

# 2018-19

# Northwest Elementary



## Student Handbook

**OUR STUDENTS, OUR SCHOOL: EMPOWERING TOMORROW**



**Northwest Elementary**

Principal, Joel Sherman

Principal's Office 660-568-3315 Fax:660-568-3394

Superintendent, Amy Fagg

Superintendent's Office 660-827-0772

[www.northwest.k12.mo.us](http://www.northwest.k12.mo.us)

## Table of Contents

Staff Directory	3
Principal's Note	4
School Calendar	5
School Contact Information	6
Vision	6
Mission	6
Beliefs	6
Arrival and Dismissal	7
Car Rider Pick Up	7
Asbestos Notice	7
Attendance	8
Breakfast/lunch Information	8
Meal Charges	9
Emergency Procedures	9
Family Education Rights and Privacy	11
Complaints and Grievances	11
Student Cell Phone Usage	11
Student Dress Code	12
Promotion and Retention	12
Discipline	12
Behavior Code	13
Bus Safety	20
Bullying	20
Health Policies, Services, and Requirements	21
Seclusion and Restraint	23

## Northwest Elementary Staff Directory

Amy Fagg	Superintendent	<a href="mailto:afagg@nwmustangs.org">afagg@nwmustangs.org</a>
Joel Sherman	Principal	<a href="mailto:jsherman@nwmustangs.org">jsherman@nwmustangs.org</a>
Debbie Blackburn	Administrative Assistant	<a href="mailto:dblackburn@nwmustangs.org">dblackburn@nwmustangs.org</a>
Chris Smith	Nurse	<a href="mailto:csmith@nwmustangs.org">csmith@nwmustangs.org</a>
Katie Walker	Counselor	<a href="mailto:kwalker@nwmustangs.org">kwalker@nwmustangs.org</a>
Kelcey Ramey	Kindergarten	<a href="mailto:kramey@nwmustangs.org">kramey@nwmustangs.org</a>
Kelly Weathers	Kindergarten	<a href="mailto:kweathers@nwmustangs.org">kweathers@nwmustangs.org</a>
Mary Morris	1 <sup>st</sup> Grade	<a href="mailto:mmoris@nwmustangs.org">mmoris@nwmustangs.org</a>
Delaine Zeisset	1 <sup>st</sup> Grade	<a href="mailto:dzeisset@nwmustangs.org">dzeisset@nwmustangs.org</a>
Jacqelyn Dryer	2 <sup>nd</sup> Grade	<a href="mailto:jdryer@nwmustangs.org">jdryer@nwmustangs.org</a>
Amanda Riley	3 <sup>rd</sup> Grade	<a href="mailto:ariley@nwmustangs.org">ariley@nwmustangs.org</a>
Amy Young	3 <sup>rd</sup> Grade	<a href="mailto:ayoung@nwmustangs.org">ayoung@nwmustangs.org</a>
Loretta Buckley	4 <sup>th</sup> Grade	<a href="mailto:lbuckley@nwmustangs.org">lbuckley@nwmustangs.org</a>
Lindsey Cooper	4 <sup>th</sup> Grade	<a href="mailto:lcooper@nwmustangs.org">lcooper@nwmustangs.org</a>
Alicia Turner	5 <sup>th</sup> and 6 <sup>th</sup> Grade ELA	<a href="mailto:aturner@nwmustangs.org">aturner@nwmustangs.org</a>
Jessica Jones	5 <sup>th</sup> and 6 <sup>th</sup> Grade Math	<a href="mailto:jjones@nwmustangs.org">jjones@nwmustangs.org</a>
Blake Underwood	5 <sup>th</sup> and 6 <sup>th</sup> Grade Science and SS	<a href="mailto:bunderwood@nwmustangs.org">bunderwood@nwmustangs.org</a>
Ward Behle	Art	<a href="mailto:wbehle@nwmustangs.org">wbehle@nwmustangs.org</a>
Marcus Wolfe	PE	<a href="mailto:mwolfe@nwmustangs.org">mwolfe@nwmustangs.org</a>
Emily Walling	Music	<a href="mailto:ewalling@nwmustangs.org">ewalling@nwmustangs.org</a>
Kara Pilliard	Librarian	<a href="mailto:kpilliard@nwmustangs.org">kpilliard@nwmustangs.org</a>
Angela Watterson	Special Education	<a href="mailto:awatterson@nwmustangs.org">awatterson@nwmustangs.org</a>
Becky Reid	Title 1 Reading	<a href="mailto:breid@nwmustangs.org">breid@nwmustangs.org</a>
Wendy Fisher	SLP	<a href="mailto:wfisher@nwmustangs.org">wfisher@nwmustangs.org</a>
Tatiana Toliver	ESL	<a href="mailto:ttoliver@nwmustangs.org">ttoliver@nwmustangs.org</a>
Debbie Dankenbring	Food Service	
Rose Patterson	Food Service	
Linda Dillon	Food Service	
	Para professional	
	Para professional	
Dave Crouch	Custodian	
Ven Tarasov	Custodian	

## Pettis County R-V District Board of Education

President- Matt Powell

Michael Arnett

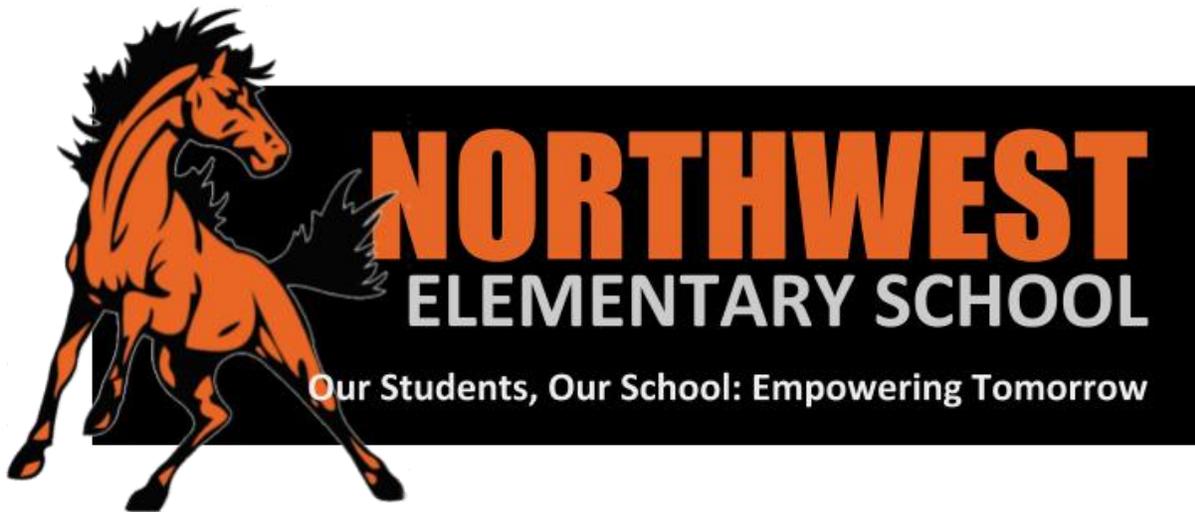
Jason Chamberlain

Amy Kreisel

Grant Newton

Mike Weathers

Janeene Williams



## **Principal's Note**

Dear Students and Parents,

Welcome to Northwest Elementary!

