are trained and supervised by licensed registered nurses. The Director of Health and Wellness coordinates the student health services in each building and organizes staff wellness programs. The nurses encourage parents/guardians to follow a routine of having their child examined regularly by a physician. School health services are not designed to replace this examination or other primary health care services.

The district is responsible for the emergency handling of accidents and sudden illnesses occurring at school. This includes giving first aid and notifying parents/guardians. The school is not responsible for subsequent treatment or medical expenses incurred after the administration of first aid. It is the parent's/guardian's responsibility to complete the "Student Health Information Form" **each** school year and to notify the school of any changes to this information throughout the school year. Health information will be shared with school staff on a need-to-know basis for the safety of your student. **For student safety, it is imperative to have current phone numbers and addresses in case of emergencies.**

Vision and hearing screenings are completed on students routinely and when a student is referred to the nurse by teacher, parent, and/or student. Vision and hearing information and student health information is shared with school personnel on a need to know basis for safety and academic success.

All students must present documentation of up-to-date immunization status, including month, day and year of each immunization required before attending school. Current immunization requirements for school years are posted on the district web page.

Medication that must be given during school hours will be given in the nurse's office. If an alternative schedule for medication administration at home is possible, it should be used to prevent students from missing educational time. Medication will be dispensed according to the district's Medication Policy. Students are subject to disciplinary action if policy is not followed. Parents/guardians are encouraged to meet the health services staff in each student's building. This staff will assess all students that report to the nurse's office. Academic success and healthy habits are reinforced. Students will be encouraged to remain at school unless obviously ill or injured. If parents/guardians have questions, concerns, or information regarding their child's health, please contact the school nurse. The nurse can be a great health resource for families.

Medication policy

Northwest R-I schools do not supply medication. Medication shall not be administered in the school setting without proper documentation. If a student brings medication from home to be taken while at school, the following policy will be in effect, or the student shall be subject to disciplinary action:

- Only prescription medication will be given by school personnel. No over-the-counter medication (including aspirin) will be given unless it is prescribed by a physician.

Medication prescribed by a physician must have a pharmaceutical label, or a note from the physician indicating the following information:

- Student's name
- Medication name and specific instructions such as amount and time to be given
- Current date
- Name of doctor prescribing medication

All medication brought to school must be in a container appropriately and currently labeled by the pharmacy or physician with instructions described above. Your pharmacist can give you an extra, labeled bottle to use for medicine to be sent to school. A note from the parent/guardian must accompany the medication. The permission form is available at the school and on the district website.

If this Policy and Regulation 2870 is not followed, the medication may not be administered until the necessary information is received. Medication will be returned to the parent/guardian with a copy of this policy.

Students are only allowed to carry medications with them if these circumstances are met:

- Diagnosis of chronic or specific problems requiring medication for emergency situations.
- Medication must be properly labeled.
- Requests from a physician must be renewed annually, stating the student's name, name of medication the student is allowed to carry, dosage and frequency of medication administration, and potential side effects of medication. Permission to Carry Medication form is available on the district web page and each nurse's office.
- The school nurse, parent/guardian, and student must agree to the conditions under which the medication is to be self-administered.
- The student's health status and abilities have been evaluated by the nurse, who deems self-administration is safe and appropriate. The school nurse may request to observe the initial self-administration of the medication.
- The written request for self-medication from the physician and parent/guardian will be kept on file in the nurse's office.
- It is the responsibility of the parent/guardian to keep the school informed regarding any changes in the student's health status.
- Emergency medication – written standing orders will be obtained annually for the administration of emergency medication.
- District nurses have the authority to refuse administering medication above the recommended dosages per physician's desk reference guidelines.

Field Trips: Medication will be sent with the teacher supervising students attending district approved field trips. Only medications prescribed by a physician to be administered at school will be dispensed by teacher to students attending the field trip. It is the responsibility of the parent to inform the school nurse of any special needs or instructions regarding administering care of medications on field trips 2 weeks prior to the field trip.

When to keep children home due to illness- district employees are frequently asked if a child is too ill to come to school. Some guidelines suggested for the parent/guardian to use in making the decision whether to send a child to school are listed below. Remember, you know your child better than anyone else; you can make the best decision regarding the degree of the child's illness. Please seek medical intervention if you feel your child's condition is not improving as fast as usual, or if you have concerns regarding diagnosis of symptoms. It is difficult for children to fully participate in educational opportunities if they are not feeling well.

One of the best ways to avoid becoming ill is to practice proper hand washing. Please remind your children about the importance of frequent, vigorous hand washing using soap and water, and model this behavior with younger students. Drying hands with disposable towels or electric hand dryers is also important to prevent spread of germs.

The health service staff encourages parents to check their children **weekly** for signs of active head lice. Evidence supports this practice to be the most effective in early detection of head lice and this reduces transmission of head lice in the community. If parents need help in identifying or they are unsure if their child has an active case of head lice, please contact the nurse or health room assistant at your child's school as they would be happy to check your student and offer resources for treatment.

Children should be kept home from school if: ***Requirements have changed due to COVID-19***

