

# Northwest R-I School District

## High School Student Handbook

2023-2024



Dear Northwest Families,

Welcome to the 2023-2024 school year. We pride ourselves on ensuring all graduates and students are respectful, responsible, and resilient life-long learners ready for success in a complex and ever-changing world. That journey begins today. Whether you are the parent of a child who is entering kindergarten or a senior who is immersed in enjoying each milestone of your final year of K-12 education, our staff can't wait to welcome you back and support you as you learn and grow throughout this academic year.

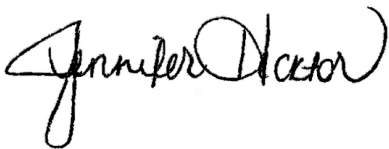
Back-to-school is a time filled with enthusiasm and energy, and each year is a fresh start offering new opportunities. It can also be a time that is overwhelming for students and families. One way to ease any anxieties is to be well informed. We hope that this handbook, along with information from your child's school, our website, and our social media, will help ease any fears and answer any questions you or your child may have as you prepare for the first day. In it you will find helpful information regarding services such as transportation, food services, technology support, and school health services.

This handbook also outlines expectations for behavior and provides specific information regarding our Code of Conduct. We teach our students to be leaders and to demonstrate qualities of good character, positive leadership, and intentional planning. We keep student well-being and safety as a priority. All students deserve to have learning environments that are healthy, welcoming, comfortable, and encouraging. To that end, we appreciate your time reviewing this handbook and sharing your personal expectations with your child.

We continue to celebrate significant student success and growth because of the hard work of our students, our staff, and our families. We expect this positive momentum to continue, and we know that our community will continue to accomplish great things together this year.

We are looking forward to a wonderful 2023-2024 school year.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Hecktor". The signature is fluid and cursive, with the first name "Jennifer" written in a larger, more prominent script than the last name "Hecktor".

Jennifer Hecktor, Ed.D.  
Superintendent  
Northwest R-I School District

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## District Administration

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

Dr. Jennifer Hecktor  
Mr. Mark Janiesch  
Mr. Mark Catalana  
Dr. Grace Green  
Dr. Doréan Dow  
Ms. Mary Smith  
Ms. Ann Frankowski  
Ms. Susan Wingenbach  
Mr. Kasey Schaffer  
Mr. Zachary Pizzullo  
Dr. Jennifer Younkings  
Mr. Travis Dierker

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## Mission Statement

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

## Our Motto

Love • Learn • Lead

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



## Campus Information

### Elementary Schools (Grades K – 5)

Start Time: 8:35 am

Dismissal Time: 3:33 pm

Brennan Woods Elementary  
4630 Brennan Road  
High Ridge, MO 63049  
Phone: 636-677-3400  
Fax: 636-677-5440  
Principal: Annie Hammond  
Administrative Intern:  
Megan Medley

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

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

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

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

Murphy Elementary  
2101 Valley Dr.  
High Ridge, MO 63049  
Phone: 636-343-5466  
Fax: 636-343-5786  
Principal: Gretchen Gorgal  
Administrative Intern:  
Lindsay Bartow

### Middle School (Grades 6– 8)

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

Valley Middle  
4300 Gravois Rd.  
House Springs, MO 63051  
Phone: 636-671-3470  
Fax: 636-671-0948  
Building Principal: Spencer Storey  
Assistant Principal:  
Pam Helferstay  
Assistant Principal.:  
Robert DePung

Woodridge Middle  
2109 Gravois Rd.  
High Ridge, MO 63049  
Phone: 636-677-3577  
Fax: 636-677-5581  
Building Principal: Elizabeth Green  
Assistant Principal:  
Angela Flick

### High School (Grades 9 – 12)

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

Northwest High School  
6005 Cedar Hill Rd.  
Cedar Hill, MO 63016  
Phone: 636-274-0555  
Fax: 636-274-2076  
Building Principal: Stella Viehland  
Assistant Principals:  
Jennifer Baugh  
Amanda Berry  
Adam Dotson  
Jennifer Sohn