I am looking forward to the 2018-19 school year. Our staff at Northwest Elementary are committed to providing a quality education and look forward to supporting you throughout the school year.

We want to ensure that all students are being given the opportunity to become respectful, responsible citizens that shows the kind of excellence that the Pettis County R-V School District and this community expects.

This handbook has been prepared to assist you in understanding our policies and procedures. In the event that problems or concerns arise, we are available to discuss and resolve any situation. Always feel free to call 660-568-3315 to discuss and/or arrange a conference as needed.

Joel Sherman  
Northwest Elementary Principal  
Pettis County R-V School District

Our Students, Our School:  
Empowering Tomorrow  
Mustang Pride!

# Pettis Co. R-V School District

# 2018-2019 School Calendar

**August 2018**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**September 2018**

S	M	T	W	T	F	S
						1
		3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

**October 2018**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## Important Dates

Aug 20-21	Teacher Meetings
Aug 22	First Day of School
Aug 31	No School – Teacher <i>Mtg</i>
Sept 3	Labor Day – No School
Sep 28	No School - Teachers <i>Mtg</i>
Oct 24	Early Out Parent Conferences
Oct 25	No School – Teachers <i>Mtg</i>
Oct 26	No School
Nov 9	Early Out - Teacher <i>Mtg</i>
Nov 21-23	Thanksgiving Break
Dec 7	Early Out – Teacher <i>Mtg</i>
Dec 20	Early Out
Dec 21-Jan 2	Christmas Break
Jan 2	No School – Teacher <i>Mtg</i>
Jan 3	Students Back to School
Jan 21	No School MLK Day
Feb 1	No School – Teacher <i>Mtg</i>
Feb 18	No School President's Day
Mar 1	Early Out – Teacher <i>Mtg</i>
Mar 25-29	No School Spring Break
Apr 18	Early Out – Teacher <i>Mtg</i>
Apr 19	No School – Good Friday
May 21	Last day Early Out

**November 2018**

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**December 2018**

S	M	T	W	T	F	S
						1
		3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**January 2019**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**February 2019**

S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**March 2019**

S	M	T	W	T	F	S
					1	2
		4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**April 2019**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**"Our Students, Our School,  
Empowering Tomorrow!"**

169 student days/ 11 teacher days

Q1: Oct 12<sup>th</sup> Q2: Dec 19<sup>th</sup>

Q3: Mar 8<sup>th</sup> Q4: May 21<sup>st</sup>

## Key

////	No School – Teacher Professional Days
■	No School
□	Half Day
□	First/ Last Day



**May 2019**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

\*\*\* Incentment weather days will be made up in the following order: Jan 21, Feb 18, May 22, May 23, May 24, May 28

Approved by BOE on 3/21/18

# **School Contact Information**

**Northwest Elementary**

**407 W. Tuck**

**Houstonia, MO 65333**

**660-568-3315**

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

## **Our Vision**

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

## **Our Mission**

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

## **Our Beliefs**

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

## General Information and Building Procedures

### Arrival and Dismissal

The elementary building will open at 7:50 am. Students should not arrive at school until 7:50 am. Buses will unload at the front door. Car riders should be dropped off at the east door. At 7:50, students who are eating breakfast will go to the cafeteria. All other students will report to the playground or gym depending on the weather. Students will be dismissed to their classrooms at 8:10 am.

Students will be dismissed from school at 3:00 pm. The bus riders will exit through the front doors. Car riders will exit the side door in the east gravel parking lot. Parents may stay in their vehicles and pick-up students at the side door.

### Car Rider Pick Up and Drop Off:



Should you need to check out your child for any reason during the day, please come to the office to sign your child out.

### Asbestos Notice

#### ASBESTOS AWARENESS

As required by law, the Pettis County R-V School District conducts regular inspections of its facilities to monitor the status of asbestos containing materials. The results of each inspection are included in the District's management plan which is available in the District Office. A re-inspection of our facilities is required every three years and was conducted in August of 2016 by Environmental Projects. Any fiber release episodes and any activities involving the disturbance of asbestos-containing materials are also recorded in the management plan. The superintendent of schools is the contact person for the public to obtain further information

## **ATTENDANCE (Absences and Tardies)**

Regular attendance is necessary for school success and is required by state statute for all students enrolled Kindergarten – 12th grade. Because attendance is so closely related to student academic success, attendance policies will be strictly enforced for all students.

Your child will be allowed 5 absences per semester. Absences in excess of 10 (excused or unexcused) may require a doctor's note in order to be excused.

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

**Excused Absences:** Any absence that falls under one of the following:

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

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

**Tardies:** Students will be counted as tardy beginning at 8:20 a.m.

**Make-up Work:** The following procedures should be followed by students who are absent so as to prevent academic difficulties:

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

## **Breakfast/Lunch Information**

Breakfast is available to all students from 7:50-8:10.