- The student's temperature, taken orally, exceeds 100.0 °F. - See “COVID-19 Instruction Sheets” for the requirements of when a student can return to school.
- An unidentified rash is present, which a physician has not evaluated as non-contagious. The student may return to school with a note from the physician, which states that the rash is non-contagious.
- A student is experiencing diarrhea, nausea and/or vomiting. A student with such symptoms should remain home for 24 hours after symptoms stop without the aid of medications.
- A student complains of severe, persistent pain. Consult a physician to make a diagnosis regarding this type of pain.
- A student has upper respiratory symptoms due to known seasonal allergies or asthma and has symptoms serious enough to interfere with the student's ability to learn (frequent, hard coughing, continual nasal drainage, etc.).
- A student has an open sore/wound that requires evaluation by a physician. Please remember to ask the physician for a note to bring back to school when the student returns. Physician's orders enable the district to provide adequate treatment if the child comes to the nurse's office for a new bandage, etc.
- A student displays signs of conjunctivitis (pinkeye) such as drainage coming from one or both eyes, itching, or cysts on eyelids. The student must be evaluated by a physician, and a report sent to school stating that the student may return to school and that treatment has been received, or the student must have been medicated with the prescription antibiotic eye drops.
- A student shows signs of active head lice. Upon returning to school, each student must be seen by someone in the health-room.
- A student sustains an injury at home and requires medical intervention. Remember that the school nurse does not have access to x-ray equipment or other evaluation methods required to make a definite diagnosis with most significant injuries.
- A student with vaccine preventable disease should remain home until cleared by a physician to return to school. Parents should notify the school nurse as soon as possible if their student is suspected to have a vaccine preventable disease; polio, measles, mumps, rubella, tetanus, diphtheria, pertussis (whooping cough), varicella (chickenpox), meningitis, hepatitis or other communicable disease. Upon request, your school nurse can give additional information on vaccine preventable disease and/or other communicable diseases common in the school setting.
- A child diagnosed with strep throat should stay home until the fever is gone for 24 hours and/or until antibiotics have been taken for 24 hours.
- **COVID-19 Considerations:**
 - Students must have a completed screening questionnaire every day before arriving at school. (Further information and explanation will be provided.)
 - Students should stay home and a parent should contact their physician if signs and symptoms of **COVID-19** are present:
 - Fever of 100.0 F or greater in the last 14 days
 - New cough that is not related to asthma or seasonal/environmental allergies
 - Sore throat that is not related to seasonal/environmental allergies
 - Shortness of breath or difficulty breathing
 - Chills
 - Body/muscle aches with an unknown source (an example of a known source would be recent exercise, strenuous activity)
 - New loss of smell and/or taste
 - See further information on the “COVID-19 Instruction Sheets” that will be provided regarding when it is okay to return to school if a student has had COVID-19 signs and symptoms and/or has been exposed to someone with a confirmed or suspected case of COVID-19.

Transportation Services

COVID 19 Guidelines that are addressed in the District Re-Entry Plan apply.

All students who reside in the District will be permitted to use school bus transportation for the purpose of travel to and from school. *Families will need to register with Durham Transportation in order for their student to be placed on a route.* In addition to the student code of conduct, the following rules govern student behavior on the buses. Violations of bus rules may result in students being denied transportation. Questions regarding buses may be directed to *Durham Transportation 636-552-9253.*

- *Students are to be at their bus stop 5 minutes prior to pick up time.* The bus will not wait beyond its regular scheduled time.
- Students should never stand in the roadway while waiting for the bus.
- Avoid pushing, shoving, or fighting at the bus stop. Do not destroy or damage the property of others while waiting at the bus stop. Respect others' property.
- When it is necessary to cross the street, the driver will protect the student crossing with the stoplights and stop arm. Students are to cross under their supervision at least ten (10) feet in front of the bus.
- When boarding the bus, students will sit in their assigned seat. Students are not to sit in the driver's seat, sit on the heater box, or stand in the aisle.
- Keep noise level to a minimum in order to hear the driver's instructions.
- Keep your head, arms, and hands inside the bus at all times. Refrain from yelling at passersby.
- Obey the driver. Realize that their job is to transport you safely. Give them the same respect you give a classroom teacher.
- The emergency door is to be used only in an emergency. This applies to all field trips and activity trips.
- Radios, glass containers, and animals, including specimens, shall not be transported on the bus.
- Smoking *or vaping* is prohibited on the bus. Disciplinary action will result.
- Help keep the bus neat and clean. Students causing damage to the bus will be subject to disciplinary action and may be suspended from the bus. Reimbursement for damage will be sought in addition to disciplinary action.
- Eating and drinking beverages are prohibited on the bus.
- Do not throw snowballs, rocks, or other objects at or from the bus.
- No standing and moving around in the bus while it is in motion.
- If a bus has mechanical trouble or is delayed on the road, students are to remain seated in the bus until it can proceed or until a relief bus arrives.
- Students may only leave and board the bus at their regular stops and at school. Permission to deviate from this will be permitted only with a note signed by the parents/guardians and principal. Students should contact the principal for a signature.
- No student can be put off the bus by the driver and forced to walk home. Through the transportation manager, the driver must report any misconduct to the school principal. A principal will notify parents/guardians if a bus referral is written.

Food Services

COVID 19 Guidelines that are addressed in the District Re-Entry Plan apply.

The breakfast and lunch program provides a variety of nutritionally balanced meals. School meals are designed to be less expensive than a lunch of equal nutritional value prepared and brought from home. Assistance is offered for those who qualify for free or reduced rates.

The daily menu for breakfast and lunch is available on the district website www.northwestschools.net. A variety of other foods are offered at breakfast daily, such as biscuits with egg, sausage and cheese, breakfast pizza, bagels, donuts, cinnamon rolls, english muffins, tater tots, and fruit. In addition to the special at lunch, our program choices include an assortment of entrees, chef salads, vegetables, breads, desserts, and many a la carte items.

Prepaying for meals is a necessary part of our food service program. Prepayment for meals and ala carte items improve meal service and prevent lost money. The district encourages parents to pay for at least one week's worth of meals at a time. Payment by check or online decreases the possibility of errors and provides for a method of tracking payment. You may also find it convenient to use the online prepayment service at www.myschoolbucks.com. We can only accept cash for deposit only. It is encouraged to use the drop boxes in each office before 8:30 am to ensure the deposits are credited that day. Deposits made after 8:30 am will be credited the next day.

Each student is assigned a Personal Identification Number (PIN). The PIN number will access a computerized "bank account." The PIN number is used to set up to access your child's account on www.myschoolbucks.com. Students receiving financial aid will also use a pin number, and no other student will have access to your student's meal status. Students should memorize their pin number as they will need to enter it on a pin pad at the cashier's station when making a meal purchase.

