



# Northwestern R-I 2020-2021 4-Day

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- Aug. 21-** Teacher In-service 8 a.m.-3 p.m.
- Aug. 24-** Teacher In-service 8 a.m.-12:35 p.m.  
Back to School Night 6-8 p.m.
- Aug. 25-** First Day of School
- Sept. 14-** Consortium PD Meeting - No School
- Sept. 23-** Midterm - (18 days)
- Oct. 20-** End of First Quarter (33 days)
- Oct. 26-** Prof. Dev. Day-Teacher's Only 8-12 a.m.  
Parent Teacher Conferences 1-7 p.m.
- Nov. 19-** Midterm - (18 days)
- Nov. 23-** School In Session
- Nov. 25-27 -** Thanksgiving Vacation-No School
- Nov. 30-** Professional Dev. Day-Teacher's Only
- Dec. 1-** School Resumes 8 a.m.
- Dec. 21-** School In Session
- Dec. 22-** Early Dismissal -12:35 p.m.  
End of 2nd Quarter (35 days)  
End of 1st Semester (68 days)
- Dec. 23- Jan. 4 2021-** Christmas Vacation
- Jan. 4-** Professional Dev. Day-Teacher's Only
- Jan. 5-** School Resumes 8 a.m.
- Jan. 25-** Possible Snow Makeup Day
- Feb. 5-** Midterm - (20 days)
- Feb. 8-** Possible Snow Makeup Day
- Feb. 22-** Possible Snow Makeup Day
- Mar. 9-** End of 3rd Quarter (37 days)
- Mar. 15-** Prof. Dev. Day-Teacher's Only 8-12 a.m.  
Parent Teacher Conferences 1-7 p.m.
- Mar. 29-** School In Session
- Apr. 2-** Easter Vacation-No School
- Apr. 6-** School Resumes 8 a.m.
- April 12-** Snow Makeup Day
- Apr. 13-** Midterm (20 days)
- April 26-** Snow Makeup Day
- May 3-** Snow Makeup Day
- May 16-** Graduation - 6 p.m.
- May 21-** Last Day of School - Early Dismissal -12:35 p.m.  
End of 4th Quarter (43 days)  
End of 2nd Semester (80 days)  
End of 2020-2021 School Year (148 days)

**School will not be in session on Mondays unless noted above.**

## January

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# Northwestern Is Eagle Country

2020-2021 Student Handbook

Northwestern R-I High School  
18475 Highway 11  
P.O. Box 43  
Mendon, MO 64660  
(660) 272-3201

***“It’s great to be an Eagle!”***

## **NORTHWESTERN R-I MISSION STATEMENT**

**The faculty, staff and administration at Northwestern R-I School strive to educate children to be successful socially, academically, and ethically so they may live happy and productive lives.**

### **NORTHWESTERN SCHOOL SONG; (To Alma Mater)**

Come and join in song together,  
Shout with might and main  
Our beloved Alma Mater,  
Sound her praise again.

Honor to the Blue and Gold,  
Banner that we love.  
It shall lead us on to knowledge  
And our triumph prove.

Here's to her whose name we'll  
Cherish in our song,  
Honor, Love, and true devotion  
ALL to her belong.

Chorus:

Hail Northwestern, Hail Northwestern,  
Loud our praises sing  
Hail to thee Northwestern High School.  
All to thee we sing.

### **FIGHT SONG**

On Northwestern, On Northwestern,  
Show those guys your speed  
With our colors flying high  
We'll always take the lead.

**RAH! RAH! RAH!**

On Northwestern, On Northwestern,  
Fight for future fame  
Fight Eagles, Fight tonight and  
Win this game.

## **7-12 Student Handbook**

### **LEAVING SCHOOL DURING CLASS HOURS**

No student is to leave school during the day for any reason unless it is cleared in the office. No student will be allowed to check out of school without first presenting a parent note to the office or by contacting their parents by phone and having office personnel talk to them. The student will sign out from the office and sign back in when returning. In case of illness, the parent must be contacted before the student will be allowed to go home. Common errands are not generally excused unless a parent calls beforehand.

### **TRUANCY**

A student is truant if, after leaving his home for school, he/she does not attend school, or if he/she leaves the school grounds during school hours without permission from the office or if he/she is absent from school without making previous arrangements with his/her parents. Truancy will be handled on an individual basis but most times the student will be required to make up lost time after school.

### **IN-SCHOOL SUSPENSION**

Students that are given In-School Suspension as punishment will serve their time in the I.S.S. room. Students are required to be busy with classwork or reading material if all assignments have been completed. Students that are off task will be subject to further punishment. Parents will be notified of the suspension. Students that receive I.S.S. will not be allowed to participate in extracurricular activities until the suspension has been completed by the student.

### **DETENTION HALL**

Detention hall will be from 3:45-4:30 p.m. If a student is late or does not have work to do, time will not count. Failure to complete a detention hall will result in additional detentions and/or in-school suspension.

### **SUSPENSION**

When a student is suspended from school he will not be permitted on school grounds during the school day. While under suspension a student may not participate in or attend extra-curricular activities. When a student has completed the assigned suspension, he/she can return to their regular classes after a conference between the student, parents or guardians, and principal has taken place.

### **TARDY**

For each 5 unexcused tardies a student accumulates, he or she will serve a detention. Detentions may be rescheduled for the following day with prior approval. Students failing to stay for detention will receive at least one day in-school suspension. Students who are habitually tardy may be considered to be in violation of the district's policy on defiance and dealt with accordingly.

### **TOBACCO, ALCOHOL, & DRUGS**

1. Tobacco - It is the policy of Northwestern R-I that students are not to have in their possession or to use tobacco in any form at any time on school premises or at any school-sponsored activity either at Northwestern or at another site. Students having tobacco in possession will serve an in-school suspension until a satisfactory two-page report on the harmful effects of tobacco is presented to the principal. Students observed using tobacco will serve an in-school suspension until a satisfactory ten-page report on the harmful effects of tobacco is presented to the principal, or at the discretion of the principal, may be suspended from school for three days.

2. Alcohol and Drugs - Possession, consumption, or appearance under the influence of alcohol or illegal drugs on school premises at any school-sponsored activity either at Northwestern or at another site shall result in a ten-day suspension and/or a recommendation for expulsion.

### **FIGHTING, PROFANITY, & VANDALISM**

These are not conducive to the educational process of our school. Students not taking the responsibility for their own maturity and self-control are eligible for suspension. Each case will be dealt with accordingly. Under the authority granted by Section 167.171 the Superintendent of Schools may suspend students for up to 180 days of school. Students who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body, or who shall have been suspended 3 times within 1 school term, may, on recommendation of the principal and superintendent be expelled from the school by the Board of Education. After a student has been expelled by the Board of Education, he may not re-enter school unless and until special permission has been granted by that same body. The principal has the authority to suspend any student for misbehavior or for other sufficient reasons. The suspension will be for such time as the principal determines necessary for proper adjustment. The district reserves the right to handle special cases differently. This may include additional or substitute action to the above procedures.