### Early Childhood Center

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

### Northwest Administrative Center

Hours: M-F 8:00 am – 4:30 pm  
4290 Gravois Road  
House Springs, MO 63051  
Phone: 636-677-3473  
Fax: 636-677-9995

## **Northwest High School Administration and Office Staff**

### **Building Principal:**

Dr. Stella Viehland  
Ms. Kaelea See, Administrative Assistant

### **Senior Assistant Principal:**

Dr. Adam Dotson  
Ms. Rachel Sanner, Administrative Assistant  
Counselor: Ms. Kristine Alphin

### **Junior Assistant Principal:**

Ms. Jenny Baugh  
Ms. Nicole Maxey, Administrative Assistant  
Counselor: Mr. Chris Allen

### **Sophomore Assistant Principal:**

Dr. Amanda Berry  
Ms. Jennifer Jones, Administrative Assistant  
Counselor: Ms. Stacy Knernschield

### **Freshman Assistant Principal:**

Ms. Jennifer Sohn  
Ms. Dawn Starkey, Administrative Assistant  
Counselor: Ms. Misty Willhite

### **Receptionist:**

Emma Broyles

### **Activities Director:**

Mr. Kyle Wampler  
Ms. Amy Reynolds, Administrative Assistant

### **Registrar:**

Ms. Stephanie Sinclair  
Ms. Kristy Wingenbach, Administrative Assistant

### **Counseling:**

Ms. Mindy Ray, Testing  
Mr. Mark Fields, College & Career  
Ms. Nancy Fisher, Administrative Assistant  
Ms. Chris Viehland, A+ Coordinator  
Ms. Christina Henry, Administrative Assistant

### **Nursing Staff:**

Ms. Tiffany Pyle, RN  
Ms. Michelle Schmoll, Health Room Assistant

### **Library Media Specialists:**

Ms. Kim Hornkohl  
Ms. Melissa Ray

### **Security:**

Joshua Adams-Parker

### **School Resource Officer (SRO):**

Deputy Ryan Burgess

## Board of Education

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

Ms. Mary Thomasson, President  
6113 Queens Court  
House Springs, MO 63051  
Term Ends: 04/2026

Ms. Michelle Coats, Member  
6420 Antire Road  
High Ridge, MO 63049  
Term Ends: 04/2026

Mr. Retta Tuggle, Vice President  
3766 Clearwood  
Eureka, MO 63025  
Term Ends: 04/2026

Mrs. Terri Green, Member  
6509 Ashwell Lane  
Cedar Hill, MO 63016  
Term Ends: 04/2024

Mr. Gary Bonacker, Secretary  
3598 Byrnesville Road  
House Springs, MO 63051  
Term Ends: 04/2025

Mr. Don Bickowski, Member  
3275 Fox Run Est.  
Eureka, MO 63025  
Term Ends: 04/2025

Mr. Chris Shelton, Treasurer  
4987 Devon Lane  
House Springs, MO 63051  
Term Ends: 04/2024

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

July 20, 2023	7:00 pm
August 17, 2023	7:00 pm
September 21, 2023	7:00 pm
October 19, 2023	7:00 pm
November 16, 2023	7:00 pm
December 21, 2023	7:00 pm

January 18, 2024	7:00 pm
February 15, 2024	7:00 pm
March 14, 2024	7:00 pm
April 11, 2024	7:00 pm
May 16, 2024	7:00 pm
June 27, 2024	7:00 pm



### **Snow Days/Inclement Weather/AMI**

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

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

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

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

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

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### **Safety**

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

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### **Services Provided By Guidance and Counseling Staff**

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

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

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

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

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## **Student Absences and Excuses**

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

### **Student Absences Documented or Undocumented**

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

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

3. All assignments missed due to absences are expected to be made up. Students will have one day of make-up time for each day absent, at which time, all assignments must be turned in.