The district recognizes that nutrition is important to ensure student success at school, and the district is committed to providing meals for every child. Parents interested in determining if they qualify for financial aid for the purchase of a student's lunch must complete an application and return it to the school each school year.

Parents and students receive a reminder/negative balance notification when their account becomes low and/or negative.

Tobacco/Nicotine Free District

State law prohibits smoking or other use of tobacco products in any classroom or student occupied elementary or secondary school building or facility or on any school bus used to transport students to or from school or to or from any place for educational purposes.

The Board of Education recognizes that the use of tobacco products represents a health and safety hazard. Similarly, the use of substances appearing to be tobacco products, including, but not limited to, e-cigarettes, creates an environment where tobacco products are endorsed. Therefore, the use of tobacco products and substances appearing to be tobacco products shall be prohibited in all District buildings, grounds and vehicles. This Policy applies to all employees, students and patrons attending school-sponsored activities and meetings.

Student 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.

Pursuant to 29 U.S.C. 705(20)(c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws and the District, may take disciplinary action – to the same extent that disciplinary action is taken against nondisabled students – in relation to that use or possession of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Education Act. However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student's behavior is a manifestation of his/her disability where that student knowingly possesses or

uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the District's jurisdiction. "Illegal drug," as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or under any other authority.

The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to, physical appearances, speech patterns, and witness' statements. While not required, District administrators may request a student suspected of alcohol use to submit to a Breathalyzer. Conduct that includes possession of or use of alcohol or controlled substances as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Harassment

It is the policy of the district to maintain a learning environment that is free from harassment because of an individual's *race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law*. The school district prohibits any and all forms of unlawful harassment and discrimination because of *race, color, sex, national origin, disability, sexual orientation, or perceived sexual orientation* *race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law*.

It shall be a violation of district policy for any student, teacher, administrator, or other school personnel of this district to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, perceived sexual orientation, or gender identity or expression, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities including sporting events and other extra-curricular activities, under the auspices of the school district.

For purposes of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination. See Board Policy and Regulation 1300.

Academic Dishonesty

In order for students to receive the maximum benefit from the academic environment, it is essential that they complete assignments and tasks in a manner that represents their true abilities. To that end, academic dishonesty will not be tolerated. Use of any means other than recollection, original thoughts, or properly cited and referenced to complete an assigned task (i.e. plagiarism, copying, providing answers for others, etc.) will result in the loss of credit for that task and possible disciplinary action.

Distribution of Non-Curricular Publications by Students

Students may distribute non-curricular publications at school provided that they adhere to Board Policy and Administrative Regulation 2170. This policy and regulation is available for viewing online at www.northwestschools.net.

Protection of Student Rights

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded program shall be available for inspection by the parents/guardians of the children.

No student, as part of any federally funded program, shall be required without prior parental/guardian consent in writing to submit to a survey, analysis, or evaluation that reveals information concerning:

- Political affiliations;
- Mental and psychological problems potentially embarrassing to the student or his/her family;
- Sexual behavior and attitudes;
- Illegal, anti-social, self-incriminating, and demeaning behavior;
- Critical appraisal of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The school district shall give parents/guardians and students effective notice of their rights under this policy. School Board Policy and Regulation 1610.

Release of Student Records

Both natural parents of the student shall have access to the student's records if the student is less than 18 years of age. This access is regardless of marital status, unless a court order or divorce decree removes one parent's right to have knowledge about and/or to participate in the child's education. A copy of this court order must be submitted to the school as notification. Information from student files will not be available to any unauthorized person within the school, or to any person outside the school without the expressed written consent of the student, if 18 years old or older, and/or the parents/guardians, except only to comply with a judicial order, subpoena, or all other cases not requiring consent as provided in law.

The district may release information to the public that it considers to be directory information. Directory information is data contained in the education record of a student, which would not generally be considered harmful or an invasion of privacy if disclosed.

Board Policy and Regulation 2400, directory information includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and photographs. Parents/guardians not wishing to release this information need to notify their child's school in writing.

Use of Video Surveillance on District Property

The Board authorizes the use of video cameras on district property (including buses) to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. The superintendent or his/her designee may use video cameras in locations as deemed appropriate. For more information, refer to Board Policy 5275. Board policy is located online at www.northwestschools.net.

eLearning Program

The two primary purposes of the Northwest R-I School District's eLearning (Extended Learning) program are:

1. Equip students with the technology and online skills and knowledge necessary to be college and career ready
2. Provide educators with the resources and skills to implement engaging digital strategies that positively impact learning and teaching.

Excellence in education requires that technology is seamlessly integrated throughout the educational program. To assist with this integration, each student will be issued a district Chromebook for educational use. The individual use of these Chromebooks is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. The Chromebooks encourage students to solve problems and think critically by stimulating analytical thinking. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The eLearning program will be a vehicle to enhance student learning by making them active and engaged in their learning.

Video Conferencing

Northwest is working to provide students with the most effective teaching and learning environment possible. We have committed to creating synchronous learning experiences for students. In order to do this successfully and ensure that students have access to the materials they need, there might be times where we look to technology to help increase access for students.

Please keep the following in mind:

- *A student's classroom may be live-streamed.*
- *A student's classroom may be recorded so it can be viewed by students who could not participate in the live-stream.*
- *The District has implemented procedures to protect the privacy and confidentiality of students during live-stream classes and recorded classes. These procedures include requiring a code or*
- *invitation to a live-stream.*
- *Teachers will have the ability to terminate audio and/or video immediately if necessary.*
- *Classroom procedures will be modified to protect privacy and confidentiality for all students.*
- *When working with more than one student, no information regarding grades or testing will be transmitted during the live-stream or recording.*
- *Additional procedures and guidance will be implemented, as many be necessary, as the process unfolds.*

Requirements for families:

- *All persons in the home must avoid discussing what you may observe during each classroom session, especially any observation that may implicate privacy or confidentiality concerns of individual students.*
- *These expectations are consistent with state and federal law, and Board of Education policy.*
- *These expectations are consistent with our school Codes of Conduct and our Acceptable Use Policy. (Policies 6340 and 6350)*
- *Therefore, if you happen to observe performance or conduct by a student who is not your child, it is important to remember that you may not discuss that observation with others.*

Chromebook Care Insurance Program

Due to COVID- 19 the Northwest R-I School District is waiving the cost of insurance for the 2020-2021 school year.