### **GENERAL SCHOOL REGULATIONS**

1. Students will not be permitted to drop courses or otherwise change their schedule of classes after the end of the first week of school. Any change must first have the approval of the principal.
2. Students will not be allowed to bring chewing tobacco or cigarettes on school grounds.
3. Students will not be called from class to answer the telephone except for important calls. Students must get permission from the office before using the telephone during school hours. Students are to use the phone located in the office.
4. Students arriving before 7:55 a.m. will remain in the foyer area until 7:55 a.m. when they will be permitted to go to their lockers.
5. Permission must be granted by the administration before a student may bring a visitor to school. Visitors will be expected to comply with all Northwestern School regulations while visiting. Visitors will only be allowed on a case by case basis (as determined by the administration).
6. Students should be quiet and orderly at all times while in the building. Do not run while changing classes. Public display of affection, rowdy behavior, horseplay, profanity, and loud boisterous behavior will not be allowed.
7. Students are not allowed to leave the school grounds without signing out in the office. Students leaving without permission will be considered truant.
8. Students entering the office are to state their business to the secretary. Students are not to enter the office of the superintendent or principal until permission has been granted.
9. Books and magazines that are the personal property of the student will not be allowed in school, unless the teacher specifically assigns such material.
10. The use or possession of tobacco, alcohol, or drugs in any form is prohibited on school grounds.
11. Students will not be permitted to have fireworks, ammunition, or any lethal weapon at school.
12. Water guns and similar items will not be allowed on school grounds.
13. No drinks, other than water, in classrooms without prior approval from the office.

### **STUDENT DRIVING REGULATIONS**

The following rules will apply to all students while driving motor vehicles to and from school:

1. Any students 16 with a valid Missouri driver's license will be permitted to drive motor vehicles to school.
2. Drivers must wear seatbelts while operating a motor vehicle in the school parking lot.
3. Drivers may not read, write, or send a text message or electronic message while operating a motor vehicle in the school parking lot.
4. All motor vehicles driven to school must be covered by liability insurance.

5. Students driving motor vehicles to school will be permitted to transport family members only. Exception for special events will be handled on an individual case basis. Students whose driving privileges have been revoked will ride the bus or be transported by their parents.
6. Motor vehicles being driven to school must be registered with the principal.
7. Drivers and passengers of personal motor vehicles must wait until all buses are loaded and gone before leaving the parking lot after school.
8. Students will park only in the south parking lot nearest the highway.
9. Students are not permitted to loiter in the parking lot at any time.
10. Since bus transportation is provided to all students of the Northwestern R-1 District, driving is a privilege. Abuse of the driving privilege may result in the driver checking his/her keys after school each day or cause the driving privilege to be revoked.
11. Since bus transportation is provided to all students any tardiness or absence due to car trouble will be unexcused. Five (5) tardies will result in a detention. (See Attendance Policy) If a driver is habitually late to school, driving privileges will be suspended for 3 days. Subsequent offenses will result in additional suspensions.
12. The Board of Education may consider an exception to any of these regulations if a strong case of family hardship exists that would merit special consideration.
13. Students are not permitted to go to their vehicle during the school day for any reason without permission from the office.
14. Vo-Tech students must have a signed permission slip by Northwestern administration at least one day in advance in order to drive to Vo-Tech.
15. Students who have lost driving privileges and fail to comply may be subject to In-School Suspension.

### **HALL REGULATIONS**

Good conduct in the halls is a very important part of a first-class school. This is your school. Respect it. You will be proud of your school if you do your part in keeping it clean and neat. Waste paper containers are provided; place your litter in these and never on the floor. People visiting our school will always see the halls even though they may not visit the classrooms. Students must have a hall pass from their instructor before leaving any class or lab while it is in session. No student is to be in the halls during the regular periods without a pass. Loafing or loitering in the halls is prohibited during regular class periods.

### **SCHOOL PARTIES AND DANCES**

The following rules will apply to all students attending any high school/junior high school party or dance:

1. General school regulations are in effect at all such activities.
2. High School/Junior High school parties and dances are reserved for grades 7-12. Guests are not to exceed 20 years of age.
3. Prom: Northwestern Prom is reserved for grades 9-12. Guests are not to exceed 20 years of age.
4. Students or guests are not to leave the building without permission from the sponsor. If you leave without permission you cannot re-enter the dance or party.
5. When students are permitted to invite out-of-school guests, the following special regulations will be observed:
  - a) The guest must be the student's date.
  - b) Guests are not to exceed 20 years of age.
  - c) The student will be responsible for the behavior of the guest. Guests will adhere to the regulations that apply to the students.
  - d) The student must have the guest's name on the guest list and approval of the guest through the office two school days before the day of the party.
  - e) Failure to comply with these regulations will cause the violators to be suspended from future social activities.

## **STUDENT AND FAN CONDUCT AT ACTIVITIES**

In order to compete in inter-school activities, schools must adhere to the regulations of the Missouri State High School Athletic Association. Failure to observe these rules of pupil-fan conduct can cause a school to be suspended from inter-school activities, cause forfeiture of games won, cause the school to be fined, cause future games to be played without fans, or cause a team to be assessed one or more technical fouls. Fan behavior at any activity is very important and fans must observe the rules of good citizenship and good sportsmanship. Any fan that is removed from an activity due to misconduct will be suspended a minimum of one game. A subsequent offense could lead to a suspension from activities up to one year. Students that leave the building at school activities may not return. Fans that leave must pay again if they return. This applies to all activities. Missouri School Law 562-260 states that it shall be unlawful for any person in this state to enter any school house in a drunken or intoxicated and disorderly condition or to drink or offer to drink any intoxicating liquors in the presence of or on the premises of a school assemblage.

## **BUS TRANSPORTATION**

Northwestern has 7 late model buses to provide for the safety and comfort of the students. There are two spare bus for extracurricular activities or emergencies. Buses are scheduled to arrive at school at 7:45 a.m. To help ensure student safety on the buses, the following regulations will be enforced:

1. The driver is in charge of students and the bus at all times. Students must obey the driver promptly.
2. The driver may assign students to individual seats.
3. Students must stay in their seats while the bus is moving. Students will not extend head or arms out bus windows.
4. Students will be liable for damage inflicted to the bus.
5. Classroom conduct is to be observed on the bus at all times. Horseplay, loud or boisterous behavior, profanity or rowdy behavior will not be allowed.
6. Students must be on time. The bus cannot wait past the allotted time.
7. Never stand in the roadway waiting for the bus. Always walk in front of the bus when loading or unloading.
8. The driver will not release a student at places other than the regular bus stop near the home or at school, unless properly authorized by the school administration or by parent note.
9. Failure to follow bus regulations will result in the driver issuing a misconduct slip to the student. The first slip could result in a conference and a "warning" from the principal, the second in a 3-5 day suspension from riding the bus, the third in a 5-10 day suspension from riding the bus, and the fourth in a suspension for the remainder of the year. In the case of severe misconduct, one or more of the above procedures may be passed. Parents will be notified before bus service is denied to the student.

## **EXTRA-CURRICULAR ACTIVITIES TRIPS**

1. School transportation will be provided to all participants in school sponsored, inter-school activities.
2. Requests for bus transportation must be made to the administration, preferably not less than 5 days prior to an approved extra-curricular activity trip.
4. Students shall comply with all rules and regulations pertaining to school bus transportation.
5. A parent must sign out students returning from an event by means other than school transportation, with the administrator or designee present at that event.