Breakfast and Lunch Prices will be:

Adult Breakfast: 1.75

Adult Lunch: 2.85

EL Breakfast: 1.40

EL Lunch: 2.15

Extra Milk .40

## Meal Charges (Policy 5550)

### **Purpose**

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

### **Administration**

1. Student Groups:
  - Elementary students will be allowed to charge a maximum of ten (\$10.00) dollars.
    - a) These meals will include only the menu items of the reimbursable meal.
    - b) After the balance exceeds ten (\$10.00) dollars, the student may be given a designated menu alternate.
  - Middle School students will be allowed to charge a maximum of ten (\$10.00) dollars. After this maximum has been met, no additional charges will be accepted.
  - High School students will be allowed to charge one meal.
2. No charges will be allowed for ala carte foods and beverages.
3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.
4. On May 15 annually all charging will be cut off.
  - Parents/guardians will be sent a written request for "payment in full."
  - All charges not paid before the end of the school year will be carried forward into the next school year.
  - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

## EMERGENCY PROCEDURES

### Fire

Either the fire siren or a series of **short bells** indicates a fire. The faculty and students should stop what they are doing and form a single file line in an orderly fashion. The students should then walk quickly to the exit designated by the teacher, unless the route is blocked by fire, and go to the East Parking Lot 500 feet away from the building. The students should be warned ahead of time that most fires in commercial buildings result in death caused by smoke inhalation; therefore, moving from one place to another in a building that is on fire should be done in a crouched position with the mouth as low to the floor as possible, realizing that speed is of the essence.

### Lock Down

An announcement by the office over the intercom will be made saying, "Teachers this is a lock down situation". Teachers will lock their classroom door. PE classes will go to the Coaches office. Window shades will be drawn. Try to cover the window in the door to block any view into the room. Students will be quiet and will be moved to a location away from the door and windows. Teachers will not allow anyone in or out unless it is a school official. If a student is NOT in class at the time of a lockdown they will need to go to the nearest classroom or restroom and close the door. They will then get as far away from the door as possible. All clear will be done over the intercom or by a school official coming to each door.

## **Earthquake**

During an earthquake, get under a doorway or stable furnishings. Once the shaking has ceased; students are to leave the building by the following exits or by the safest route:

After clearing exits, students should report to the East parking Lot and move 500 feet from the building and clear of emergency personnel and equipment.

## **Severe Storm Warning**

A **long bell** will announce a storm threat and the necessity for all students to move to a safer area. Students are to file from the classroom to the storm shelter according to the teacher's instructions. In the event of severe weather, all students will remain with their teacher and proceed in the following manner:

Classes will exit the nearest exit and proceed to the shelter in the East Parking Lot.

A single long ring will announce the all clear. At such time, you are to return immediately to class and resume work.

## **Family Education Rights and Privacy**

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

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

## **Complaints and Grievances (Policy 1480)**

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

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

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

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

## **Student Cell Phone Usage**

Cell phones may not be used during the school day.

In order to provide a productive learning environment, Northwest Elementary requires that students turn their phones and electronic devices off and secure them in their locker, their book-bags, or on their person during the school day. Students will not be permitted to use their cell phones or electronic devices in class unless granted permission by the classroom teacher in advance. The school is not responsible for loss or damage to cell phones or other electronic devices

### **Student Dress Code (Policy 2651)**

Student Dress: The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities. The Board may require students to wear a school uniform. Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

### **Promotion and Retention (Policy 2510)**

The purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

The process for reading assessments and remediation, and retention guidelines for students who fail to meet the District's objectives for reading, are contained in Regulation 2520 – Promotion and Retention.

### **Discipline**

#### **Misconduct and Disciplinary Consequences (Policy 2610)**

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of district students to the extent allowed by law will be subject to discipline up to and including expulsion.

## BEHAVIOR CODE

All students attending school in the Pettis County R-V School District will be expected to accept the obligation and responsibilities to attend school on a regular basis and to comply with the District's discipline code set forth in Board Policy 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. This behavior code is designed to support the creation of a safe learning environment for all members of the school community. The purpose of this code is to state clearly our standards for acceptable conduct of students. The code also explains the consequences for not meeting these standards of conduct. This Code establishes a strict policy for conduct that endangers the safety of the schools and/or disrupts the educational experience for other students. The District has the authority to control student conduct, which is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school sponsored activities (home or away) and for conduct away from school or in non-school activities which affect school discipline. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities, and school social events), the reassignment of the student to another school, removal for up to ten (10) school days by school principals, extension of suspensions for a total of one hundred eighty (180) days by the Superintendent, and longer term suspension and expulsion from school by the Board of Education. Any student questioned by Law Enforcement, on school property, will have a school official present at all times during the questioning.

### Behavioral Expectations

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct, which is not specifically listed in this regulation, may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances. The code of conduct detailed in this regulation shall apply to Northwest students as they attend and/or participate in any school related function, whether it be on the property of the Pettis County R-V School District or elsewhere. In addition to the consequences listed below, any time a student is referred to the building principal on the appropriate form, the following will occur:

- A. The student and principal (and teacher if applicable) will have a conference to discuss the situation, to ensure that the student understands the infraction with which they have been charged and to afford them their due process rights.
- B. A contact will be made between the principal's office and a parent of the student(s) involved. This contact will be made through the most expedient means available.
- C. Documentation of the offense will be noted in the student's school record.
- D. A student who receives office referrals that would result in a third ISS during a grading quarter may be assigned OSS.
- F. Students that are assigned a detention, ISS, or OSS may not practice or participate in extra-curricular activities until disciplinary assignment is served.

### TERMS

Depending on the nature of the inappropriate behavior, the administration and faculty at NWHS can utilize any of the following disciplinary actions (listed in alphabetical order, not in order of use):

**Activity Restriction** – Students may be required to spend a period of time out of a specific classroom or area. During this time, students may be isolated in the office for a period of time for the safety of self/others.

**Activity Suspension/Expulsion** – Students may be suspended or expelled from attending school-sponsored activities.

**Assigned Tasks** – Students may be assigned specific duties/tasks to be completed in a certain amount of time.

**Detention** – Students may be assigned a one-hour detention assigned by the principal. NWES expects students to follow all school rules and requires students to complete academic work during detention time.

**Expulsion** – Based on the severity of the action, students may be expelled from school by the Board of Education.

**Intervention Plan** – Students may be assigned a plan of success by the staff, with input from parents, to modify the students' day and activities.

**Loss of privileges (LOP)** – An administrative assigned consequence. The student may lose the privilege of participating/attending activities including but not limited to athletic events, concerts, theatrical performances, programs, ceremonies, dances, assemblies, intramurals, computer/internet access, driving/parking vehicle on school grounds, etc. The time period for LOP will be determined by administration.

**In-School Suspension** - In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting.

**Out-of-School Suspension** – The principal may suspend students from school and school activities for a period up to ten (10) days. The superintendent may suspend students from school and school activities for a period of up to one hundred eighty (180) days.