Student Chromebooks

- Students in grades K-2 will have district assigned Chromebooks that remain on classroom carts. These devices will be sent home with chargers in an extended closure situation.
- Students in grades 3-12 will take their assigned Chromebook home with them every night. **Students are required to bring the Chromebook to school every day fully charged.** Chargers must remain at home. They should not be brought to school.
- OnLionEdu students will be issued a district Chromebook and charger.

The Northwest R-I School District owns all Chromebooks, chargers, and cases. If a student leaves the Northwest R-I School District, the Chromebook must be returned. If it is not returned, the parent and student will be responsible for the cost of a replacement Chromebook. The Chromebook will be deactivated and rendered unusable.

Students and parents will be responsible for district-owned technology property that is issued to them, just as they are for other district-owned items such as textbooks, calculators, cameras, athletics equipment or library books. Students and parents will not be responsible for paying the cost of **accidental** damage. Students and parents will be responsible for the cost of replacing a lost or stolen Chromebook.

Repairs are to be made only by authorized district technology personnel or members of the Star Tech support team under the supervision of authorized district technology personnel. Parents and students may NOT make any repairs to the device.

Student misuse of technology will result in disciplinary action in accordance with the Code of Conduct.

MOCAP

Senate Bill 603 (2018) and House Bill 1606 (2018) created new requirements for local school districts related to virtual education and access to these courses. The Northwest R-I School District has developed a system in order to be in compliance with these new laws. (Policy & Regulation 6190)

A student is eligible to enroll in a MOCAP course through the district if:

1. The student resides in and is enrolled in the district on a full-time basis;
2. The student has attended a public school or charter school for at least one semester immediately prior to enrolling in a MOCAP course;* and
3. The enrollment is approved by the Executive Director of Secondary Education or designee.

*A student will be excused from this requirement if he or she has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the district during the previous semester.

More information may be found by visiting the following site. <https://mo02201562.schoolwires.net/Page/4456>

Student Discipline: Behavioral Expectations (reference Policy 2610)

All students attending school in district schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 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 designed to improve student behavior; to deter future misconduct; and to provide a safe and positive environment in which students can maximize their learning potential. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of district students to the extent allowed by law will be subject to discipline up to and including expulsion.

Student Discipline

Code of Conduct

(reference Policy 0200 and Regulation 2610)

The Student Code of Conduct is designed to foster an environment in which **all students are respectful, responsible, and resilient life-long learners ready for success in a complex and ever-changing world.** Responses and Interventions to behaviors that are detrimental to the educational environment are meant to be learning opportunities balanced with maintaining a safe school environment.

The Code of Conduct is reflective of Northwest R-1 School District's key beliefs and commitments:

We Believe:

- ◆ Challenges and failures are learning opportunities
- ◆ A positive attitude and growth mindset foster life-long learning
- ◆ Character development and academic achievement are equally important
- ◆ Partnerships with home and community contribute to student success

We will...

- ◆ Place students at the heart of our decisions
- ◆ Provide a safe and welcoming learning environment
- ◆ Establish positive relationships with our students, families, and community
- ◆ Help students apply the timeless and universal principles of the 7 Habits in their lives

THE CODE OF STUDENT CONDUCT CANNOT BE EXPECTED TO LIST OR DESCRIBE EACH AND EVERY OFFENSE WHICH MAY REQUIRE THE USE OF DISCIPLINARY ACTION.

THE DISTRICT SPECIFICALLY RESERVES THE RIGHT TO IMPOSE ANY CONSEQUENCE THAT MAY BE APPROPRIATE UNDER THE CIRCUMSTANCE, DEPENDING UPON THE NATURE, SEVERITY AND FREQUENCY OF THE CONDUCT AT ISSUE.

Response and intervention levels (1-3) are described on the following pages. The chart following Responses & Interventions will illustrate behavioral infractions defined by the Northwest R-1 School District and the corresponding level of response and intervention. All behavioral infractions include elementary and secondary (middle and high school) involvement, unless otherwise stated. Responses and interventions may vary between the elementary and secondary.

Student Discipline: Responses and Interventions

The following is intended to illustrate the types of responses and interventions that are available and commonly utilized by school administrators and staff to respond to behaviors at each level.

**These responses are not intended to be used as sequential steps for addressing behavior.
This is not an exhaustive list.**

LEVEL 1

- Conference with student and parent(s)/guardian(s)
- Teacher conference with student: check-in/out, why is the behavior occurring? re-teach appropriate behavior and expectations
- Behavioral Contract: An individualized contract created by staff with student input to positively change and reinforce behavior that is agreed upon by all parties.
- Positive Support Plan (PSP): A prevention / intervention plan which details specific intervention strategies and steps to implement a replacement behavior that can be revised as needed by the team at any time. The plan is to be developed **with the student** and their support team-- analysis of the student's behaviors, triggers, and goals.
- Alternate location for student recess or lunch
- Student takes a break from the classroom with a "Buddy" teacher
- Referral to additional Services
- Detention, In School or Out of School Suspension for up to 10 days

LEVEL 2

- Conference with student and parent(s)/guardian(s)
- Referral to additional Services
- Positive Support Plan (PSP): A prevention / intervention plan which details specific intervention strategies and steps to implement a replacement behavior that can be revised as needed by the team at any time. The plan is to be developed **with the student** and their support team-- analysis of the student's behaviors, triggers, and goals.
- Restitution--A student may be held liable for compensation to others for any loss, damage, or injury that has resulted because of a student's behavior. Compensation may be made monetarily or by a student's assignment to a school work project, or both.
- Detention, In School or Out of School Suspension for up to 10 days
- Subsequent Offense: Up to 180 days suspension; Referral for a Disciplinary Hearing on Code of Conduct
- Re-Entry Conference upon return from suspension.

