

# **NORTHWESTERN R-I SCHOOL**

## **ELEMENTARY HANDBOOK**

**2020 – 2021**



### **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 R-I BOARD OF EDUCATION**

Jess Gladbach	President
Heath Harms	Vice-President
Rachel Johnson	Secretary
Rachel Keller	Treasurer
Blaine Adams	Member
Debra Barnett	Member
Sabrina Brown	Member
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### **ADMINISTRATION**

Eric Hoyt	Superintendent
Tyler Walker	Principal
Lisa Gladbach	Administrative Assistant/Bookkeeper
Connie McGilvray	Administrative Assistant/Principal's Secretary

### **FACULTY**

Rebecca Morris	Early Childhood
Danielle Ehrich	Kindergarten
Janelle Anderson	First Grade
Kristi Fainter	Second Grade
Kara Marnin	Third Grade
Whitney Moxley	Fourth Grade
Lindsey Calvert	Fifth Grade
Kyle Speichinger	Sixth Grade
Traci Batye	Paraprofessional
Nyle Bowyer	Technology Support (1/2 time)
Kynlee Dysart	Elementary Special Education
Jessica Elliott	Speech Pathology (1/2 time)
Lynae Enderle	Art
Michael Kahn	Physical Education
Angel Lentz	Paraprofessional
Maggie Lockwood	Paraprofessional
Connie Martin	Music and Band
Paige Martin	School Counselor
Heather Staddie	Librarian

### **COOKS**

Merri Woody  
LeAnna Smith  
Jeanne Lentz (Dishwasher)

### **CUSTODIANS/MAINTENANCE**

Amber Fry  
Todd Fellows  
Clay Long (Part-time Maintenance)

### **BUS DRIVERS**

Danni Douglas  
Dan Graves  
Donna Graves  
Mickey Kornbrust  
Chris Sanders

### **SPECIAL PROGRAMS**

Amy McCampbell - School Age Childcare  
Linda Daniels - Parents As Teachers  
Kathy Naylor - School Nurse  
Jennifer Dixon – MOTR/L (Part-time)  
Haley Ognenorski – COTA (Part-time)

## **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/her 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 compliance with this policy becomes a problem, disciplinary action will be taken. Students with perfect attendance for the entire year will be given perfect attendance awards.

In accordance with the 9<sup>th</sup> Circuit Court ruling, any student who is absent, for five (5) days in any quarter or 10 (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) 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 accidents, extended serious illness or other emergency situations.

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

The NAC may extend the absence limit, continue the student's enrollment in their classes 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.

### **ABSENCES**

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 not 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 three categories, as follows:

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

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 credit will be lost for that semester. 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. Pre-arranged absences must be approved through a parent note or phone call at least 24 hours in advance of the period of absence.

## **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**

A student who is suspended from school for a disciplinary reason will have that number of days charged against the total of the seven (7) days provided in this policy. If the suspension causes the student to exceed his/her seven days, there will be no extension given. Any suspension, which causes a student to exceed seven absences, may cause the student to lose credit for a class or classes. No makeup work will be allowed if they are suspended over ten days.

### **Attendance and eligibility for participation in extra-curricular activities**

Students must attend at least 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. Eligibility for an activity held on a Saturday will be determined on a case-by-case basis. Students who have unexcused absences from school will not be eligible to participate or attend such activities 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.

## **BUS RULES AND REGULATIONS**

Northwestern R-I School has 7 buses to provide for the safety and comfort of the students. There are two spare buses for extracurricular activities or emergencies. Buses are scheduled to arrive at school at 7:45 a.m. in the morning. To help insure 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 their head or arms out of the 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 their regular bus stop near the home or at school unless they are properly authorized by the school administration or by a 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 days 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.

## **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 elementary students will be sold weekly. Lunches may be purchased the first day of each school week, before school, at the high school office window from the secretary or lunch money may be turned in to the homeroom teacher. Students absent will receive credit for lunches missed.

## **CELLULAR DEVICES**

The use of cell phones, camera phones/photographic devices, beepers, and other cellular devices (collectively referred to as "cellular devices") at school are strictly prohibited. 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 p.m. Under extreme circumstances students may place outgoing calls on their cell phones with permission in the office.

Student 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 of 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 days for the first offense.

### **CLASSROOM VISITORS**

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.

### **DETENTION HALL**

Detention hall will be from 3:37-4:30 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.

### **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.
3. Students who have signed up to ride a bus to an extra-curricular activity will be expected to ride the bus both ways. Failure to do so may cost the student the privilege of riding future activity buses.
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.

