

2017-18

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

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Northwest Elementary Staff Directory

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Dave Crouch	Custodian	

Pettis County R-V District Board of Education

President- Becky Barnes
Michael Arnett
Jason Chamberlain
Amy Kreisel
Matt Powell
Mike Weathers
Janene Williams

Principal's Note

Welcome to Northwest Elementary!

I am so excited to be a part of this great school and community. We have a great staff that is ready to go for the 2017-18 school year. Our mission is to provide your students with an education where they are valued, encouraged, and successful. It is our intention to create a fun and challenging environment that will help students to learn and be successful in the present and in the future.

This handbook will be beneficial to you throughout the year to access information about rules, regulations, and general school procedures.

Please feel free to call (660)568-3315 anytime to discuss any questions or concerns you may have.

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

2017-2018 School Calendar

August 2017

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 2017

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

October 2017

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				

November 2017

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 2017

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						

January 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			

February 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			

March 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

April 2018

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 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		



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

169 student days/ 11 teacher days
 Q1: Oct 13th Q2: Dec 20th
 Q3: Mar 9th Q4: May 23rd

Important Dates

Aug 17	Teachers Only
Aug 21-22	Teachers Only (Not Aug 19)
Aug 23	First Day of School
Sep 1	Teacher Mtgs. (No School)
Sep 4	Labor Day (No School)
Oct 25	Early Out P/T Conf.
Oct 26	No School (PD Day Teachers)
Oct 27	No School
Nov 1	Early Out (Teacher Mtgs)
Nov 22-24	Thanksgiving Break
Dec 6	Early Out (Teacher Mtgs)
Dec 20	Early Out
D 21-J 3	Christmas Break
Jan 3	Teachers only- work day
Jan 4	Students Back to School
Jan 15	No School MLK Day
Feb 2	No School (Teacher Mtgs)
Feb 19	No School President's Day
Mar 2	No School (Teacher Mtgs)
Mar 26-30	No School Spring Break
Apr 11	Early Out (Teacher Mtgs)
May 18	Graduation
May 22	Last day Early Out

Key

Check Important Dates Section			
	No School		Half Day
	First/ Last Day		

***Inclement weather days will be made up in the following order: Jan 15, Feb 19, May 23, May 24, May 25, May 29, May 30

Approved by BOE on 3/15/17

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. All students will enter through the front entrance. Students should not arrive at school until 7:50 am. If a student does arrive before 7:50 they must remain in the front lobby. 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:



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

The District shall survey and assess the exposure of friable asbestos in all buildings. A written report shall be filed with appropriate state agencies, and will be available for public review in the Superintendent's office. The report shall be filed as required by law. The District shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the Environmental Protection Agency.

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: 1.65

EL Breakfast: 1.35

Adult Lunch: 2.75

EL Lunch: 2.05

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.

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.

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 fill out a reporting form in the high school office.

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 monitoring 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.

Student 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. Appropriate Central Office Administrator, e.g., Federal Programs Administrator, Assistant Superintendent or Director of Student Services, Assistant Superintendent or Director of Personnel, Assistant Superintendent or Director of Curriculum and Instruction.
4. Superintendent
5. Board of Education

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