**Parent Conference** – The principal/assistant principal may require a parent conference to discuss the incident and/or consequences and to provide/obtain further information.

**Parent Contact** – The principal may contact parents by phone, email or letter.

**Restitution** – Students may be required to clean, repair, or compensate for lost, damaged, or stolen property.

**Student and Principal Conference** – The principal may require a conference with the student to obtain a commitment, oral or written, to correcting the behaviors.

**Unacceptable Behavior**

Definition	First Offense	Second Offense	Third Offense
<b>SUBSTANCE ABUSE/USE/POSSESSION (DRUGS/ALCHOL)</b>			
Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance (including alcohol or unauthorized inhalants).	10 - 180 days out-of-school suspension or expulsion; notification of law enforcement	10 - 180 days out-of-school suspension or expulsion with recommendation to superintendent for long term suspension; notification of law enforcement	10 - 180 days out-of-school suspension or expulsion with recommendation to superintendent for long term suspension; notification of law enforcement
<b>SALE OF A CONTROLLED SUBSTANCE OR SUBSTANCE REPRESENTED TO BE A CONTROLLED SUBSTANCE (INCLUDING ALCOHOL)</b>			
Sale, transfer, distribution or the intent to sale a controlled substance or substance represented to be a controlled substance (including alcohol or unauthorized inhalants).	20 – 180 days out-of-school suspension; notification of law enforcement	Expulsion; notification of law enforcement	
<b>ASSAULT/BATTERY OF A STUDENT</b>			
Use of physical force with the intent to do bodily harm.	10 - 180 days out-of-school suspension; notification of law enforcement	Expulsion; notification of law enforcement	
<b>ASSAULT/BATTERY OF STAFF MEMBER</b>			
Use of physical force with the intent to do bodily harm.	Expulsion; notification of law enforcement		
<b>POSSESSION OF A WEAPON – Defined by BOE Policy 2620</b>			
Unauthorized possession and/or use of all weapons or instruments that have the appearance of a weapon prohibited within all environments and the school zone. Pocket knives and pliers are prohibited from being carried at school. These will be confiscated and repeated possession will result in suspension.	180 days out-of-school suspension or expulsion; notification of law enforcement	Expulsion; notification of law enforcement	
<b>ARSON</b>			
Intentionally causing or attempting to cause a fire or explosion.	10 - 180 days out-of-school suspension or expulsion; notification of law enforcement	Expulsion; notification of law enforcement	
<b>SEXUAL HARRASSMENT (TOUCHING)</b>			
Physical touching of another student in the area of the breasts, buttocks or genitals.	Saturday detention up to 1 - 5 days out-of-school suspension - principal discretion	1 - 180 days out-of-school suspension or expulsion; notification of law enforcement	
<b>SEXUAL HARRASSMENT (INTIMIDATION)</b>			
Use of sexually intimidating language, objects, or pictures	Saturday detention up to 1 - 5 days out-of-school suspension - principal discretion	1 - 180 days out-of-school suspension or expulsion; notification of law enforcement	
<b>THREATENING LANGUAGE</b>			
Verbal, written, pictorial or symbolic language/gestures that	Saturday detention up to 1 - 5 days out-of-school	1 - 180 days out-of-school suspension	

creates a reasonable fear of intent to cause physical injury or property damage to an individual or group.	suspension - principal discretion		
<b>EXTORTION</b>			
Verbal threats or physical conduct designed to obtain money or other valuables.	Saturday detention up to 1 - 5 days out-of-school suspension - principal discretion	1 - 180 days out-of-school suspension	
<b>FIGHTING</b>			
Physically striking another in a mutual contact as differentiated from an assault.	Saturday detention up to 1 - 5 days out-of-school suspension - principal discretion	1 - 180 days out-of-school suspension	
<b>DISRUPTIVE BEHAVIOR</b>			
Conduct which has the intentional effect of disturbing education or the safe transportation of a student.	Saturday detention up to 1 - 5 days out-of-school suspension - principal discretion and/or removal from school bus for designated period of time	1 - 180 days out-of-school suspension and/or removal from school bus for not less than the remainder of the school year	
<b>CLASS PREPARATION</b>			
It is important for students to come to class prepared with book, paper, and writing utensil. Students who are chronically unprepared impede classroom instruction. No student at NWHS will be allowed to disrupt the instructional process, thereby preventing other students from learning. Students that are chronically unprepared for the classroom will be written up for classroom disruption once the following has been done:	Unprepared once – warning	Unprepared twice (within a three-week period) – warning & parent contact	Unprepared three times (within a three-week period) – office referral for classroom disruption (Chronically unprepared for class) with warning dates and dates of parent notification.
<b>THEFT</b>			
Non-consensual taking or attempt to take the property of another.	Saturday detention, or 1 - 5 days out-of school suspension; notification of law enforcement if necessary	1 - 180 days out-of-school suspension; notification of law enforcement, if necessary	
<b>VANDALISM</b>			
Intentional damage or attempt to damage property belonging to the staff, students, or the District.	Saturday detention up to 1 - 5 days out-of-school suspension - principal discretion; payment of damages.	1- 180 days out-of-school suspension; payment of damages	
<b>TRUANCY</b>			
Absent or tardy from class or classes without authorization.	Detention, or Saturday detention	Saturday detention; notification of proper authorities	
<b>TARDY</b>			
Late to assigned room or area. (Including, but not limited to: class, lunch, gym). Separate from <u>Truancy</u> .	Office warning after 4 <sup>th</sup> -5 <sup>th</sup> reported tardy during a semester	6 <sup>th</sup> cumulated tardy, student will receive a Saturday Detention. (Detentions may be carried over to following semester)	Saturday Detention after each additional tardy.
<b>DEFIANCE OF AUTHORITY</b>			
Refusal to obey directions, school handbook, or defiance of staff authority.	Saturday detention up to 1 - 5 days out-of-school suspension - principal discretion	1 - 180 days out-of-school suspension	