### **FIGHTING, PROFANITY AND 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/she 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 in the hall instead of the office or classroom phones.
4. Students arriving before 8:10 a.m. will remain in the multi-purpose room until being dismissed by the supervising teacher to go to your classroom.
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 with their home room teacher. 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.

## **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.

## **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, and Facebook. Buses will run on the following routes. 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



## ILLNESS

Keep your child at home and call your physician when any contagious disease is suspected. **A CHILD WHO HAS A TEMPERATURE OF 100.4 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.** The student should be fever free without the use of fever reducing medication such as Tylenol or Motrin 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 Medications** – 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 Medications** – Over-the-counter (OTC) medications must be provided by the student. All OTC medications will be given when accompanied by a written request from a parent or guardian. The request will include the student's name, date, name of medication, dosage, time of administration, and signature of parent/guardian. All OTC medications must be in the original container and will not be dispensed in excess of the manufacturer's recommended dosage. If it is necessary for a child to take a daily non-prescription medication, a request from the parent/guardian and also a request from the physician must be provided. **Parents are not to send any medication in envelopes, plastic wrap, lunch boxes, etc.** Medications must be transported by the parent/guardian to the school unless other arrangements have been made with the school nurse or administration.

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.

## IN-SCHOOL SUSPENSION

A student that is suspended from a class will be meeting with the principal. A class assignment is obtained from the teacher (written work) before reporting to the principal. The assignment will be completed in duplicate, and one copy will go to the teacher and the other copy to the principal. This will be turned in by class time the next day the student is re-admitted. This assigned work is for credit in the course of study. This procedure will continue as long as the student is under in-school suspension.

## 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.

## 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 phones 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.

## **LIBRARY**

The district's library is located in the high school building. A school librarian or library clerk is on duty all day. The library is open from 8:00 a.m. until 3:37 p.m. 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.

## **MORNING RULES**

1. All elementary students will report to the cafeteria by 8:00 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.

## **NCLB COMPLAINT PROCEDURES**

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a) (3) (C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

### **Who May File a Complaint?**

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

### **Definition of a Complaint**

There are both formal and informal complaint procedures. A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

### **Alternatives for Filing Complaints**

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

### **Informal and Formal Complaints Received by the Local Education Agency**

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,

3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days

Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

### **Informal Complaints Received by the SEA Office**

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

### **Formal complaints Initially Received by the SEA Office**

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant.

### **Appeals**

#### Appeal to the SEA

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

## **Decision**

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

### **Formal LEA Complaints Against SEA**

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

### **Complaints Against LEAs Received from the United States Department of Education**

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

### **Procedure Dissemination**

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

### **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)**

## **PARENT INVOLVEMENT PROGRAM POLICY**

Northwestern R-I School District recognizes the importance of, as well as the legal requirements for implementing programs, activities, and procedures for the involvement of parents of participating children in the Title I Program. All parent involvement programs, activities, and procedures will be designed to encourage and support the efforts of home, school and community in an attempt to improve student achievement. Northwestern R-I Title I School shall to the extent possible, implement the following to meet federal requirements under Title I Public Law 107-110—January 8, 2002; Section 1118.

- A. Involve parents in the joint development of the parent involvement policy under section 1112, and the process of school review and improvement under section 1116.

The district and individual schools establishes a Parent Advisory Committee to help provide suggestions/recommendations and advisement on all matters related to parental involvement.

- The school involves parents in an organized, ongoing and timely way in the planning, review, and improvement of the Title I Program through parent advisory councils, school improvement teams and surveys. Parent involvement policies and programs may be revised based upon assessment information and input received.
  - All parents are invited to attend an annual meeting to inform them of their school's Title I participation, explain Title I, its requirements and parents' right to be involved.
- B. Provide the coordination, technical assistance and the other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
- Funds, not less than 1%, allocated as needed to provide the coordination and support necessary in planning effective parent involvement programs.
  - District and School Parent Advisory Councils are provided the opportunity to discuss and recommend funding of parental involvement activities based on the results of needs assessments (survey) done each year by parents. Needs are prioritized and discussed for allocation of funds.
- C. Build the schools' and parents' capacity for strong parental involvement as described in subsection (e). Provide assistance to parents of children served in understanding such topics as the State's academic content standards and State student academic achievement standards, state and local assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children.
- The school provides assistance to parents of participating students through the distribution of newsletters and the conduction of conferences and workshops to promote and understanding of:
    - a. No Child Left Behind Act (NCLB)
    - b. State content standards and student performance standards
    - c. School improvement process if applicable
    - d. Components of a targeted assistance program as applicable
    - e. State and local assessments
    - f. Requirements of parent involvement
    - g. Ways parents can monitor their children's progress and work with educators to improve the performance of their children
    - h. Ways parents can participate in decisions relating to the education of their children

Provide materials and training, as appropriate, to help parents work with their children to improve their academic achievement. To foster parental involvement, training may include literacy training and using technology.