## **LIBRARY**

The district's library is located in the elementary school building. A school librarian or library aide is on duty all day. The library is open during regular school hours to check out books. Additional library hours will be posted. The librarian will designate the time a book may be checked out. Books or other library materials lost, damaged, or destroyed will be charged to the student who has checked them out. Dictionaries, encyclopedias, and other reference materials may be checked out of the library when circumstances warrant.

## **LOCKERS**

Lockers are to be kept clean and orderly at all times. Each student has the responsibility of keeping the locker clean. The doors are to be kept closed. Books and other items are not to be placed on top of lockers. Keep all items inside your locker. Writing, gluing pictures or other materials on lockers is forbidden. No display of any kind will be permitted on locker doors. Lockers will be inspected periodically, as they remain the property of the Northwestern R-I School District.

## **WITHDRAWAL FROM SCHOOL**

Students planning to withdraw from school must have their parents advise the principal of their planned departure prior to the date of withdrawing. Students must complete a student checkout sheet and return all school books and other school material. Any money due the school must be paid before transcripts can be sent to another school. Failure to complete the student check-out sheet will cause delay in forwarding of transcripts and other information.

## **ELIGIBILITY FOR OFFICE**

An officer in any school sponsored organization should be a leader in every sense of the word. They must have a good attitude toward school, must maintain satisfactory grades and always think of the good of the organization and of the school. An officer whose school work becomes unsatisfactory or whose conduct becomes unsatisfactory as determined by the members of the organization, or by a committee of the faculty or administration, shall be removed from office. Should an organization officer be suspended from school, they will be immediately considered for expulsion from office and shall not be considered for reelection.

## **ELIGIBILITY REQUIREMENTS TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES**

Students in grades 7-12 must be currently enrolled in courses that offer at least 6 units of credit. Any student who fails more than 1 subject and/or fails to maintain a C average (2.0) in all courses shall become ineligible. Also, any student who fails to make a standard progress in special education classes shall become ineligible. Grade checks will be administered at each mid-quarter and quarter. If a student fails to maintain eligibility by the academic requirements stated above, they will become ineligible to participate in extracurricular activities. In order for a student to regain eligibility, two-week grade checks will be administered throughout the school year to check the progress of ineligible students. If they meet the grade requirements after a two-week grade check, their eligibility will be reinstated. Any student that does not meet these minimum grade requirements will remain ineligible until the following grade check.

If a student loses eligibility due to grades, they will only be allowed to practice during this period of time. Ineligible students will not be allowed to participate or attend any extracurricular events until their eligibility has been reinstated.

Coaches and organizational sponsors may create Extracurricular Codes of Conducts for their organization that go above and beyond the requirements for participation set forth in this policy.

## **SECONDARY**

### **Standards of Conduct**

#### Section One: Classroom

The following are a set of classroom management objectives which students are responsible for. The student shall take responsibility for:

1. Being present and punctual in all classes and/or special events carried on throughout the school day.
2. Turning in satisfactorily completed assignments at designated times.
3. Using courteous and appropriate language with classmates, teachers, and staff members.
4. Using only appropriate times for unmonitored or free response and/or conversation.



5. Participating in the daily contribution of maintaining a safe and clean classroom.
6. Coming to school with proper and expected materials to participate in the expected classroom work.
7. The care and maintenance of school property.
8. Transporting written communication between school and home.
9. The care and protection of personal property brought to school without authorization.

#### Section Two: Dress Code

The following are a list of objectives regarding the type and style of dress for which students are responsible:

1. Hair shall be cut and styled so that it does not interfere with the learning process of the classroom, nor shall it be a possible hazard around machinery, shop or laboratories.
2. Students should always dress in social taste; for example, T-shirts, caps, jackets, sweatshirts, etc. with alcoholic beverage or tobacco advertising, profanity, or suggestive sexual statements are not to be worn.
3. Shorts may be worn during the school year except during the months of December, January, and February. Shorts should be of reasonable length. Exposed tank tops, halter tops, and spaghetti straps are not permitted at any time.
4. Any over-blouse or shirt must be so designed and should be of a reasonable length; bare midriffs are not allowed. Shirts and blouses are to be properly buttoned.
5. Hats, caps or any other headgear are not to be worn in the school building.

Extremes in dress will be dealt with individually. Students not conforming to these regulations may be discharged from school until compliance has been satisfactorily achieved. The administration will make reasonable judgment as to when a student is not in compliance and decide upon the time of dismissal or admittance of a student when the dress regulations are applicable.

#### Section Three: Restrooms/Hallways

The following are a set of behavioral objectives which students are responsible for while they are using the restroom and moving in the hallways.

The student shall:

1. Realize that while they are in the hallways, others are in the classroom working, and shall act appropriately.
2. Walk while passing in the hall, and use a quiet speaking voice.
3. Use the restroom facility as it is intended to be used, maintaining a high degree of personal hygiene.
4. Not abuse the privilege of using the restroom or water fountain.
5. Accept the responsibility of maintaining the lockers, using them for their intended purpose.
6. Respect the privacy and personal property of others in the restroom, hall and locker area.
7. Be responsible for contributing to a clean and safe hallway and restroom.
8. Be cooperative and respectful to the custodial staff.

## **BELLS**

The warning bell rings at 8:00 a.m. Students should report to their respective classes. The first period begins at 8:03. A bell rings at the close of each period. Students will wait in their seats until dismissed by the teacher. Students will have 3 minutes to change classes before the tardy bell rings. The bell schedule will be as follows:

Warning Bell—7:57  
1<sup>st</sup> Period—8:00-8:50  
2<sup>nd</sup> Period—8:53-9:43  
3<sup>rd</sup> Period—9:46-10:36  
4<sup>th</sup> Period—10:39-11:29  
5<sup>th</sup> Period---11:32-12:38  
Lunch: 11:29-11:45 Grades 7, 8, 9  
12:22-12:38 Grades 10, 11, 12  
Eagle Time---12:41-1:01  
6<sup>th</sup> Period—1:01-1:51  
7<sup>th</sup> Period—1:54-2:44  
8<sup>th</sup> Period—2:47-3:37

## **REPORT CARDS**

Report cards will be issued to students one week after the last day of each 9 week period. These cards are to be taken home so that parents or guardians may see the progress of the students. At mid-term of each quarter notices will be sent to the parents of all students to advise parents of progress in all classes.

## **CAFETERIA**

Northwestern School is dedicated to a continuing effort to serve well-balanced and appetizing meals in the school cafeteria for a modest cost. Northwestern has a closed lunch period and all students are required to remain at school during their lunch period. Lunches for high school students will be sold weekly. They may be purchased the first day of each school week, before school, at the office window. Students absent will receive credit for lunches missed.

## **MORNING RULES**

Breakfast will be served between 7:45 a.m. and 8:05 a.m. daily.

### **Elementary**

1. All students will report to the cafeteria by 8 a.m.
2. Each student will remain in his/her class's designated seating area until dismissed to the classroom by the teacher on duty.
3. Students wishing to eat breakfast during this time are encouraged to do so.
4. Students will be dismissed one grade at a time, starting at 8:10 a.m.