<b>IMPROPER DISPLAYS OF AFFECTION</b>			
Consensual kissing, fondling, or embracing.	Detention or Saturday Detention	Saturday Detention or 1 - 3 days out-of-school suspension	
<b>INDECENT EXPOSURE</b>			
Includes display in public location of buttocks and/or genitals.	Saturday detention up to 1 - 5 days out-of-school suspension - principal discretion	1 - 180 days out-of-school suspension; notification of law enforcement	
<b>USE OF OBSCENE OR VULGAR LANGUAGE</b>			
Language that depicts sexual acts, human waste, or blasphemous language	Detention, Saturday Detention or 1 - 5 days out-of-school suspension	In-school suspension, Saturday Detention, or 1 - 180 days out-of-school suspension	
<b>POSSESSION OR USE OF TOBACCO OR TOBACCO PRODUCTS</b>			
Use or possession – It is illegal for any person under the age of 18 to possess or use tobacco/e-cigarettes. In all cases tobacco/e-cigarette products will be confiscated.	Saturday detention up to 1 - 5 days out-of-school suspension - principal discretion	1 - 10 days out of school suspension or Saturday detention	
<b>DISRUPTIVE SPEECH OR CONDUCT</b>			
Use of hate language to demean other persons due, but not limited, to race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech, which materially and substantially disrupts class, school activities, transportation, or school functions.	Saturday detention up to 1 - 5 days out-of-school suspension - principal discretion	In-school suspension, Saturday Detention or 1 - 10 days out-of-school suspension	
<b>INAPPROPRIATE EXPRESSION/DISTRIBUTION OF MATERIALS</b>			
Students cannot express or distribute expressions which are obscene to minors, libelous, pervasively indecent, advertise any product or service not permitted to minors by law, constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin), present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school procedures.	Saturday detention up to 1 - 5 days out-of-school suspension - principal discretion	Detention, Saturday Detention, 1-180 days out-of-school or expulsion.	
<b>AUTOMOBILE/VEHICLE MISUSE</b>			
Using more than one parking spot; parking in a space that was not assigned to the vehicle; parked outside designated parking spaces; driving carelessly; driving	<ul style="list-style-type: none"> <li>• Written Warning</li> <li>• Conference with Principal</li> <li>• Notification of Parent</li> <li>• Possible law enforcement notification</li> </ul>	<ul style="list-style-type: none"> <li>• Written reprimand</li> <li>• Conference with Principal</li> <li>• Notification of Parent</li> <li>• Possible law enforcement notification</li> </ul>	<ul style="list-style-type: none"> <li>• Written reprimand</li> <li>• Conference with Principal</li> <li>• Notification of Parent</li> <li>• Possible law enforcement notification</li> </ul>

vehicle which has parking tag that is not registered to the vehicle the driver is operating; student with suspended tag driving/parking vehicle on school grounds; parked in handicapped areas, fire lanes, faculty/staff/visitors parking areas, loading zones, along curbs, in aisles or at the end of a row outside a designated space. An administrator may withdraw a student's privilege to use the school parking facilities and/or may have a student's vehicle towed at the owner's expense for repeated parking violations/safety purposes.	(Note: Administration may escalate consequences based on offense and/or intent.)	Loss of driving privileges 5-10 days.  (Note: Administration may escalate consequences based on offense and/or intent.)	Loss of driving privileges for semester or remainder of school year.  (Note: Administration may escalate consequences based on offense and/or intent.)
<b>DISHONESTY – LYING/FORGERY</b>			
Any act of lying, verbal or written, including forgery.	LOP, Nullification of forged document.		
<b>FALSE REPORT/ALARM – WRITTEN/VERBAL</b>			
Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for purpose of frightening, disrupting or causing the evacuation or closure of school property. <b>Note: A bomb threat is a Class D Felony.</b>	10 days OSS, LOP, Contact law enforcement.  (Note: Administration may escalate consequences based on offense and/or intent.)	10 days OSS, LOP, Contact law enforcement.  Recommend to Superintendent for Long-term suspension/expulsion.	
<b>LEAVING CLASSROOM WITHOUT PERMISSION</b>			
Leaving the classroom or class setting without permission from teacher or administration.	Detention, LOP	Saturday Detention, LOP	
<b>UNAUTHORIZED ENTRY</b>			
Entering facility, room, office, locker or other area that is locked or restricted from the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.	Up to 5 days OSS, LOP, Contact law enforcement	10 days OSS, LOP Contact law enforcement, refer to superintendent for long-term suspension/expulsion	

### Detention

Detention is an assigned before-school and/or after-school period, during which student activity is closely monitored and severely restricted. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks. Certificated staff members may detain students after normal school hours for a reasonable time provided the following conditions are observed:

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

These tasks may include academic work or community service performed on school property. (Board Policy 2660)

Lunch detentions may be assigned to students. Lunch detentions will be served on the day assigned. **Every six** lunch detentions will equal one Saturday detention. At the end of the semester any remaining lunch detentions will be erased.

### In-School Suspension

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/designee may assign students to the in-school suspension program for a reasonable and specified period of

time. While placed in the in-school suspension program, the student may be assigned a variety of academic and/or non-academic tasks (as discussed with the student and their parent/guardian).

### **Out-of-School Suspension**

The term "suspension" refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) school days for violation of District Regulations. Building principals may also recommend extensions of suspension for periods of time up to one hundred eighty (180) days by the Superintendent. The Superintendent of schools may suspend students for periods up to one hundred eighty (180) days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of one hundred eighty (180) days. When a student is suspended, the principal (designee) shall attempt to reach the student's parent/guardian to inform them of the school's action and to request that they come to school for their student. If the parent/guardian is unable to come for the student, the principal (designee) may ask the parent/guardian for permission to send the student home. If the parent/guardian cannot be reached or if the above request is refused, the student must remain on school property until the close of the school day. No student shall be suspended by a principal or by the Superintendent unless:

1. The student shall be informed, orally or in writing, of the charge against him/her.
2. If the student denies the charge, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension.
3. The student shall be given an opportunity to present his/her version of the incident to the principal or Superintendent.