- The school offers parent meetings using flexible scheduling or home visits.
- The school distributes surveys in the spring of each year for the purpose of obtaining input and any additional information necessary for the development of the Title I plan and parent programs that will meet the needs of the students being served.
- The school provides a Parent Resource Center which houses resources necessary for aiding parents in child development as well as materials to assist children at home academically. Resources available to parents may include parenting books or videos.

Shall educate teachers, pupil services personnel, principals, and other staff, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

- The school provides materials and training to the extent practicable for all school personnel in valuing, reaching out to, communicating with, and working with parents as equal partners, through staff development, booklets, and input from parents. Efforts are made to educate teachers, administrators, and other staff in the value of parent contributions, how to communicate with and work with parents as partners, and build ties between home and school.
- Parent/teacher communication training is provided each year for new teachers during one of their new teacher orientation/observation days.
- Opportunities for parents to volunteer and participate in their child's class or school and observe classroom activities are provided to the extent practicable.
- Staff will be accessible and available to parents.
- The school develops a Parent-School Compact through joint efforts of educators and parents for the purpose of outlining how parents, students and school personnel will share the responsibility for educating children and thereby ensure they meet the State's student performance standards. Included in the parent compact are items such as how parents are responsible for supporting children's learning, monitoring attendance, homework completion, limiting television watching, attending school activities, and setting high expectations.

Shall ensure that information related to school and parent programs, meetings, and other activities are sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

- The school provides information to parents, to the extent practicable, in the language native to the parents, concerning the Title I Plan, academic programs, school performance, student assessment procedures and results, curriculum, discipline and other relevant information related to the education of their children through a variety of media including but not limited to the following:
  - a. Student progress-reports and report cards are distributed on scheduled intervals, keeping parents abreast of student progress.
  - b. Two scheduled parent/teacher conferences are held in the fall and spring of each year.
  - c. A minimum of four newsletters are distributed, one each 9-week period (each report card distribution period). The newsletters are prepared by teacher and include a variety of helpful information on how parents can assist their children at home.
  - d. Fliers, booklets, brochures pertaining to specific academic, discipline, and parenting issues may be distributed.
  - e. Student handbooks outlining school policies, rules, and other helpful information for

parents and students are distributed.

May develop appropriate roles for community based organizations and businesses in parental involvement activities.

- Partnerships may be formed between schools and community based organizations and businesses for the purpose of enhancing parent involvement and strengthening the educational programs of the school. Partners may include Wal-Mart, McDonalds, and area financial institutions.
- Opportunities are provided for organizations/businesses to work with parents, students, and teachers.

- D. Shall, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, public and private preschools and other programs, and provide other resources such as parent resource centers that encourage and support parents in more fully participating in the education of their children.

Coordinate and integrate parent programs with all other educational agencies, including Head Start, Pre-K programs and private preschool programs by distributing applicable information and invitations to relevant programs.

- Programs such as the following may be conducted for each participating school's parent population:
  - a. Helping Your Child with Reading
  - b. Helping Your Child with Math
  - c. Building Your Child's Self Esteem
  - d. Saying No to Drugs and Alcohol
  - e. Health Child Nutrition
  - f. Understanding Standardized Test Scores
- The school operates a school-based Parent Resource Center that provides materials for checkout by parents of students PreK-12.

- E. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies.

- The school distributes surveys in the spring of each year for the purpose of obtaining input and information necessary for the development of the Title I plan and parent programs that will meet the needs of the students being served.
- All unsatisfactory parent comments regarding Title I Preschool are attached to the Title I Plan and brought to the attention of appropriate staff.

- F. In carrying out the parental involvement requirements of this part, the local educational agency and school, to the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in a language parents can understand.

- The school provides opportunities, to the extent practicable, for the participation of LEP parents and parents with disabilities including the provision of information and school profiles in a language and form that such parents understand.
- The school utilizes special education teachers, where appropriate, to enhance communication between school and home.

## **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.

## **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 be a member of the panel as well and 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.