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

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

**Beginning with the first student absence:**

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

**Five (5) days of absences per semester:**

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

**Ten (10) days of absences per year:**

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

**Appropriate Referral Agency:**

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

In addition to the above procedures, students in grades 9-12 will be required to appeal for lost credits for classes in which they have exceeded five (5) absences in a semester. The appeals process is as follows:

- If a high school student misses more than five (5) days in a semester, they must submit the appeal form and appropriate documentation explaining absences.
- The appeal committee, made up of high school administrators, attendance secretaries, and counselors, will review the submitted documentation and determine how many hours of attendance need to be made up.
- Starting at five absences, in order to earn back course credit due to excessive absences not covered by appropriate documentation of unavoidable absences, students must make up any missed time, hour-for-hour, by attending GRAD after school, detentions, or a teacher-arranged tutoring session.
- Students must get a make-up time form signed by the supervising teacher and submit to their grade-level office in order to be granted lost credit.
- Grades will appear as NC (no credit) on progress reports and report cards until the make-up time is completed, and students will not be considered "in good standing" until they are made up.
- Students wishing to appeal the decision of the building-level appeal committee can appeal to the superintendent/superintendent's designee.

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

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

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## **School Health Services**

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

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

Hearing and vision screenings for high school students are completed when a student is referred to the nurse by a teacher or parent. Hearing and vision information is shared with school personnel on a need to know basis for safety and academic success.

Parents/Guardians must provide an immunization record from a health care provider for all students. The record must include the month, day, and year of each immunization. **Students must be up-to-date on the state required immunizations and the record must be turned in before attending school. Students who are not up-to-date and compliant with the state required vaccinations will not be allowed to start school until compliance is met.** The current Missouri immunization requirements for students are posted on the district website.

Medication that must be given during school hours will be given in the nurse's office. If an alternative schedule for medication administration at home is possible, it should be used to prevent students from missing educational time. Medication will be dispensed according to the district's Medication Policy. Students are subject to disciplinary action if the policy is not followed. Parents/guardians are encouraged to meet the health services staff at your child's school. The

health services staff will assess all students that report to the nurse's office. Academic success and healthy habits are reinforced. Students will be encouraged to remain at school unless ill or injured. If parents/guardians have questions, concerns, or information regarding their child's health, please contact the school nurse. The school nurse can be a great health resource for families.

#### *Medication policy*

Medications are not supplied by the school district, with the exception of Tylenol (acetaminophen) for 9th - 12th grades only. Permission for Tylenol must be given by the parent/guardian when registering for school on-line or a signed permission form must be turned into the nurse's office. The Tylenol permission form is available in the nurse's office and the district website.

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

- Only prescription medication will be given by the health services staff. No over-the-counter medication will be given unless it is prescribed by a physician, with the exception of acetaminophen (Tylenol) for 9th - 12th grades only. A parent permission form must be completed and signed by a parent/guardian for all medications to be given at school. The parent permission form is available in the school nurse's office and on the district website.

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

- student's name
- medication name and specific instructions such as amount and time to be given
- current date
- name of the physician prescribing the medication

All medication brought to school must be in a container appropriately and currently labeled by the pharmacy or physician with instructions described above. Your pharmacist can give you an extra, labeled bottle to use for medicine to be sent to school. If Policy and Regulation 2870 is not followed, the medication may not be administered until the necessary information is received. Medication will be returned to the parent/guardian with a copy of this policy.

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

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

Field Trips: If needed, medications can be sent with the teacher supervising students who are attending district approved field trips. Only medications that are prescribed by a physician to be administered at school will be dispensed by the

teacher to students attending the field trip. It is the responsibility of the parent to inform the school nurse of any special needs or instructions regarding administering care of medications on field trips 2 weeks prior to the field trip.