LEVEL 3

- Conference with student and parent(s)/guardian(s)
- In School Suspension
- Out of School Suspension up to 180 days suspension; Referral for a Disciplinary Hearing on Code of Conduct
- Expulsion
- Referral to additional Services
- Restitution--A student may be held liable for compensation to others for any loss, damage, or injury that has resulted because of a student's behavior. Compensation may be made monetarily or by a student's assignment to a school work project, or both.
- Positive Support Plan (PSP): A prevention / intervention plan which details specific intervention strategies and steps to implement a replacement behavior that can be revised as needed by the team at any time. The plan is to be developed **with the student** and their support team-- analysis of the student's behaviors, triggers, and goals.
- Weapons—Suspension for no less than one year (365 calendar days) or expulsion, with determination to be made in accordance with Mo. Rev. § 160.261
- Re-Entry Conference upon return from suspension.

Student Discipline: Infractions and Definitions

	Level 1	Level 2	Level 3
ALL CONDUCT DETRIMENTAL All conduct detrimental to the good order of the school arising to an offense. This category may be used for infractions that do not fall under one of the infraction descriptions.	◆	◆	◆
ACADEMIC DISHONESTY Includes but is not limited to copying homework or assessments from other students, bringing answers into a testing area, providing answers for another student, using unauthorized notes or technology, and plagiarism. Plagiarism will mean the taking of ideas or work from someone else and presenting them as one's own.	◆		
ACT OF ARSON Intentionally or recklessly setting fire to another's property. A referral to law enforcement will be made by school administration.			◆
AGGRESSIVE BEHAVIOR Use or threat of physical violence, verbal abuse, threats, intimidation, harassment, coercion or other conduct which threatens or endangers the health, safety, or physical well-being of any person.		◆	◆
ASSAULT/ATTACK A one-sided physical aggression that causes fear of serious physical injury, or actual serious physical injury to anyone.			◆
BOMB SCARE/THREAT Threatening to set off explosives, including any written or phone definition a Terrorist Threat (SEE GLOSSARY). A referral to law enforcement will be made by school administration.			◆

<p>BULLYING The intentional, aggressive behavior involving an imbalance of power and/or strength that is repeated over time. By any means including, but not limited to, in person, telephone, cyberbullying, hazing, writing, or via electronic communications for the purpose of intimidation, unwanted aggressive behavior, or harassment that substantially interferes with the educational performance opportunities, or benefits of any student without exception, or that substantially disrupts the orderly operation of the school and that is repetitive and/or substantially likely to be repeated. Physical bullying does not require actual physical touching, although touching may be included.</p>		◆	◆
<p>COMMUNICATIONS OF A THREATENING NATURE Language, be it written, verbal, or symbolic which is of such a nature to impede the safety, security, and good order of the school environment and/or school property. In addition, non-verbal behavior and/or actions may be considered threatening communications (such as promoting a physical confrontation between other students). Referrals will also be made to the appropriate State agencies including law enforcement.</p>		◆	◆
<p>DEMEANING SPEECH OR CONDUCT Including, but not limited to, use of hate language to demean other persons due to the person's race, color, sex, national origin, age, ethnicity, disability, religion, sexual orientation or perceived sexual orientation. May also result in a Title IX or Title VI referral. This includes conduct, verbal, written or symbolic speech.</p>		◆	
<p>DISRUPTIVE SPEECH OR BEHAVIOR Conduct which has the intentional effect of disturbing education or the safe transportation of students, including, but not limited to, excessive talking, out of seat, throwing object, disturbing others, and/or other actions which interfere with the educational process. Includes profanity.</p>	◆		
<p>DRESS CODE The expectation is that all students will attend school dressed ready to learn and work. Attire is to be clean, not hazardous to their safety or the safety of others, and does not detract from the educational mission of the school. Clothing or accessory items that may disrupt the educational environment such as, but not limited to bandanas, sleeveless shirts, provocative attire, chains, spikes, items which depict alcohol, tobacco, illegal substances, gang attire, weapons, offensive, and/or obscene pictures or words, etc. School officials have the discretion to determine when such clothing or accessory items disrupt the educational environment.</p>	◆		
<p>DRIVING/PARKING VIOLATION Parking in an unauthorized area, parking without a permit, or failure to comply with the guidelines established for student drivers. Driving in a reckless manner in the parking lot. Failure to comply may result in the loss of parking privileges or other disciplinary consequences.</p>		◆	
<p>ELECTRONIC DEVICE MISUSE Operation or display of phone or any non-academic electronic devices during non-approved school hours including, but not limited to, headphones, iPods, e-readers, etc. The district is not liable for damage, loss or theft of the device. This includes the inappropriate, unauthorized use, capturing, transmitting or duplicating an unauthorized picture of school staff, students, or school documents. It should be noted that taking pictures in the restrooms or locker room is not permitted.</p>	◆	◆	
<p>Students will be held accountable to the contents on the phone regardless of where the inappropriate content originated.</p>			