### **Junior High and High School**

1. All students, **MUST** be in class by the 8:00 bell, or will be counted tardy.
2. Walkers, car riders and drivers who wish to eat breakfast are encouraged to do so, but must be in class by 8:03, or will be counted tardy.
3. Bus riders who are eating breakfast must report to the cafeteria promptly upon arrival to school.
4. Exceptions to these rules may only be made with administrative approval and must be communicated between teachers.

## NOON RULES

1. There is to be NO RUNNING between buildings.
2. Students not eating must report to the cafeteria.
3. Students are not to loiter in the parking lots, classrooms, or hallways.
4. Students bringing their lunch/drinks must eat/drink in the cafeteria.
5. Students are not to remove straws, ketchup, mustard, food, or drink from the lunchroom.
6. Students are to dispose of any milk cartons, papers, or other leftovers from their lunch in the containers provided and leave the area properly cleaned.

## ACADEMICS

### **Northwestern R-I Grade Scale**

(Approved by the Board of Education: April, 2019)  
Grade Point Average will be calculated on a 4-point scale.

A	96%-100%	4.000
A-	90%-95%	3.667
B+	87%-89%	3.333
B	83%-86%	3.000
B-	80%-82%	2.667
C+	77%-79%	2.333
C	73%-76%	2.000
C-	70%-72%	1.667
D+	67%-69%	1.333
D	63%-66%	1.000
D-	60%-62%	0.667
F	59% and below	0.000

### Weighted Grades for Dual Credit Classes

All college level courses will be designated as “weighted” courses due to the level of difficulty and/or prerequisite. The weighting of these college courses shall be for the purpose of figuring Honor Roll and Class Ranking. Students enrolled successfully in a weighted class will receive an extra grade point value which is automatically applied in the School Information System (SIS) program.

### Honor Roll

Principal’s Honor Roll: Honor Roll will be calculated and published on a quarterly basis. Students earning a GPA of 3.667 or higher on the 4-point scale will be eligible for the Northwestern Principal’s Honor Roll.

“B” Honor Roll: Honor Roll will be calculated and published on a quarterly basis. Students earning a GPA of 3.0 to 3.599 on the 4-point scale will be eligible for the Northwestern “B” Honor Roll.

### **Honor Student Luncheon**

Eligibility for Honor Student Luncheon will be calculated after the 3<sup>rd</sup> quarter grades have been finalized. Eligibility will be determined by the average GPA and/or class rank using the first three quarters of the current school year.

Students may qualify by:

1. Class Rank: Students must rank in the top four of their class, with a minimum GPA of 3.0.
2. National Honor Society: Any National Honor Society member or inductee.
3. GPA: Students who have a 3.667 or higher average GPA of the first three quarters of the current school year.

## **HIGH SCHOOL GRADUATION REQUIREMENTS** **Board Approved February 2009**

Total Credits Required for Graduation: 29

Communication Arts 4

- Communication Arts I
- Communication Arts II
- Any other 2 Communication Arts credits offered

Social Studies 4

- American History
- World History
- American Government
- Any other Social Studies credit offered

Science 3

- Physical Science
- Biology
- Any other Science credit offered

Mathematics 3

Fine Arts 1

Practical Arts 2

Physical Education 1

Health .5

Personal Finance .5

Core Electives 3

Fine Art or Practical Art Electives 2

Additional Electives 5

Students who are enrolled in vocational-technical school will need 27 credits to graduate. It should be noted that any student who is not enrolled for two full years in vocational technical training would be required to earn 29 credits for graduation.

All students will be required to attend 8 semesters in grades 9 and above except those who complete the required high school courses, and who, upon approval by the Board of Education of a planned educational program, attend a college, university, or vocational school for the 8<sup>th</sup> semester.

### **CLASS RANKINGS**

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected for each high school graduating class that meets the following requirements:

1. The valedictorian will be the student with the highest cumulative grade point average as computed at the end of 8 semesters of high school work.
2. The salutatorian will be the student with the second highest grade point average as computed at the end of 8 semesters of high school work.

3. In case of a tie for valedictorian, co-valedictorians will be honored.
4. In case of a tie for salutatorian, co-salutorians will be honored.
5. To qualify for this ranking, graduates will have to earn 29 units of credit overall with 4 units each in the areas of communication arts and social studies and 3 units each in the areas of science and math. They will have to earn at least an 3.0 grade point average on an 4-point grade scale in those 4 subject areas and score at or above the national average on a college entrance exam (SAT or ACT). Other requirements are 2 units of practical arts, 1 unit each in the areas of fine arts and physical education, .5 unit each in personal finance and health, 3 core electives plus 7 general electives of which 3 must be advanced electives either in foreign language, core-curriculum courses or vocational-technical courses.
6. The valedictorian and salutatorian must be in attendance the last 4 consecutive semesters, and the grade point must be computed using the 4-point grade scale.

### **SCHOOL FEES**

1. Use of all textbooks and instructional materials will be free to the students.
2. Students will be required to pay for the materials in any project completed and taken home.
3. Band instruments will remain on a rental basis from the music companies, except those owned by the student or the school.
4. Students will be assessed the cost price of all school items lost, broken or damaged. Payment of all such assessments must be made before any credit will be allowed for work completed.
5. Students will furnish their own gym clothes, tennis shoes, and towels for physical education.
6. School insurance is optional, but strongly recommended.
7. The purchase of a school yearbook is optional.
8. Student pictures may be purchased.

### **ATTENDANCE POLICY**

#### PHILOSOPHY AND GENERAL INFORMATION

Regular attendance is very important for successful schoolwork. It makes the process of teaching and learning much easier for both the teacher and student. Each student is expected to attend school regularly, unless hindered by his own illness or serious illness or death in the family. Upon arriving at school any student who has been absent must bring from his doctor, parents or guardian a written statement as to the reason for the absence. The statement must be presented to the office for an admittance slip. The excuse is filed in the office for reference.

This policy designates seven days absence each semester as the maximum allowed for normal circumstances of regular school attendance.

The student shall be notified and counseled following the fourth absence. After a student has accumulated four absences in all classes or four absences in any one class a personal school contact will be made with the parent(s) or guardian(s) immediately following the fifth day of absence with a conference recommended concerning absenteeism and our school policy.

Unusual circumstances such as chronic illness and hospitalization will be cause for consideration by the committee in extending the limit of allowed absences.

After the seventh absence in the semester that student will serve one hour of seat time for each hour missed past the seventh absence. If the student has not made up required seat time by the end of the following semester, they will become ineligible until seat time requirements have been met. Students with perfect attendance for the entire year will be given perfect attendance awards.

In accordance with Judge Ravens' ruling any student who is absent, for five (5) days in any quarter or ten (10) days total for the year, or has ten (10) tardies for the year, the school district shall notify the local Juvenile Office.

## **NORTHWESTERN ATTENDANCE COMMITTEE**

The Northwestern Attendance Committee shall consist of: (1) The appropriate building principal, (2) The Superintendent of Schools, (3) A teacher elected by the teachers from the appropriate building, (4) One board member, and (5) The counselor.