When to keep children home due to illness: district employees are frequently asked if a child is too ill to come to school. Please see the list below regarding when to keep your child home from school. Please seek medical intervention if your child is ill and is not improving as fast as usual, or if you have concerns regarding diagnosis of symptoms. It is difficult for children to fully participate in educational opportunities if they are not feeling well.

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

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

Children should be kept home from school if:

- The student's temperature is at 100°F or higher. A student with such a fever must remain home for 24 hours after the temperature returns to normal without the use of fever reducing medications.
- A rash is present in which a physician has not evaluated. The student may return to school with a note from the physician, which states that the rash is non-contagious and that the child is okay to return to school.
- A student vomits and continues to experience nausea and/or vomiting. A student with such symptoms should remain home for 24 hours after symptoms stop. This also applies to students experiencing diarrhea.
- A student complains of severe, persistent pain. Consult a physician to make a diagnosis regarding this type of pain.
- A student shows signs of upper respiratory (cold) symptoms serious enough to interfere with the student's ability to learn (frequent, hard coughing, continual nasal drainage, etc.).
- A student has an open sore/wound that requires evaluation by a physician. Please remember to ask the physician for a note to bring back to school when the student returns. Physician's orders enable the health services staff to provide adequate treatment if the child comes to the nurse's office for a new bandage, etc.
- A student displays signs of conjunctivitis (pinkeye) such as redness of the sclera, drainage, itching, or cysts on the eyelid. The student must be evaluated by a physician, and a physician's note sent to school stating that the student may return to school and that treatment has been received. If a student is diagnosed with bacterial conjunctivitis, the student must be medicated with prescription antibiotic drops for 24 hours before returning to school.
- A student shows signs of active head lice. Upon returning to school, each student must be seen in the nurse's office to be cleared to return to class.
- A student sustains an injury at home and requires medical intervention. Remember that the school nurse does not have access to x-ray equipment or other evaluation methods and is unable to make a diagnosis of your child's injury.
- A student with vaccine preventable disease should remain home until cleared by a physician to return to school. Parents should notify the school nurse as soon as possible if their student is suspected to have a vaccine preventable disease: polio, measles, mumps, rubella, tetanus, diphtheria, pertussis (whooping cough), varicella (chickenpox), meningitis, hepatitis or other communicable disease. Upon request, your school nurse can give additional information on vaccine preventable diseases and other communicable diseases common in the school setting.
- A child diagnosed with strep throat should stay home until the fever is gone for 24 hours without the use of fever reducing medications and until antibiotics have been taken for 24 hours.

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## Transportation Services

All students who reside in the district will be permitted to use school bus transportation for the purpose of travel to and from school. The district's online enrollment system includes transportation registration.

\*\*\*Students who are school of choice will not be provided school bus transportation.

In addition to the student code of conduct, the following rules govern student behavior on the buses. Violations of bus rules may result in students being denied transportation.

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

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## Food Service

#LoveLearnFeed

*Goal: Provide healthy meals for our staff and students to support learning, health and mental wellness.*

Free & Reduced Meal Benefits:

- Helps families—free or reduced meals, utility benefits, medical benefits and more!
- Helps schools—more applications mean greater funding for student programs and services
- Quick and secure—the online application is fast, secure and confidential
- Instructions for the Online Application:

- Login to your Infinite Campus Parent Portal. This is the same login username and password used for online enrollment or checking your students' grades.
- Click on "More" in the left-hand menu.
- Click on "Meal Benefits." The link to the online application is found here.

#### Infinite Campus Parent Portal/Food Service Tab:

- Student lunch account—check balance, add money or sign up for notifications
- More instructions for Food Service via Parent Portal can be found under "Departments," "Food & Nutrition" on the district or building websites

Outside food should not be dropped off or delivered for students during the school day.

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#### **Textbooks**

Text books issued to each student are the sole responsibility of the student. Books are to be returned at the completion of each class. Any books not returned or returned damaged will be assessed a charge equal to the replacement cost which could range from \$6.00 to \$130.00. Any book returned after the last attendance day of the school year will be assessed a re-shelving fee of \$5.00 per book.