Any suspension shall be reported immediately, in writing, to the student and the student's parent/guardian or others having custodial care of the student. A copy will be forwarded to the Superintendent. If a suspension is ordered by the Superintendent for more than ten (10) school days, the Superintendent's order may be appealed to the Board of Education if written notice of appeal is delivered to the office of the Board of Education. If such suspension is appealed, the Superintendent shall promptly provide the Board with a report of the facts involved in the suspension, the action taken by the Superintendent, and the reasons for the Superintendent's decision. In such event, the suspension shall be stayed until the Board renders its decision, unless in the judgment of the Superintendent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school, and the notice and hearing shall follow as soon as practical. Any appeal to the Board of Education of the Superintendent's decision to suspend a student for more than ten (10) days may be heard and determined by the full Board or by a quorum thereof, or by a committee of three Board members appointed by the President of the Board and such committee shall have full authority to act in lieu of the Board. A suspended student is not to be on school property during the duration of the suspension. The student is not allowed to attend any school functions that are at home or away locations. This includes contests and sporting events that are held at other schools that Northwest students are participating in. A suspension may affect the student's ability to earn credit for courses in which they are enrolled. Therefore, during an out-of-school suspension, the student (with consult of their parent/guardian) will have the opportunity to earn partial credit (50%) for assignments and evaluations missed during their suspension (as deemed appropriate by the classroom teacher). For those students wishing to earn partial credit during a suspension and to have suspension days considered excused (with limitations), the following conditions must be met:

1. Within twenty-four hours of the suspension (or the next school day), the student and/or parent must contact the principal's office to confirm that the student either desires to make up work for partial credit or does not so desire. If the student does not desire to make-up work and have the absences due to suspension excused, the days absent during the suspension will be considered unexcused and all grades missed during the absence will be recorded as a "zero".
2. The student will either, make up the work and earn the attendance hours for any or all days of the suspension, or for no days of the suspension. Therefore, a student with a ten-day suspension may not opt to make up five days of work and not the other five days.
3. During his/her suspension, the student is responsible to contact the school and request assignments. The work missed during the suspension is to be turned in to all teachers the first day of the student's return to school. The student will receive no more than 50% credit for work completed.

### **Student Discipline Hearings**

Parents/guardians of students suspended for more than ten (10) school days may make a written request for a hearing before the Board of Education. This request will be addressed to the Superintendent who will review all matters concerning the suspension and make a recommendation whether to refer the request for a Board hearing. It will be the sole discretion of the Superintendent whether to deny the request or refer the request to the Board of Education for a hearing. In conducting a discipline hearing the Board will carefully consider the information presented by the Administration and by the parent/guardian. In making its decision concerning guilt and innocence as well as punishment, the Board will be mindful of Board Discipline Policies in place, the effect of its decision upon the individual student, and the safety and welfare of District students and staff. Rules of procedure in hearings before the Board of Education on suspension and expulsion matters:

1. Student or student's parents/guardians may request a hearing before the Board to contest any suspension in excess of ten (10) school days. The request will be addressed to the Superintendent who will review all matters concerning the suspension.
2. No student may be expelled until this matter is reviewed in a hearing before the Board of Education.
3. The parent/guardian may represent their student or may retain an attorney to act as a representative in the defense of the student. The representative will have the right to present witnesses, question any and all witnesses as herein provided, and make a statement and offer exhibits on the nature of the evidence and disposition of the case. If the parent/guardian elects to have the student represented by an attorney at the hearing, the parent/guardian shall notify the Superintendent of such representation at least twenty-four hours prior to the scheduled time of the hearing.
4. Prior to the hearing, the parties, or their attorneys, may examine at the Board Office the discipline report and all related records.
5. Upon the request of any party, the Superintendent shall submit for review at the hearing the student's behavioral and academic record. If necessary, the information contained in such record may be explained and interpreted by a person trained in its use and interpretation. All parties shall be instructed to respect the confidentiality of all such records and information.
6. At the hearing, the Board may consider a student's record of past disciplinary actions, criminal court records, juvenile court records, and any actions of the student, which would be criminal offenses.

7. The parties may present their version as to the charges and make such showing by way of affidavits, exhibits, and witnesses as they may desire (before testifying, witnesses shall be sworn).
8. The President of the Board of Education, or the Chairman of the designated committee of the Board, shall have final charge of the hearing and shall have the authority to direct its proceedings and to control the conduct of all persons present in accordance herewith. Such authority shall include the limitation of questioning that is unproductive, lengthy, or irrelevant. The Board may invoke reasonable limitations on the number of witnesses.
9. The hearing shall not be open to the public unless requested by the student's parent/guardian or those having his/her custodial care, provided, however, that, if the hearing is open to the public, the Board may set reasonable limitations on the number of people present based upon available space and need for orderly proceedings. The Board shall also have the right to exclude the public or any persons if it shall determine that any person or group of persons is disrupting the hearings. Unless public, as herein provided, hearings may be attended by members of the Board of Education, the Superintendent of Schools, the School Board attorney, the principal, the student, the parent/guardian and their representatives. Witnesses may be present only when giving information at the hearing. With parent/guardian permission, the student may be excluded at times when the student's psychological or emotional problems are being discussed.
10. A record shall be made of any information presented at the hearing. The District shall keep statements and other written matter presented on file.
11. In addition to the rights of the student requesting the hearing, the Board of Education also recognizes the rights and interests of the persons affected by the action of the student, and therefore grant the opportunity for those students to be heard by the Board.
12. As soon as practical after the hearing, the Board shall make its decision and transmit the same in writing to the parties and the Superintendent. The Board or its committee shall decide by majority vote whether the student has engaged in the misconduct charged by District Administrators. The decision must be based solely on the evidence presented at the hearing and must include findings of fact on which the decision rests.

### **Expulsion**

The term "expulsion" refers to permanent exclusion from school. If a student consistently refuses to conform to school policies, rules and/or regulations, the Principal and Superintendent may recommend to the Board of Education that the student be expelled from school. The Board will review such recommendations and decide whether to proceed with an expulsion hearing. No student shall be readmitted or permitted to enroll (except as required by law) following a suspension or expulsion from this District or from any other School District until the District has conducted a meeting to consider possible readmission. During the meeting, participants will consider the conduct that resulted in discipline and any remedial actions believed to be necessary to prevent future occurrences of similar conduct. However, no student will be readmitted or enrolled if the student was convicted of, charged as an adult or juvenile without final adjudication, or convicted of juvenile conduct which, if charged as an adult, would constitute one of the following offenses:

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

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

### **Enrollment or Return Following Expulsion or Suspension**

No student shall be readmitted, or permitted to enroll or otherwise attend school (except as may otherwise be required by law), following a suspension or expulsion from this or any other school until the District has conducted a conference to review the conduct that resulted in the expulsion, and any remedial actions needed to prevent any future occurrences of such or related conduct. The conference shall include the appropriate school officials, including (1) any teacher employed in the District or directly involved with the conduct that resulted in the suspension or expulsion, (2) the student, (3) the parent/guardian of the pupil, and (4) any agency having legal jurisdiction, care, custody or control of the student. The District shall notify in writing the parent/guardian and all other parties of the time, place, and agenda of any such conference. However, failure of any party to attend this conference shall not preclude holding the conference. Notwithstanding any provision of this policy to the contrary, no student shall be readmitted or enrolled if:

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

#### **Offenses to which this Policy Applies:**

1. First degree murder under Mo. Rev. Stat. § 565.020

## **BUS SAFETY**

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

## **Bullying**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, during school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict 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. • Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or

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

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc...Consequences: Loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out of school suspension, expulsion and law enforcement contacted.