Committee Procedures:

A review by the Northwestern Attendance Committee (NAC) may be requested by the student, the parent(s) or guardian(s), or the administration to examine the specific conditions relating to the individual's case or circumstances. This might include serious accident, extended serious illness or other emergency situations.

The NAC will meet once each semester or as the need arises (as determined by the administration).

The NAC may extend the absence limit, continue the student's enrollment in the class(es) on a probationary basis, or take such actions as is required. Parent(s) or guardian(s) will be informed in writing of the results of such hearing. NAC decisions may be appealed to the Board of Education.

### **TARDY**

For each 5 unexcused tardies a student accumulates, he or she will serve a detention. Detentions may be rescheduled for the following day with prior approval. Students failing to stay for detention will receive at least one day in-school suspension. Students who are habitually tardy may be considered to be in violation of the district's policy on defiance and dealt with accordingly.

### **ABSENCES**

#### **TYPE A ABSENCES (EXCUSED)**

Notes will be required of students after an absence, preferably a note from the doctor or dentist, to verify the absence. If after an absence, the student has no note, he/she will receive an unexcused absence until a note is presented. An admit slip must be obtained in the office before a student will be admitted to class.

For the purposes of attendance counting, and for the assessment of penalties for excessive or unreasonable absence, absences shall be classified into four categories, as follows:

- (1) Illness or medical problems with written verification from parents or doctor.
- (2) Regular appointments for corrective health care by an orthodontist, dentist, physical therapist, optometrist or other health care specialist.
- (3) Death and funeral in the immediate family.
- (4) Other circumstances as determined by the principal.

School-sponsored or sanctioned activities for which the student has been properly pre-excused are exempted from and will not pertain to this policy. Students who go on school-sponsored or sanctioned trips will be allowed to make up any work missed.

**CONSEQUENCE:** There shall be no individual limit on Type A absences, except that total absences must not exceed seven days per semester or attendance policy penalties will be enforced. The pupil will be required to make up all assigned classwork and examinations within a number of days following his/her return to class, which is equal to the number of days, absent, unless extension is granted for good cause.

#### **TYPE B ABSENCES (PRE-ARRANGED - EXCUSED)**

- (1) Work with prior permission.
- (2) Family emergencies.
- (3) Family vacations and religious retreats with prior permission.
- (4) Drivers examinations.

(5) Other circumstances as determined by the principal.

CONSEQUENCE: A pupil may be allowed up to three Type B absences in each year without penalty. Type B absences in EXCESS OF THREE PER YEAR will be recorded as Type C absences. A pupil will be required to make up assigned classwork and examinations for credit. Since these are planned absences, much of the homework and examinations can be completed before the absence. Students are required to gather their own work. Pre-arranged absence must be approved through a parent note or phone call at least 24 hours in advance of the period of absence.

### **College Visits**

Seniors are allowed two (2) college/career visits with prior permission. Juniors are allowed one (1) college/career visit with prior permission. College/career visits and scholarship interviews must be arranged through the principal or counselor's office and will not count against the student's perfect attendance. Special circumstances will be reviewed by administration.

### **TYPE C ABSENCES (UNEXCUSED)**

- (1) Truancy.
- (2) Absence for any reason not classified as a Type A or Type B absence.
- (3) All Type B absences in excess of three per year unless an extension is granted for good cause.
- (4) Disciplinary suspension.
- (5) Other circumstances as determined by the principal.

CONSEQUENCE: Any student receiving an unexcused absence will not be allowed to make up any work for the period absent. It is extremely important that students realize and understand that the seven days of absence are not to be considered as approved skip days, but rather they should be used only when necessary and only as indicated by this policy.

### **DISCIPLINARY SUSPENSIONS**

No seat time is required to be made up for Out-of-School Suspension punishments. No makeup work will be allowed if a student receives Out-of-School suspension for any number of days.

### **Attendance and Eligibility for Participation in Extra-Curricular Activities**

Student must attend a part of two periods and have an excused absence on the day of the activity in order to participate or attend that activity. Students attending funerals will be handled on an individual basis. Students attending a court ordered appointment will be handled on an individual basis. Eligibility for an activity held on a Saturday will be determined on a case-by-case basis. Students who have unexcused absence from school will not be eligible to participate or attend such activity until they have attended one full day of classes. Students under any type of disciplinary suspension will not be eligible to attend or participate in such activities until the period of suspension is over.

### **VOCATIONAL TECHNICAL EDUCATION**

Students attending vocational technical education are expected to maintain at least a "C" average in vocational technical courses. Students who do not maintain this average will not be permitted to attend vocational technical education the following semester. This decision can be appealed to the administration and the director of the area vocational school.

### **WEATHER**

Bad weather: Students should listen to Brookfield, Carrollton, Marshall, Moberly radio stations or Columbia television stations to find out if school will be closed. Also, stay alert to Northwestern text alerts.

Fire & tornado drills will be held at regular intervals. Instruction for fire and tornado warnings will be posted in each classroom.

### **Late Start Policy**

Northwestern uses a late start policy for weather or emergency related delays. The beginning of the school day will function as normal, however, the entire schedule for the morning routine will be delayed two hours. Bus routes will be delayed two hours. Students will be allowed in the building at 9:45 a.m. Classes will begin at 10:00 a.m. and no breakfast will be served. In the event this plan needs to be used throughout the school year, it will be communicated via text, radio stations, and Facebook and the Northwestern app.

### **Hard Surface Routes**

Northwestern implements a Hard Surface Bus Route Policy. This plan will be used if the gravel roads are dangerous to navigate. Please bring bus riders to the nearest intersection with the roads listed below. In the event this plan needs to be used throughout the school year, it will be communicated via text, radio stations, Facebook and the Northwestern app. Buses will run on the routes listed below. Arrival times may change on days using Hard Surface Routes.

#### **Rothville Route:**

Highway 11 to Linn County line, Highway E to Rothville, Highway E West to Highway CC

#### **Indian Grove Route:**

Highway 11, Highway C, Highway F (north to Highway E and south to Indian Grove), Highway E (East to Wills Ave)

#### **Triplett Route:**

Highway 11 to Highway M East (to Highway F), Highway M West (to Grand River), Highway Z (to Dean Lake), Highway BB

#### **Sumner Route:**

Highway CC & 139 to Sumner, Highway RA to Swan Lake, Highway YY to Highway 130

## **HEALTH**

### **ILLNESS**

Keep your child at home and call your physician when any contagious disease is suspected. A child who has a temperature of 100 or above, is actively vomiting, or shows signs of illness, will be sent home and should not return to school until they are fever free for 24 hours. Although being absent from school adversely affects a pupil's school progress, it is not fair to them or to the other children for a child who is sick to be in school.

### **Medication Administering Medicines to Students**

**Prescription Medication-** Giving medicine to students during school hours shall be discouraged and restricted to necessary medication that cannot be given on an alternative schedule. Before a student can receive a prescription medication at school, there must be a doctor's order on file at the school. To receive medication at school, either the physician must complete and sign the medication order form (provided by the school), or the prescription label may serve as physician order. The medication must have a label affixed by the pharmacy, with date of filling, prescription number, the physician's name, student's name, and name and dosage of the prescribed medication. Any changes in the type of medication, dosage, time given or procedure requires the physician to complete a new form and be on file at the school.