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#### **Policy 2640-Student Use of Tobacco, Alcohol, Drugs, and Vapor Products**

##### **Smoking**

The Board of Education believes that smoking; the use of any tobacco products and vapor products; and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. This prohibition includes electronic cigarettes, vaping, and similar objects used in conjunction with vaping; therefore the Board prohibits the use, sale, transfer, and possession of tobacco products, vapor products, and substances appearing to be tobacco products or vapor products, i.e. e-cigarettes, vaping paraphernalia, at school and at school activities.

##### **Alcohol and Drug Use**

The improper use of controlled substances, alcohol, and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct, as well as the possession of drug paraphernalia, is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Pursuant to 29 U.S.C. 705(20)(c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws and the district, may take disciplinary action – to the same extent that disciplinary action is taken against nondisabled students – in relation to that use or possession of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Education Act. However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student's behavior is a manifestation of his/her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the district's jurisdiction. "Illegal drug," as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or under any other authority.

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



## **CBD Products**

Due to the lack of consistency in labeling related to the potency of many CBD and similar products; due to the lack of research into the long-term effects of these products; and due to the overriding concern for the health and safety of district students, CBD and similar products are prohibited on school premises and at school related activities. Penalties for violations of this policy will be consistent with the penalties for alcohol and drug possession.

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## **Prohibition Against Harassment, Discrimination, and Retaliation**

The district is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. The district is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service. The district further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, ancestry, disability, age, sex, national origin, genetic information, or any other characteristic protected by law in its programs and activities.

In its programs and activities, the district does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the district provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

This Policy governs the district's compliance with the laws identified above, outside of Title IX. The following person has been designated as the District's Compliance Officer to coordinate compliance with the laws identified above (outside of Title IX), including to handle inquiries or complaints regarding the district's non-discrimination policies: Attn: Chief Human Resource Office, 4290 Gravois Road, House Springs, MO 63051 Phone: 636-677-3473

A complaint by students, employees, parents, and patrons of the district alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

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## **Academic Dishonesty**

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

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## **Distribution of Non-Curricular Publications by Students**

The district recognizes that student expression regarding a variety of topics may be beneficial to the district's educational mission. Discussion and debate regarding serious issues can engender tolerance for diverse viewpoints. The district, however, has the obligation to ensure that student expression is consistent with the district's educational mission. Accordingly, the district has adopted guidelines to regulate student expression in a manner consistent with the district's educational goals. More information is provided in Board Regulation 2170.

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### **Protection of Student Rights**

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

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

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

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

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### **Release of Student Records**

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

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

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

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### **Use of Video Surveillance on District Property**

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

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### **eLearning Program**

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

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

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

### **Student Chromebooks**

The Northwest R-I School District owns all Chromebooks and chargers. The district maintains an inventory system that logs the student with the serial number of the student's assigned Chromebook.

- Students in grades PreK-2 will have district assigned Chromebooks that remain on classroom carts. These devices may be sent home with chargers in a school closure situation.
- Students in grades 3-12 will take their assigned Chromebook home with them every night. **Students are required to bring the Chromebook to school every day fully charged. Loaner Chromebooks will not be available for students who come to school with their Chromebooks not charged.** Chargers must remain at home. They should not be brought to school.
- Students who leave or graduate from the Northwest R-I School District must return both the Chromebook and chargers. (Graduating students will not be allowed to keep their Chromebooks beginning with the graduating class of 2022.). If it is not returned, the parent and student will be responsible for the cost of a replacement Chromebook and/or charger. The Chromebook will be deactivated and rendered unusable.

### **Google Workspace for Education**

The Northwest R-I School District uses Google Workspace for Education. Google Workspace for Education is a set of education productivity tools from Google including, Gmail, Calendar, Docs, Classroom, and more. Students will use their account to access their district assigned Chromebook, as well as complete assignments, access online textbooks and resources, and communicate with their teachers and peers.