If a student feels they are being bullied or have witnessed bullying, please let a teacher know so they can fill out a reporting form to go to the principal.

## **HEALTH POLICIES, SERVICES, AND REQUIREMENTS**

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

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

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

### **Policy for Dispensing Medication at School**

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

1. Prescription medication will only be given with written parental permission, and with a pharmaceutical label on the bottle with a current date. We prefer that the parents send a bottle for use at school that has been labeled by the pharmacist. If a second bottle is not available, the parent should bring the original bottle for the School Health Office to verify a copied label. The bottle should include the following information: Student's name, current date, name of medication and specific instructions such as amount and time to be given, name of doctor prescribing medication
2. Non-prescription medication may only be given with a signed note of parent permission for the drug to be given at school, following dosage recommendation per label for age and weight. Also, health aide discretion may be utilized in determining the appropriation of a medication for a child. Tylenol may be given with a parent's previously signed permission as per the standing orders for Tylenol.
3. It should not be necessary to give more than one dose of medication per day during a seven- hour school day. Your doctor may be able to schedule all doses of medication to be taken at home. Exceptions should be arranged with School Health Office personnel.
4. Medication will be supplied by the parent and given by the health aide for the length of time the prescription is current.
5. Students with chronic or specific problems requiring medication for emergency situations should have their medication properly labeled as listed above. Specific written instructions must be provided as to when and under what circumstances medication is to be given. This information should be provided and signed by the student's doctor annually.

## **Communicable Disease Requiring Exclusion from School**

- Chickenpox No less than five days after appearance of skin eruptions or longer. All lesions must be dry scabbed. Students must be seen by the health room personnel prior to returning to the classroom.
- German Measles (Rubella) Seven days after appearance of rash. • Impetigo Until lesions are healed or documented under doctor's treatment.
- Measles During cold symptoms and seven days after appearance of rash.
- Mumps Nine days following onset of swelling.
- Head lice Must have effective treatment resulting in absence of nits from hair and lice from scalp to be able to return to school or any school activity.
- Scabies Doctor's note stating student is under treatment.
- Red or inflamed eyes Doctor's note stating diagnosis and medication has been given for 24 hours, or until the eye is clear.
- All rashes must be excluded until student brings a doctor's note stating diagnosis and that the student may attend school or until the rash is clear.
- Fifth's Disease Excluded from school with a lacey rash or "slapped cheek" appearance, only if fever of 100 degrees (F) or above is present. .
- "Strep" Throat If it is suspected that a student has strep, he/she will be sent home and
- Influenza (Flu) Excluded from school as long as vomiting, diarrhea, fever or other related symptoms are present. Student may return to school when symptom free for 24 hours.

## **FEVER**

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

## **Illness or Injury at School**

If a student has been sent home from school due to illness, they must be symptom free for 24 hours prior to returning to school. Failure to adhere to this procedure may result in a parent being contacted to immediately come and get their child. This is to ensure proper time for the child to regain health and to protect other students from being unnecessarily exposed. Absences resulting from the school sending home a student will be excused. Parents or emergency contact persons listed on the student information sheet will be contacted in case of illness or emergency. If no one can be contacted, the child will be kept at school until dismissal and sent home in the usual way. Emergency medical assistance, including transportation and hospitalization, will be sought for your child in an emergency situation.

## **Seclusion & Restraint (Policy 2770)**

### **Purpose:**

The Pettis County R-V School District has adopted the following policy to promote safety and prevent harm to all students, school personnel and visitors to the district; to treat all students with dignity and respect in the use of discipline and behavior-management techniques; to provide school personnel with clear guidelines about the use of seclusion, isolation and restraint on school property or at any school district function or event; to promote retention of teachers and other school personnel by addressing student behavior in an appropriate and safe manner; to promote parent understanding about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations; and to promote the use of non-aversive behavioral interventions.

### **Definitions:**

Authorized school personnel—school personnel who have received annual training in de-escalation practices; appropriate use of physical restraint; professionally accepted practices in physical management and use of restraints; methods to explain the use of restraint to the student who is to be restrained and to the individual’s family; appropriate use of isolation and seclusion; and information on the policy and appropriate documentation and notification procedures.

Assistive technology device---any item, piece of equipment or product system used to increase, maintain or improve the functional capacities of a child with a disability.

Aversive behavioral interventions---interventions intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as contingent application of noxious, painful, intrusive stimuli or activities; any form of noxious, painful or intrusive spray, inhalant or tastes; or other stimuli or actions similar to the interventions described. This term does not include such interventions as voice control, limited to loud, firm commands; time-limited ignoring of a specific behavior; token fines as part of a token economy system; brief physical prompts to interrupt or prevent a specific behavior; or interventions medically necessary for the treatment or protection of the student.

Behavior intervention plan---sets forth specific behavior interventions for a specific student who displays chronic patterns of problem behavior.

Chemical restraint---the administration of a drug or medication to manage a student’s behavior that is **not** a standard treatment and dosage for the student’s medical condition.

Emergency situation---one in which a student’s behavior poses a serious, probably threat of imminent physical harm to self or others and/or destruction of school or another person’s property.

Functional behavior assessment---a formal assessment to identify the function or purpose the behavior serves for the student so that classroom interventions and behavior support plans can be developed to improve behavior, and may also include observations and charting of the behavior and interviews with family, teachers and the student, so as to determine the frequency, antecedent and response of the targeted behavior.

IEP---a student’s Individualized Education Program as defined by the Individuals with Disabilities Education Act (IDEA).

Isolation---the confinement of a student alone in an enclosed space without locking hardware.

Law enforcement officer---any public servant having both the power and duty to make arrests for violations of the laws of this state.

Locking hardware---mechanical, electrical, or other material devices used to lock a door or to prevent egress from a confined area.