Non-Prescription Medication: Northwestern School will maintain a stock of over the counter medications. The parent or guardian must complete a written medication permission form in order for these medications to be available for their student. All non-prescription medication will be given by the school nurse or designated school staff according to manufacturer’s instruction.

The administration of the medicine to a student, when all the above conditions have been met, shall be limited to the school nurse, secretary, or other designated persons. All medicine shall be kept in a secure area. The school nurse will be responsible for keeping health records on each child and keeping staff informed of medical information.

**ASTHMA**

If the school nurse determines it is safe and appropriate, students with asthma may be allowed to carry their rescue inhalers. Parents must complete an asthma health history and medication permit.

**MISSOURI SCHOOL IMMUNIZATION REQUIREMENTS**

All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.

Required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, <http://www.cdc.gov/vaccines/schedules/index.html> ).

Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur

Vaccines required for school attendance	Dose Required by Grade											
	1	2	3	4	5	6	7	8	9	10	11	12
TaP/DTP/DT <sup>1</sup>												
Tdap <sup>2</sup>												
MCV <sup>3</sup>												
IPV (Polio) <sup>4</sup>												
MMR <sup>5</sup>												
Hepatitis B <sup>6</sup>												
Varicella <sup>7</sup>												

**NOTICE TO PARENTS REGARDING IMMUNIZATIONS**

In accordance with Section 210.003.7, the parent or guardian of a child enrolled in or attending Northwestern R - 1 School District may request notice of whether there are any children enrolled at our facility with an immunization

exemption on file. If you would like to request this information, please contact the school nurse and the information will be provided to you. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption.

## HEAD LICE

To avoid the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment.

The following procedure will be followed:

The school nurse will instruct the parent/guardian concerning appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.

If the student was infected with live head lice, the student should be treated at home and return to school after treatment.

When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse or designated school staff. If live head lice are found at that time, the parent / guardian will again be called and reinstructed concerning treatment.

A student who was identified as having nits but not a live head lice infestation will be re-examined within five (5) calendar days of the initial identification. The school nurse will keep accurate and confidential records of students infected with head lice or nits.

## HEALTH SCREENINGS

Students in pre-K through 6h will be screened for height, weight, vision, hearing, and dental by the district's school nurse at designated times throughout the year as determined by the nurse. Jr. High/High school students may be referred for screening by the teacher, parent, or self.

## STUDENTS WITH COMMUNICABLE DISEASES

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
  2. Is not in the contagious or infectious stage of an acute disease.
  3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.
- School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.
  - A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.
  - Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of

such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication " Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses , Teachers and Day Care Operators". A copy of this publication can be found at <https://health.mo.gov/living/families/schoolhealth/pdf/CommunicableDisease.pdf>

#### Life - Threatening Food Allergy

Northwestern School District is committed to providing a safe school environment for all students. The school recognizes that food allergies, in some instances, may be severe and even occasionally life threatening. Information pertaining to the student's allergies will be shared with faculty and staff who have contact with the student, but otherwise will be kept as confidential as possible. Parents of students with life-threatening allergies must provide NW School with emergency medications and a written statement from their medical provider outlining any special dietary restrictions or needs.

### **STUDENT ALCOHOL/DRUG ABUSE**

The Board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the Northwestern R-I School District; therefore, the use, sale, transfer, possession or being under their influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMO.

All medications prescribed by a physician, as well as all non-prescription medications, will be cleared with the school nurse, respective principal, or superintendent before being taken. In the absence of a physician's instructions, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the district.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with Board policy.

Any student, who, after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion or other discipline as provided in the district's discipline policy, and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

The District, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12.

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

The districts shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents and students shall annually be provided with a copy of this policy.

The district shall certify that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The district shall conduct a biennial review of such program to determine its

effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

Adopted: February 21, 1994

Cross Refs: GBEB, Drug-Free Workplace  
JFG, Interrogations and Searches  
JGD, Student Suspension and Expulsion  
JHCD, Administering Medicines to Students

Legal Refs: && 167.161, 167.171, 195.010, RSMo,  
P.L. 101-226

MSBA - 5/92

Northwestern R-I School District, Mendon, MO

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

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Legal Refs: && 167.161, 167.171, 195.010, RSMo,  
P.L. 101-226

MSBA - 5/92

### **STUDENT DISCIPLINE**

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.

1. **Arson**--Starting a fire or causing an explosion with the intention to damage property or buildings.

First Offense: 10-180 days out of school suspension or expulsion, notification to law enforcement officials, and documentation in student's disciplinary record.

Subsequent Offense: Expulsion.

2. **Assault**

- a. Attempting to cause injury to another person; intentionally placing another person in reasonable apprehension of imminent physical injury.

First Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: 10-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

b. Attempting to kill or cause serious physical injury to another.

First Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

3. **Bus Misconduct**--Any offense committed by a student on a district-owned or contracted bus will be dealt with on an individual basis. Bus-riding privileges may be suspended or revoked.

4. **Disparaging or Demeaning Language**--Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

First Offense: Principal/Student conference, in-school suspension, or 1-10 day out-of-school suspension.

Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

5. **Disrespectful Conduct or Speech**--Disrespectful verbal, written or symbolic language or gesture, which is inappropriate to public settings, directed at a staff member or student.

First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and documentation in students discipline record.

6. **Disruptive Speech or Conduct**—Disruptive verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.

First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

7. **Drugs/Alcohol**

a. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia.

First Offense: 10-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia.

First Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

8. **Extortion**--Threatening or intimidating any student for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: in-school suspension, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

9. **False Alarms**--Tampering with emergency equipment, setting off false alarms, making false reports.

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

Subsequent Offense: in-school suspension, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

10. **Fighting**--Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension, and documentation in student's discipline record.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

11. **Public Display of Affection**--Physical contact that is inappropriate for the school setting.

First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension, and documentation in student's discipline record.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

12. **Sexual Harassment (see Board policy JBA)**

- a. Use of verbal, written or symbolic language that is sexually harassing.

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

- b. Physical contact that is sexually harassing.

First Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

Subsequent Offense: 10-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

13. **Theft**-- Theft, attempted theft or willful possession of stolen property.

First Offense: In-school suspension, 1-180 days out-of-school suspension, possible notification of law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: 10-180 days out-of-school suspension or expulsion.

14. **Tobacco**

a. Possession of any tobacco products, electronic cigarettes, and/or vaporizing devices on school grounds, bus or at any school activity.

First Offense: Principal/Student conference or in-school suspension.

Subsequent Offense: In-school suspension or 1-10 days out-of-school suspension.

b. Use of any tobacco products, electronic cigarettes, and/or vaporizing devices on school grounds, bus or at any school activity.

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

Subsequent Offense: In-school suspension or 1-10 days out-of-school suspension.

15. **Tuancy**--Absence from school without the knowledge and consent of parents/guardian and/or the school administration.

First Offense: Principal/Student conference or 1-3 days in-school suspension.

Subsequent Offense: 3-10 days in-school suspension.