FALSE ALARM/SAFETY EQUIPMENT MISUSE Tampering with emergency equipment or setting off a false alarm or filing a false report (e.g. dialing 911).		♦	
FALSE REPORTING Intentionally providing false or inaccurate information. Forgery falls under this infraction.	♦		
FIGHTING Physically striking another in mutual contact (as differentiated from assault), or using words or actions to incite or cause a fight. Recording and/or posting the fight is included within this infraction.		♦	
FIREWORKS Possession or use of fireworks.		♦	
GANGS Gang activities, whether verbal, written, or symbolic, which detract from the educational mission of the school.		♦	
HARASSMENT OR DISCRIMINATION Harassment is conduct, including but not limited to, intimidation, ridicule or insult, toward an individual or group because of race, color, national origin, ancestry, religion, sex, disability, age, genetic information or any other characteristic protected by state or federal law and is so severe or pervasive that it: affects an individual's ability to work in, participate in, or benefit from an educational program or activity; creates an intimidating, threatening, abusive hostile or offensive environment; or has the purpose or effect of substantially or unreasonably altering the educational environment (Regulation 1300). (Sexual harassment is separate.)		♦	♦
IMPROPER DISPLAY OF AFFECTION Physical contact or touching which is inappropriate for the school setting as determined by school officials.	♦		
INDECENT EXPOSURE/REMOVAL OF ATTIRE Includes display in public location of buttocks and/or genitals or removal of another person's or one's own attire exposing any private area of the body. "Pantsing" falls under this infraction.		♦	
IN-SCHOOL SUSPENSION GUIDELINES Failure to meet guidelines/standards during In-School Suspension consequence.		♦	
INSUBORDINATION (DEFIANCE OF AUTHORITY/DIRECT DISOBEDIENCE) Refusal to follow staff directive or request, or defiance of staff authority.	♦		
LATE TO CLASS A "late to class" will occur when the student is not in her/his assigned location/area when the tardy bell rings.	♦		
MOVING INAPPROPRIATELY THROUGH THE BUILDING Failure to move quietly through the building; not walking in line; running in the building; failure to use direct routes; leaving assigned areas without permission. *ELEMENTARY ONLY	♦		
NEGLIGENT BEHAVIOR Causing damage to another person's property or injury to or endangering the safety of another person (including, but not limited to, the use of "shock" toys, lab safety violations, and other irresponsible behavior). Student pranks may be included in this category.	♦	♦	

<p>NICOTINE PRODUCTS—Possession, Distribution or Use Possession, distribution or use of any nicotine product including, but not limited to, cigarettes, chewing tobacco, look-a-likes, vaping, electronic cigarettes, oils, hookah pipes, matches, paper, lighter, etc. on any school property before, during or after school hours.</p>	◆	◆	
<p>OVER THE COUNTER SUBSTANCES Possession or Use of over the counter substances including, but not limited to, non-prescription drugs. Distribution, sale or purchase of (including, but not limited to, non-prescription drugs) or under the influence of "over the counter" medications causing behaviors that are disruptive to the educational environment. Possession of and/or distribution of any over-the-counter medication is in violation of the Board of Education Policy 2870.</p>			◆
<p>PHYSICAL CONTACT /PHYSICAL HARM Inappropriate contact or conduct (e.g. scuffling, play fighting, or horseplay). Physical harm are behaviors such as "play" fighting, hitting, pushing, slapping, punching, throwing objects or pranks that have the potential to cause physical harm to a student or an adult. May be considered a Level 2 violation if deemed serious enough by principal/designee.</p>	◆	◆	
<p>PORNOGRAPHY Possession of materials that are considered pornographic or obscene and/or are sexually explicit, including images/written communications on any electronic device.</p> <p>Students are responsible for all content on their electronic device regardless of where the content originated.</p> <p>The following Missouri statutes may be involved with incidents involving sexually explicit material (texting, nude photos, and other related items involving minors) and are disseminated via electronic devices: 573.023, 573.025, 573.035, 573.037, 589.400, 589.400.1, 589.400.3, and 589.400.8. Other Missouri statutes may be involved as well and will be determined by the appropriate law enforcement agency.</p>			◆
<p>POSSESSION, USE OR UNDER THE INFLUENCE Of alcohol, "non-alcoholic" malt beverages, illegal drugs, non-prescription legal synthetic substances that cause impairment, prescription drugs, or controlled substances; or substances represented to be alcohol, "non-alcoholic" malt beverages, illegal drugs, non- prescription legal synthetic substances that cause impairment, prescription drugs or controlled substances; or possession of drug paraphernalia (e.g. scales, pipes) or items represented to be drug paraphernalia for use of illegal or controlled substances (See STUDENT ALCOHOL/DRUG ABUSE CODE). Use of substances that produce effects detrimental to the educational process (i.e. mini-thins, inhalants, etc.) is also prohibited. A referral to law enforcement will be made by school administration.</p>			◆
<p>POSSESSION OF RECORDS/DOCUMENTS/DISTRICT FILES Theft and/or alteration of school, student records, or documents (including, but not limited to, electronically hacking into and downloading grade book, report cards, computer, computer records, passwords, etc.).</p>			◆
<p>RIOTOUS ACTIVITY More than 2 students fighting or any act that represents fighting or causing a fight.</p>			◆
<p>RULES VIOLATION Failure to follow cafeteria, playground, lunchroom, hallway rules and school function violations.</p>	◆		
<p>* ELEMENTARY ONLY</p>			

<p>SALE, DISTRIBUTION OR PURCHASE/RECEIPT Sale , distribution, or purchase of any unauthorized prescription drug, alcohol, controlled substance, counterfeit drugs, non-prescription legal synthetic substances that cause impairment, items represented to be drugs or alcohol and drug-related paraphernalia is prohibited.</p> <p>A controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, R. S. Mo., and in section 202 (c) of the Controlled Substances Act, 21 U.S.C. 812 (c). A referral to law enforcement will be made by school administration. (Reference Board of Education Policy 2641)</p>			♦
<p>SEXUAL MISCONDUCT Forcibly, intentionally, or consensually touching oneself or another person's body and/or clothing in a way that constitutes or results in sexual contact; this includes electronic "sexting".</p>		♦	
<p>SEXUAL HARASSMENT AND/OR HARASSMENT OR DISCRIMINATION On the basis of sex, sexual orientation or perceived sexual orientation or any other characteristic protected by state or federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature. This includes verbal comments, sexual name-calling, gestures, jokes, slurs, sexually oriented pictures or letters, and the spreading of rumors of a sexual nature. Sexual harassment will result in a Title IX referral to the building compliance officer.</p>		♦	♦
<p>TECHNOLOGY/NETWORK MISUSE Inappropriate use of District technology/network. Violation of the District's "Acceptable Use Guidelines".</p>		♦	
<p>THEFT Theft, attempted theft, possession of, or involvement with, stolen property.</p>		♦	
<p>TRESPASSING ON SCHOOL AND/OR DISTRICT PROPERTY Being present on school grounds while suspended or when school or activities are not in session.</p>	♦	♦	
<p>TRUANT Absence from a class, lunch, mandatory academic intervention or school day without permission; includes truant, leaving school grounds or class without permission or not providing a note from a parent or parent phone call verifying an absence.</p>	♦	♦	
<p>VANDALISM Requiring additional custodial or maintenance time for damage caused. Intentional damage or attempt to damage property belonging to the staff, students, or District. Restitution may also be required. Student pranks may come under this infraction.</p>	♦		
<p>WEAPON</p> <p><i>Non-Firearm</i> Students are forbidden to bring into school, onto school grounds or property (to include buses or bus stops) any item that is ordinarily or generally considered to be a weapon such as, but not limited to, knives, switchblades, razors, metal knuckles, clubs, chains, black jacks, or other similar items. This list is not meant to be exhaustive. Any item used with the intent to inflict physical harm may be considered a weapon. Students in possession of items, which simulate weapons, will also be held accountable under this section.</p>		♦	