Google is launching an age-based access system for students. This system will allow for safer searching in the Google Chrome browser. Another change students will see is that they will no longer be able to create their own YouTube channels. Students will still be able to search and view videos. However, they will not be able to upload content.

The district has different levels of email capabilities established for student Google accounts. Students in PreK and Kindergarten will not have the ability to email. Students in grades 1-8 can email within the northwesternschools.net domain. Students in grades 9-12 have full email capabilities.

### **Internet Safety**

Regulation 6320

The Northwest R-I School District Chromebooks and student Google accounts should be used only by the student whom they are assigned to. Chromebooks and Google accounts are Northwest property and should only be used for educational purposes. All student accounts are monitored by a content filtering program. This program records student online activity. If the program "flags" a student for accessing inappropriate sites, or if school administration deems necessary, district personnel will access the account and review browsing history. Please see the code of conduct for additional information regarding disciplinary actions.

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

## Chromebook Repairs

Students and parents will be responsible for district-owned technology property that is issued to them, just as they are for other district-owned items such as textbooks, calculators, cameras, athletics equipment or library books.

How do students get their Chromebooks repaired?

- Elementary School Students
  - Students should take their broken Chromebook to their classroom teacher.
  - The classroom teacher will assist the student in getting the device repaired.
  - Students will be assigned a loaner Chromebook to use while their device is being repaired.
  - Once the repair is completed, the loaner Chromebook **MUST** be returned, and the student will be given their repaired Chromebook.
- Middle School Students
  - Students should take their broken Chromebook to the technology room first thing in the morning. The technology rooms locations are:
    - Valley Middle School - in the library
    - Woodridge Middle School - just outside the library
  - Students will open a support ticket via a Google Form. Chromebooks will be available in the technology room for student ticket submission.
  - Students will be assigned a loaner Chromebook to use while their device is being repaired.
  - Once the repair is completed, the loaner Chromebook **MUST** be returned, and the student will be given their repaired Chromebook.
- High School Students
  - Students should take their broken Chromebook to the StarTech window first thing in the morning. StarTech is located near the main office.
  - Students will open a support ticket via a Google Form. Chromebooks will be available in the technology room for student ticket submission.
  - Students will be assigned a loaner Chromebook to use while their device is being repaired.
  - Once the repair is completed, the loaner Chromebook **MUST** be returned, and the student will be given their repaired Chromebook.

Will the family be charged for the repair?

- No Charge
  - Families will not be charged for the first three accidental repairs that cause the Chromebook to not work correctly.
- Charges will be assessed to families
  - Families will be assessed a charge for damage caused intentionally or due to foreign substances being found in the device. This includes, but is not limited to, the following:
    - Liquid or food being spilt on the device
    - Any part of the Chromebook being vandalized (ie. painted with nail polish, paint, or whiteout)
    - Any part of the Chromebook being picked off (ie. keys, rubber edges, etc.)
    - Any foreign objects being stuck in the Chromebook ports.
  - Students and parents will be responsible for the cost of replacing a lost or stolen Chromebook.

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

## **Video Conferencing**

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

Please keep the following in mind:

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

Requirements for families:

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

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## **MOCAP**

Senate Bill 603 (2018) and House Bill 1606 (2018) created new requirements for local school districts related to virtual education and access to these courses. Students may now enroll full-time in the Missouri Course Access and Virtual School Program (MOCAP) providers AFTER initiating contact with the Northwest district by completing the Intent to Enroll Google Form at <https://www.northwestschools.net/Page/4908>

Following communication with the Northwest MOCAP coordinator, full-time virtual students will enroll in the host district of the virtual program and then be withdrawn from Northwest. Students will be awarded their diploma by the virtual program's host district.