16. **Vandalism**--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: 10-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

17. **Weapons (see Board policy JFCJ)**

a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or ~ 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person. This policy includes pocket knives.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

Subsequent Offense: 10-180 days out-of-school suspension or expulsion, and documentation in the student's discipline record.

b. Possession or use of a firearm as defined in 18 T.I.S.C. 921 or any instrument or device defined in g 571.010, RSMo.

First Offense: One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

## **18. Anti-bullying**

The Northwestern R-I School District is committed to maintaining a learning and working environment free of any form of bullying/cyber 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 is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying/Cyber bullying occurs when a student:

\* Bullying and cyber bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

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

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

### **Interventions for Bullying/Cyberbullying**

\* A student who has been bullied or cyberbullied shall properly report such incidents to any staff member.

\* Complaints of bullying or cyberbullying will be investigated promptly and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

\* Students who are found to have violated this policy will be subject to the Northwestern R-I School District Discipline Policy. The Superintendent may reduce the length of suspension for students based upon the facts in each case.

\* The School District will annually inform students that bullying or cyber bullying of students will not be tolerated.

\* All forms of bullying are unacceptable and to the extent that such actions are disruptive to the educational process of the School district, offenders shall be subject to appropriate staff interventions, which may result in administrative discipline.

Students who are found to have violated this policy will be subject to the Northwestern R-I School's Discipline Policy under the Demeaning Language clauses. The Superintendent may reduce the length of suspension for students based upon the facts in each case.

## **19. Life-Threatening Food Allergy**

Northwestern R-I School District is committed to providing a safe school environment for all students. The school recognizes that food allergies, in some instances, may be severe and even occasionally life threatening. Northwestern R-I School has created this policy to reduce the likelihood of severe allergic reactions of students with known food allergies while at school, and to increase the likelihood that appropriate medical treatment is available in the case of an allergic reaction. The Northwestern R-I School's aim is to help students learn how to manage their food allergies while providing an environment where the risk of exposure is reduced and emergency support is available. The school cannot achieve this goal alone and student and family involvement are critical. Ultimately the primary responsibility for reducing the risks associated with food allergies rests with the students and their parents. The School's policy is as follows:

### **School Procedures**

\* Information pertaining to the student's allergies will be shared with faculty and staff who have contact with the student, but otherwise will be kept as confidential as possible.



\* Based on information from the student's parents and doctor, the school nurse will develop a Food Allergy Health Plan which lists the student's food allergies, emergency treatment protocols and contact information. These health plans will be kept in the student's health file in the nurse's office. Copies will be distributed to food service personnel, classroom teachers of those students with food allergies, and other faculty/staff on a need to know basis. Plans will be updated yearly or as needed.

\* Northwestern R-I School will provide food allergy and anaphylaxis training for faculty, staff, and coaches as needed. This training will include information on how to recognize an allergic reaction and respond appropriately.

\* Northwestern R-I School will work with the food service director to provide food in the cafeteria that all students may enjoy. In the case of a student with multiple or unusual allergies, however, Northwestern R-I School may require the student/family to provide lunch and snacks to ensure the student's safety.

### **Parent/Student Responsibility**

\* Parents of students with life-threatening allergies must provide Northwestern R-I School with emergency medications and a written medical treatment protocol for their students addressing allergy-related events. The protocol and medication must be provided to the school nurse prior to the beginning of each school year. The school nurse will maintain the medication and information according to the current emergency medical treatment protocol. In elementary school, student medications will be kept in the nurse's or secretaries offices and if necessary, in the student's classroom. In the Junior High and High School, a student may carry and administer their own Epi-Pen with written permission from their doctor and parents. In this case, it is the family's responsibility to be sure that the medication is accessible during school hours and within its expiration date. Parents may however, choose for the medication to be housed in the nurse's office.

\* Parents are responsible for educating their child about managing their food allergy at school, including identifying "safe foods" by reviewing the lunch menu together, contacting the food service director for ingredient listings and reinforcing that the student should ask for help if they are unsure about choosing foods in the cafeteria or classroom.

\* Parents of elementary students are strongly encouraged to provide their child's teacher with a written list of safe snacks for that child. Parents may also provide their child's teacher with a supply of safe snacks to reduce the likelihood of accidental exposure.

This policy has been developed to provide the Northwestern R-I students with the safest learning environment possible. This policy will be reevaluated yearly or as needed.

Any offense which constitutes a "serious violation of the district's discipline policy as defined in board policy JGF will be documented in the student's discipline record."

### **Northwestern Plagiarism Policy**

Plagiarism is a form of cheating and stealing. It is against academic policy. Plagiarism includes but is not limited to:

1. Representing as one's own work a paper, speech, or report written in whole or in part by someone else (from the un-credited use of significant phrases to the un-credited use of larger portions of material), including material found on the internet
2. Failing to provide appropriate recognition of the sources of borrowed material through the proper use of quotation marks, proper attribution of paraphrases, and proper reference citations. Paraphrase is the direct use of others' ideas, data, or structures of thought stated in language substantially different from the source upon which they depend and therefore not requiring quotation marks even though the substance of the material is borrowed. As borrowed material, appropriate recognition of the source must always be given.

### **Consequences:**

All consequences will occur only within each course on a per semester basis.

1<sup>st</sup> Offense: The student will receive zero credit for the assignment in question.

2<sup>nd</sup> Offense & Subsequent Offenses: A committee will convene consisting of the superintendent, principal, and two faculty members. The faculty member whose class is in question will sit on the panel as well as one other faculty member that will be chosen by the administration. The committee will decide disciplinary action: Zero on the assignment, In-school suspension, 1-180 days out-of-school suspension, expulsion, or loss of semester credit and documentation in students discipline record.

### **Northwestern R-I School Zero's Aren't Permitted Program (ZAP)**

The ZAP program was implemented during the 2003-2004 school year. The purpose of the program is to improve student performance. This program should be a combined effort by the school, students, and parents to insure student success. It is our belief that homework must be consistently completed and turned in on time. Homework is an extremely important part of the education process. This program will direct students to utilize their abilities to acquire self-discipline/work habits that will serve them well in an educational setting and hopefully in the future when they enter the workplace. It is the expectation of the school that all students will complete all of their homework to the best of their ability. Students will not have a problem meeting our expectations when they know that the school and parents expect their child to get a good education. The ZAP program is not intended to be a form of punishment but an effort to provide each individual student with the necessary knowledge and skills to succeed.