<p>Firearms</p> <p>Students are forbidden to bring into school, onto school grounds or property (to include buses or bus stops), any item that is considered to be a firearm. Such prohibition extends to student activities, either before, during, or after the school day. The term "firearm" includes, but is not limited to such items as:</p> <ol style="list-style-type: none"> 1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel (if the barrel is at least one-half inch in diameter), and which is designed, or may be readily converted, to expel a projectile by action of a propellant or explosive, or 2. 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. 			◆
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Province of the School

The district has authority under state law to control student conduct that is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of pupils. School officials are authorized to hold students accountable for misconduct in school or on any property of the school, on any school bus going to or returning from school, during school sponsored activities whether on or off school property, or during intermission or recess periods. (Section 160.261.3, RSMo.) Student misconduct that occurs at the bus stop, on grounds adjacent to the school, or at non school-related activities may be subject to discipline if the conduct has a direct and immediate effect on the general welfare or reputation of the school, its pupils, faculty, administration, or staff.

Consequences of Misconduct

Under section 167.161, RSMo., students forfeit their right to a public school education by engaging in conduct that is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of students. Possible consequences include but are not limited to withdrawal of privileges (athletics, intramurals, before/after school activities, attending outside school events, etc.); the principal's removal of the student from school for a period of one to ten school days (principal suspension); the superintendent's extension of the suspension for a period of up to one hundred eighty days (superintendent suspension); the Board's removal of the student from school for a definite period of time, or the Board's permanent removal of the student from school (expulsion).

No person employed by or volunteering on behalf of the Northwest R-I School District shall administer or cause to be administered corporal punishment upon a student attending district schools. A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

Due Process Protections

Students and parents/guardians shall be accorded all procedural due process protections contained in Sections 167.161 and 167.171, RSMo., in connection with such disciplinary action. Those protections include the following:

Principal Suspension: Prior to a principal suspension, an informal conference shall be held with the student wherein: (1) the student shall be given oral or written notice of charges against him/her; (2) if the student denies the charges, the student 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. (Section 167.171, RSMo.) If the student's presence at school, in the opinion of school authorities, poses a continuing danger to person or property or an ongoing threat of disruption, the student may be immediately removed from school, and the informal conference shall follow as soon as practicable. The superintendent may revoke a principal suspension at any time.

The primary consideration for such revocation shall be the application of policy to the particular situation. The decision to revoke a principal suspension is at the sole discretion of the superintendent.

Superintendent Suspension: In cases where the superintendent extends a principal suspension for up to one hundred and eighty school days, the parent/guardian may appeal the decision to the Board of Education. When there is an appeal, the superintendent shall promptly transmit to the Board a full report in writing of the facts relating to the suspension, the action taken, and the reasons for the action. The appeal shall be heard by the Board of Education. In the event of a superintendent's suspension where the student gives notice that he/she wishes to appeal the suspension to the Board, the superintendent's suspension shall be stayed until the Board renders its decision. However, should the superintendent determine that the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student may be immediately removed from school, and the notice and hearing shall follow as soon as practicable. A student may be suspended for up to one hundred and eighty school days if district officials determine that the student has been charged with, convicted of, or pleaded guilty to, a felony criminal violation of state or federal law. This suspension may be imposed by the superintendent and may be appealed to the Board of Education as an appeal of the superintendent's suspension.

Expulsion: In cases where the superintendent recommends that the student be removed from school for more than one year or permanently expelled, the Board of Education shall, after notice to parents/guardians, hold a hearing upon the issue and render its decision in writing within three working days of the Board of Education's hearing.

Standards of Conduct

The violations outlined in this handbook represent general categories of misbehavior that normally will be classified as significant and reported in writing by a supervising staff member. They will usually result in administrative action, ranging from detention to expulsion. Upon investigation and consideration of all relevant facts, including any extenuating circumstances, the principal is charged with determining the guilt or innocence of the student(s) involved and with determining the specific action, which needs to be taken in regard to student misbehavior at the building level.

Students who engage in other conduct not expressly covered by this policy, but which is disruptive and detrimental to good order and discipline, may also be guilty of misbehavior and may be subject to severe disciplinary action up to and including suspension and/or expulsion. At all levels, the nature, intent, and severity of specific acts may result in additional disciplinary action. Students who are chronic offenders of discipline procedures may be subject to disciplinary action beyond that which is described in this manual.

Bullying

(Policy 2655)

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

"Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: 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.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

Students who are found to have violated this policy will be subject to the District's Discipline Code (See also Policy and Regulation 2610 – Behavioral Expectations). Repeat and chronic offenders may be subject to more severe discipline consequences up to and including Superintendent's suspension.

Discipline of Students with Disabilities

The following general procedures apply to the discipline of students with disabilities:

1. Unless otherwise indicated in the student's IEP, students with disabilities are to be disciplined in the same manner as students without disabilities, including being subject to suspension and expulsion for behaviors not caused by the disabling condition. As a part of the discipline process, the student's disability will be taken into account and appropriate interventions will be used when necessary.