### **PLAYGROUND RULES (ALL AGES)**

1. No charging, tackling, pushing, tripping on the playground or equipment.
2. No football or tag or chasing on play equipment.
3. No hitting balls on the side of the building.
4. No fighting, teasing, or name calling.
5. No hard balls (baseballs) or bats allowed at school.
6. One person at a time on slides. No running up or down slides and no sliding down on the stomach.
7. One person at a time on swings. No swinging sideways or on stomach or standing in swings.
8. No use of swear words or profane gestures.
9. Use playground equipment for intended use: do not hang on blue bar and do not play tag or chase on equipment. Do not have balls on play equipment.
10. Children are responsible for any school equipment on the playground.
11. Children are to respect and obey all school staff.

### **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 advice parents of progress in all classes.

### **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.

### **SCHOOL VISITORS**

Parents are always welcome to visit the school. This is one of the best ways to learn about our school program and about the progress your child is making. If possible, we ask that you make an appointment for visits before you come. There are times when unusual schedules and programs do not permit advantageous visiting. You are encouraged to stop by the principal's office first when coming to the school for any reason. Please do not interrupt classes that are in session. The teachers and principal are always happy to discuss your child's progress or problems with his/her parents. Experience has taught us that these conferences with the teachers during class time are not satisfactory. We would appreciate it if you would call for an appointment when you wish to have a conference so that we may arrange to give your visit our undivided attention.

## **SPECIAL EVENTS**

Any special event (birthday party, etc.) should be scheduled with the classroom teacher or office and should be held during the last two hours of the school day.

## **STANDARDS OF CONDUCT**

### **Section One: Classroom**

The following are a set of classroom management objectives which students are responsible 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 beverages 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.

## 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 the 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, on 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 district shall provide information about any drug and alcohol counseling and rehabilitation and reentry 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

JFG, Interrogations and Searches

Cross Refs: GBEBA, Drug-Free Workplace

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

## **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, can 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. 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.

## **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 days 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** – Conduct or 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.
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 on school grounds, buses 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 on school grounds, buses 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. Truancy** – 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.

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 571.010.RSMo.

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

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."

**18. Bullying**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited 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 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 acts of bullying.

Cyberbullying means bullying as defined above 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. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a district activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

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 received 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.

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

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.

### **School Procedures**

- a. Information pertaining to the student's allergies will be shared with faculty and staff who have contact with the student.
- b. 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. 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.
- c. Northwestern R-I School will provide food allergy and anaphylaxis training for faculty, staff, and coaches as needed.
- d. In the case of a student with multiple or unusual allergies, Northwestern R-I School may require the student/family to provide lunch and snacks to ensure the student's safety.

### **Parent/Student Responsibility**

- a. 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. 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.

- b. 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.
- c. 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.

### **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 five unexcused tardies a student accumulates, he or she will serve a detention. 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.

### **TELEPHONE USAGE**

The school telephones are for school business. Students will not be called from class to answer the telephone except for an emergency. Students must receive permission from the classroom teacher, secretary, or principal before using the telephone for any reason. Parents need to please remember to send permission notes if your child has a change of plans for riding the bus, staying after for any kind of practice, or for any other reason that is a change from his or her regular school day. This helps out tremendously when these plans are made ahead of time.

### **TOBACCO, ALCOHOL AND DRUGS**

1. Tobacco – It is the policy of Northwestern R-I School 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 their 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.

## 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 is 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.

## WEATHER NOTICES

School closings due to bad weather, furnace malfunctions, etc. will be announced over KDWD (99.1) Marceline, KZBK (96.9) Brookfield, KMZU (100.7) Carrollton, KRES (104.7) Moberly, KMMO (102.9) Marshall, KCHI (101.0 a.m.) Chillicothe and the following TV stations: KOMU (8) Columbia, ABC (17) Columbia and KRCG (13) Jefferson City.

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

## WITHDRAWAL FROM SCHOOL

Students planning to withdraw from school must have their parents' advice 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.

## 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:

1. Student fills out a ZAP form: This includes name, grade, phone numbers, date, a brief description of the assignment and a teacher's signature. The form is to be taken to the At-risk 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 the 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. A student, who attends an activity while ZAPped, will need to 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 4:00 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 following Monday. If the ZAPped assignment is not turned in, the student will serve one day of ISS on Monday and the student will not be allowed to attend extra-curricular activities on Monday. The ZAPped assignment will be due by noon Monday. If the ZAPped assignment is not done by noon Monday, the student is required to serve a ZAP detention after school. If ZAPped assignment is not completed by the end of detention, the student will have ISS the following 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.m. a list of any student who did not serve his or her ZAP after school.

Students who fail to turn in a ZAP form 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 the student serving one day of in-school suspension. The 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 an 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.
5. Accumulated ZAPs will be kept on a quarterly basis (as long as previous quarter's obligations have been met). At the end of each quarter, ZAP records are removed from the student's file. This will allow the student to begin a new quarter ZAP free.