#### **ZAP Procedures**

Students who fail to turn in homework or turn in incomplete/inadequate homework:

1. Student fills out a ZAP form: This form includes name, grade, phone numbers, date, brief description of assignment and teacher signature. The form is to be taken to the High School Office.
2. The At-Risk office will notify the appropriate parent informing them that a homework assignment has not been turned in and is due by 8:00 A. M. the following morning. If parents cannot be contacted it will be the responsibility of the student to notify the parent that they have been zapped and must stay after school the next day if assignment has not been satisfactorily completed. **Transportation home after being zapped is the responsibility of the student and parent.** This assignment will be worth no more than 90% of the grade for that assignment.
3. Students who receive a ZAP will not be permitted to attend or participate in any extra-curricular activities - ballgames, practices, rehearsals, dances and etc. Students who attend an activity while ZAPped will serve two days of in-school suspension. The earliest a ZAPped student will be able to participate or attend an extra-curricular activity is 8:00 A. M. the next morning when the acceptable homework is turned in to the assigning teacher. A zapped student cannot turn in the homework at the end of the day and be eligible to attend and/or participate in an activity or event that night. Students who work after school will be expected to make arrangements with their employer to go to work after making up ZAPped time.
4. Failure to hand in the completed homework by 8:00 a.m. the next day will result in the ZAPped student being required to remain after school until 4:30 p.m. that day to complete homework. If the satisfactory work is not handed in the next day, the student will be required to stay after school until 4:30 p.m. that day to complete the work. Any student attending a ZAP session will be expected to have appropriate homework to stay busy the entire time.
5. Students who receive a ZAP on Friday may not attend an extra-curricular activity on Friday night. The ZAPped assignment must be turned in by 8:00 a.m. the next day school is in session. If the ZAPped assignment is not turned in, the student will serve one day of ISS on the next day school is in session and the student will not be allowed to attend extra-curricular activities on that day.
6. Excused absences will be exempted according to classroom policy.
7. Teachers issuing ZAP forms will turn into the principal's office by 10:00 a list of any student who did not serve his or her ZAP after school.
8. No ZAPs will be granted to students under Type C absence (unexcused).
9. Each student will be allowed one free ZAP each school year to use whenever necessary.

Students who fail to turn in a ZAP form to the office on the day it was issued will serve one day of in-school suspension.

### **Failure to Report to a Required ZAP Learning Time**

1. First and second missed ZAPs will result in student serving one day of in-school suspension. Parent will be notified.
2. Third missed ZAP **will** result in three (3) days of in-school suspension.
3. Fourth missed ZAP will result in student not being permitted to return to school until parent/principal conference. This time out of school will be considered out-of-school suspension.
4. Any missed ZAPs outside of four (4) will result in a minimum of three (3) days out-of-school suspension time. Out-of-school suspension time may result in documentation in student discipline file and referral to juvenile officer.

### **CELLULAR DEVICES**

The use of cell phones, camera phones/photographic devices, beepers, and other cellular devices (collectively referred to as “cellular devices”) at school is strictly prohibited unless given consent by the Northwestern R-I administration. Students shall not send or receive communications to or from these devices while on school property during the school day. Students must further ensure that their cellular devices are turned-off completely during school hours. Students’ failure to turn-off their cellular devices can disrupt the school environment and will be considered a violation of this policy. Under this policy, the term “school day” shall be defined to include all hours from 8 a.m. to 3:37 p.m. Under extreme circumstance students may place outgoing calls on their cell phones with permission in the office.

Students in violation of this policy shall be subject to disciplinary action of a school official confiscating the cellular device of the student who violates this policy. First offense: Parent will be called and the student may pick the cellular device up from the office at the end of the school day. Second offense: The cellular device shall be returned only to the student’s parent or legal guardian at the end of the school day. Third offense: Up to a one (1) day in-school and up to ten (10) days out of school suspension for any subsequent violation.

#### **Additional Prohibition on Camera Phones**

The Board desires to protect students’ personal privacy in accordance with law. Therefore, students are prohibited from using camera phones/photographic devices or other cellular devices to take photographs or to record photographic images, whether in digital or other form, in any manner during the school day. Students who are required to use cameras for classes that require photography as part of the curriculum under the supervision of the instructor will be handled on an individual basis. In addition, even outside of the school day, students are prohibited from using such camera phones/photographic devices in any school room, which shall include classrooms, offices, locker rooms, restrooms and any other school facility or location at which students have a reasonable expectation of privacy. Students who use such camera phones/photographic devices to record photographic images in violation of this rule are subject to an out-of-school suspension for up to 180 school days for the first offense.

### **NORTHWESTERN R-I APPEALS PROCESS**

The students and/or their parents may appeal a decision that has been made by the Northwestern R-I School District within fifteen (15) days of notification. This must be done in a letter to the coordinator of the program where the disagreement is. The student or parent must do this on a yearly basis. They will not be allowed to appeal problems from previous years. This letter should state the reason they wish to appeal and include all documentation of support.

The coordinator will set an appeal committee meeting within ten business days of receiving the letter. The committee will include the guidance counselor, one board member, the principal, superintendent, one high school

teacher, one elementary school teacher and one community member. The documentation provided from parents and students will be reviewed, and a decision will be made.

The coordinator will notify the student/parent by letter within five (5) calendar days following a decision by the committee. If further appeal is necessary, due process guidelines must be followed starting with the superintendent, and then with the Northwestern Board of Education. The decision of the Board of Education will be final.

\*\*Time frames will be counted by business days and postmarks.  
Amended 2/20/09

### **PARENTS RIGHT TO KNOW**

The Northwestern R-I School District is required to inform parents of the students attending Title I schools that they can request certain information, according to the No Child Left Behind ct of 2001 (Public Law 107-110).

Upon parent's request, the Northwestern R-I Public School District is required to provide parents/guardians, in a timely manner, the following information:

- Whether their child's teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria has been waived.
- What baccalaureate degree major the teacher has and any other graduate certification or degree major held by the teacher and the field of discipline of the certification.

In addition to the information that parents may request, the Northwestern R-I School District must provide each parent/guardian:

- Information on the achievement level of their child in the state academic assessments as required.
- Timely notice that their child has been assigned, or has been taught four or more consecutive weeks, by a teacher who is not highly qualified.
- Notification if their child's school has been identified for school improvement, and options available for their child.
- A complaint resolution procedure annually.
- Notification to parents of the option to transfer their student if student is enrolled in an identified persistently dangerous school, or student has been the victim of a criminal offense while on school property to a school not identified.

For more information about Title I parental notification requirements, please contact:  
Northwestern R-I School District  
18475 Highway 11  
Mendon, MO 64660  
(660) 272-3201

### **NOTICE OF NONDISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Northwestern R-I School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or

treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boys Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone: (816) 268-0550.

### **COMPLIANCE COORDINATOR**

Eric Hoyt, Superintendent  
18475 Highway 11,  
Mendon, MO 64660  
660-272-3201

DL0153442 (June 2012 Update)

### **COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Northwestern R-I School District ("School District") does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District's services, programs or activities.

**Employment:** The School District does not discriminate on the basis of disability in its hiring or employment practices. The School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

**Effective Communication:** The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable

modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

***Modifications to Policies and Procedures:*** The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the School District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the School District's Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

**COMPLIANCE COORDINATOR**

Eric Hoyt, Superintendent  
18475 Highway 11,  
Mendon, MO 64660  
660-272-3201

DL0153442 (June 2012 Update)

**STATEMENT FROM THE PRINCIPAL**

**Northwestern High School is a dynamic learning environment that strives for student success through academics and extra-curricular activities. With hard work, respect of your teachers and classmates, and a positive attitude, the sky is the limit for you during your time here. Be mindful of what is expected of you as a student and challenge yourself to become better each day. We are Northwestern Eagles and we are proud of where we are from.**

***Tyler Walker, Northwestern R-I School Principal***