2. A student with a disability may be suspended for a period of up to ten (10) days in accordance with the provisions of 167.171 RSMo. The building principal is authorized to impose suspension of ten (10) days or less. A ten (10) day suspension does not constitute a change of placement or cessation of services within the meaning of the Individuals with Disabilities Education Act (IDEA). Before additional suspension days are imposed, the IEP Team must convene to determine
 - a. Whether additional days constitute a pattern of suspension, which causes a change of placement.
 - b. If it is a change of placement, whether the behavior is a manifestation of the child's disability.
 - c. Develop a functional behavior assessment and behavior intervention plan if none exists, or review the existing functional assessment and intervention plan.
3. A student with a disability shall not be suspended for a period that exceeds ten (10) school days where the student's conduct is found to be a manifestation of the disability, as determined by the Individualized Education Program (IEP) Team. If the student's conduct is found to be a result of a disability, the student's IEP shall be appropriately modified.
4. A student with disabilities whose conduct is found by the IEP team not to be a manifestation of the disability may be suspended for a period exceeding ten (10) school days or expelled from the school of attendance providing that the procedural protections of IDEA and applicable state laws are followed. There shall not be a complete cessation of services during such a period of expulsion.
5. Students with disabilities shall follow the rules and regulations of the district and schools which they attend, except to the extent that modification in the discipline procedures are suggested; the building principal must be invited and informed of the need to modify discipline procedures. Agreed modifications must be stated in the IEP on the Adaptations/Modifications page. The reasons for the modifications must be documented in the present level of performance.
6. Building administrators and staff have the responsibility of maintaining discipline and jointly working with students with disabilities who exhibit unacceptable behavior. The student's case manager, counselor, principal, and parents/guardians should work together when the student is experiencing difficulty, conducting a functional assessment of the problem behaviors and writing behavior management plans as needed. These efforts should be documented and evaluated periodically.
7. Building principals and staff are obligated to follow modifications recommended in the IEP and behavior management plans. An exception may be made if the student's behavior poses an ongoing danger or threat of injury to self or others. If the student's presence poses a continuing danger to persons or property, the student shall be immediately removed from school and a forty-five (45) day alternative placement will be made.

For purposes of the above section, the following terms are defined:

Change of Placements: Any removal of a student with disabilities from an assigned classroom or service specified in an IEP for a period of more than ten (10) consecutive days or cumulative days within the year. Multiple suspensions, which accumulate to more than ten (10) days constitute a change in placement if excessive, and should be evaluated on a case-by-case basis. Factors to be considered in determining whether an excessive pattern of suspensions is present include the number and length of suspensions, their proximity to each other, and the total amount of time a student is suspended from school.

A student with disabilities who knowingly possesses, uses or sells illegal drugs or possesses a weapon on school property may be placed in an appropriate alternative educational setting for not more than forty-five (45) days.

Student with a Disability: A student identified as disabled as defined in PL 94-142/IDEA or Section 504 of the Rehabilitation Act, or a student referred for a single disciplinary or multidisciplinary evaluation.

Suspension: Removal of a student from school for a definite period of time for misconduct. A suspension of more

than ten (10) days constitutes a change of placement.

Expulsion: Removal from school for an indefinite period of time for serious misconduct.

Alternative Educational Setting: An educational setting apart from the regular educational setting that must enable the student to continue to participate in the regular curriculum, receive services and modifications that will enable the student to meet the IEP goals, and must also include services and modifications that address the problem behavior.

Public Complaints

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern board actions or board operations only.

The Board advises the public the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Appropriate Central Office Administrator
4. Superintendent
5. Board of Education

Any complaint about school personnel will be investigated by the administration before consideration and action by the Board.

The following person has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies:

Attn: Chief Human Resource Officer
4290 Gravois Road, House Springs, MO 63051
636-677-3473

FERPA EDUCATIONAL RIGHTS NOTIFICATION DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires the Northwest R-I School District, with certain exceptions, to obtain your consent prior to the disclosure of personally identifiable information from your child's education records. However, the Northwest R-I School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Northwest R-I School District to include this type of information from your child's educational records in certain school publications, such as, but not limited to, the following:

- * A playbill, showing your child's role in a drama production;
- * The annual yearbook;
- * Honor rolls or other recognition lists;
- * Graduation programs;
- * Extra-curricular sheets, including rosters for sports teams that indicate height and weight; and
- * School or District newsletters.

The Northwest R-I School District has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees and awards received, (10) most recent previous school attended by the student, and (11) photographs.

The Northwest R-I School District may disclose directory information, upon request, for legitimate purposes without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of the above items as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA.

Any parent or student refusing to have the designated directory information disclosed must file a written notification to this effect with the principal of the school where the student attends.

In the event a notification of refusal is not filed, the Northwest R-I School District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated above.

If you do NOT wish to have the above designated directory information disclosed for your child, please sign below and return this form to the principal's office at your school no later than September 15th. If you have children attending more than one school in the District, you must sign and return this form to each building.

Only complete this form if you want your student EXCLUDED from the above listed directory information. Please note this means no photo in the school yearbook or any school related publication, no mention of any awards or honors in any school related publication, no listing in athletic rosters included in sport programs, and no mention in any other similar items produced by the school or district.

By signing below, I understand that none of the above referenced directory information will be released regarding my child.

2020-2021 Signature Page

Student Name: _____ Grade Level: _____

- I have read and discussed the middle school handbook with my child.
- I have read the FERPA information
 - Only check this box if you want your student excluded from the listed directory information. Please note this means no photo in the school yearbook or any school related publication, no mention of any awards or honors in any school related publication, no listing in athletic rosters included in sport programs, and no mention in any other similar items produced by the school or district.
- I understand that my student is subject to disciplinary action for misuse of technology

Parent/Guardian's Signature

Date