Mechanical restraint---a device or physical object that the student cannot easily remove that restricts a student’s freedom of movement of or normal access to a portion of his or her body, including, but not limited to, straps, duct tape, cords, or garments. The term does not include assistive technology devices.

Physical escort---the temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out or eloping to walk to a safe location.

Physical restraint---the use of person-to-person physical contact to restrict the free movement of all or a portion of a student’s body. It does not include briefly holding or hugging a student without undo force for instructional or other purposes, briefly holding a student to calm them, taking a student’s hand to transport them for safety purposes, physical escort or intervening in a fight.

School personnel---includes employees of a local board of education; any person, paid or unpaid, working on school grounds or at a school function in an official capacity or working for another agency providing educational or related services to students; or any person working at a school function under a contract or written agreement with the school system to provide educational or related services to students.

Seclusion---the confinement of a student alone in an enclosed space from which the student is physically prevented from leaving by locking hardware.

Section 504 plan---a student's individualized plan developed by the student's Section 504 multidisciplinary team after a pre-placement evaluation finding the student is disabled within the meaning of Section 504 and its implementing regulations.

Time out---brief removal from sources of reinforcement within instructional contexts that does not meet the definition of seclusion or isolation. Time out includes both non-exclusionary time-out, involving the removal of reinforcers from the student without changing the physical location of the student (i.e. asking the student to put his/her head down on the desk); and exclusionary time out, involving removal of the student from participation in an activity or removal from the instructional area.

#### **Use of Restrictive Behavioral Interventions:**

Time out---nothing in this policy is intended to prohibit the use of time out as defined in this section.

Seclusion---as defined in this policy is prohibited except for emergency situations while awaiting the arrival of law enforcement personnel as provided for in RSMo 160.263.

Isolation---as defined in this policy may only be used by authorized school personnel after de-escalation procedures have failed; in an emergency situation as defined in this section; or as specified in a student's Individualized Education Program (IEP), Section 504 plan, or other parentally agreed upon plan to address a student behavior. Isolation shall never be used as a form of punishment or for the convenience of school personnel and requires the student be monitored by an adult in close proximity who is able to see and hear the student at all times. Monitoring shall be face to face unless personal safety of the child or staff member is significantly compromised, in which case technology-supported monitored may be utilized. The total time in isolation is to be reasonably calculated by district personnel on a case by case basis based on the age of the child and circumstances, and is not to exceed 60 minutes without a reassessment of the situation and consultation with parents and/or administrative staff, unless otherwise specified in an IEP or Section 504 plan or other parentally agreed-upon plan to address a student's behavior. The space in which the student is placed should be a normal-sized meeting or classroom commonly found in a school setting; comparable in lighting, ventilation, heating, cooling, and ceiling height to those systems that are in use in other places in the school; and must be free of objects that could cause harm.

Physical Restraint---shall only be used in an emergency situation as defined in this policy; when less restrictive measures have not effectively de-escalated the situation; or when otherwise specified in an IEP, Section 504 plan or other parentally agreed upon plan to address a student's behavior. Physical restraint shall only be used by authorized school personnel as defined by this policy; used only for as long as necessary to resolve the actual risk of danger or harm that warranted the use of the physical restraint; and use no more than the degree of force necessary to protect the student or other persons from imminent bodily injury; not place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat of the student which restricts breathing; and must only be done by school personnel trained in the proper use of restraint. Any school personnel using physical restraint shall use only methods of restraint in which the person has received district-approved training; and shall conduct restraint with at least one additional adult present and in line of sight, unless other school personnel are not immediately available due to the unforeseeable nature of the emergency situation. Physical restraints should never be used as a form of punishment or for the convenience of school personnel.

Mechanical Restraint---shall only be used as specified in a student's IEP or Section 504 plan with two exceptions: vehicle safety restraints shall be used according to state and federal regulations; and mechanical restraints employed by law enforcement officers in school settings should be used in accordance with law enforcement policies and procedures and appropriate professional standards.

Chemical Restraint---shall never be used by school personnel.

Aversive interventions that compromise health and safety shall never be used by school personnel.

#### **Communication and Training:**

School Personnel Debriefing---following any situation involving the use of seclusion, isolation or restraint, as defined in this policy, a debriefing shall occur as soon as possible but no later than two (2) school days after the emergency situation. The debriefing shall include, at a minimum, a discussion of the events that led to the emergency and why the de-escalation efforts were not effective; any trauma reactions on the part of the student, other students or school personnel; what, if anything, could have been done differently; and an evaluation of the process.

Parental Notification---except as otherwise specified in a student's IEP or Section 504 plan, following a situation involving the use of seclusion, isolation or restrains the parent/guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident. The parent/guardian shall receive a written report of the emergency situation within five (5) schools days of the incident. The written incident report shall include the date, time of day, location, duration, and description of the incident and de-escalation interventions; the events(s) that led up to the incident; the nature and extent of any injury to the student; and the name of a school employee the parent/guardian can contact regarding the incident as well as contact information for that employee.

Staff Training---all school personnel will be annually trained regarding the policy and procedures involving the use of seclusion, isolation and restraint.

**Students with Disabilities:**

The foregoing policy applies to all students. However, if the IEP team determines that a form of restraint, isolation or aversive behavior intervention may be appropriate in certain identified and limited situations, the team may set forth the conditions and procedures in the IEP or Section 504 plan. Any use of restrain, isolation or aversive behavior interventions must be limited to what is set forth in the IPE or Section 504 plan. Before adding the use of restrain, isolation or aversive behavior interventions to an IEP or Section 504 plan, the student must have undergone appropriate assessments to include, but not limited to, a formal functional behavior assessment and a positive behavior intervention plan must be developed that indicates a plan to eliminate the use of the restraint, isolation or aversive behavior intervention over time.

**Reports on Use of Seclusion, Isolation, Restraint or Aversive Behavior Interventions:**

The district will maintain documentation of the use of seclusion, isolation, restraint and aversive behavior interventions showing when they were used; reason for use; duration; names of school personnel involved; whether students or school personnel were injured; the name and age of the student; whether the student has an IEP, behavior intervention plan or other personal safety plan; when the parents/guardians were notified; if the student was disciplined; and any other documentation required by federal or state law.

**Applicability of this Policy:**

This policy applies to all district school personnel. School personnel assigned to programs not located on district premises (hospitals, detention centers, juvenile facilities, and mental health facilities) shall follow the policy and procedures of the facility/program where they work.