More information may be found by visiting the following site. <https://www.northwestschools.net/Page/4617>

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## **Students in Good Standing**

In order to be eligible to attend school dances and receive a blue card for athletics (in addition to MSHSAA requirements for eligibility), students must be in good standing, defined as:

- No outstanding No Credits (NCs) due to excessive absences
  - Not currently on suspension
  - No fees or fines (library, textbook, athletics, Chromebooks)
-

## **Student Discipline: Behavioral Expectations** *(reference Policy/Regulation 2610)*

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

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### **Student Discipline**

#### **Code of Conduct** *(reference Policy 0200 and Regulation 2610)*

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

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

We Believe:

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

We will...

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

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

<p><b>THE DISTRICT SPECIFICALLY RESERVES THE RIGHT TO IMPOSE ANY CONSEQUENCE THAT MAY BE APPROPRIATE UNDER THE CIRCUMSTANCE, DEPENDING UPON THE NATURE, SEVERITY, AND FREQUENCY OF THE CONDUCT AT ISSUE.</b></p>
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Response and intervention levels (1-3) are described on the following pages. The chart following Responses and Interventions will illustrate behavioral infractions defined by the Northwest R-1 School District and the corresponding level of response and intervention. All behavioral infractions include elementary and secondary (middle and high school) involvement, unless otherwise stated. Responses and interventions may vary between the elementary and secondary.

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## **Student Discipline: Responses and Interventions**

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

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

### **LEVEL 1**

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

### **LEVEL 2**

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

### **LEVEL 3**

- Conference with student and parent(s)/guardian(s)
- In School Suspension
- Out of School Suspension up to 180 days suspension; Referral for a Disciplinary Hearing on Code of Conduct
- Expulsion
- Referral to additional Services

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

### Student Discipline: Infractions and Definitions

	Level 1	Level 2	Level 3
<b>ALL CONDUCT DETRIMENTAL</b> All conduct detrimental to the good order of the school arising to an offense. This category may be used for infractions that do not fall under one of the infraction descriptions or chronic behavioral infractions.	◆	◆	◆
<b>ACADEMIC DISHONESTY</b> Includes but is not limited to copying homework or assessments from other students, bringing answers into a testing area, providing answers for another student, using unauthorized notes or technology, and plagiarism. Plagiarism will mean the taking of ideas or work from someone else and presenting them as one's own.	◆		
<b>ACT OF ARSON</b> Intentionally or recklessly setting fire to another's property. A referral to law enforcement will be made by school administration.			◆
<b>AGGRESSIVE BEHAVIOR</b> Use or threat of physical violence, verbal abuse, threats, intimidation, harassment, coercion or other conduct which threatens or endangers the health, safety, or physical well-being of any person.		◆	◆
<b>ASSAULT/ATTACK</b> A one-sided physical aggression that causes fear of serious physical injury, or actual serious physical injury to anyone.			◆
<b>BOMB SCARE/THREAT</b> Threatening to set off explosives, including any written or phone definition a Terrorist Threat (SEE GLOSSARY). A referral to law enforcement will be made by school administration.			◆
<b>BULLYING</b> "Bullying" means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus. "Cyberbullying" means bullying as defined in this subsection through		◆	◆



the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. (Reference Board Policy 2655).			
<b>COMMUNICATIONS OF A THREATENING NATURE</b> Language, be it written, verbal, or symbolic which is of such a nature to impede the safety, security, and good order of the school environment and/or school property. In addition, non-verbal behavior and/or actions may be considered threatening communications (such as promoting a physical confrontation between other students). Referrals will also be made to the appropriate State agencies including law enforcement.		◆	◆
<b>DEMEANING SPEECH OR CONDUCT</b> Including, but not limited to, use of hate language to demean other persons due to the person's race, color, sex, national origin, age, ethnicity, disability, religion, sexual orientation or perceived sexual orientation. May also result in a Title IX or Title VI referral. This includes conduct, verbal, written or symbolic speech.		◆	
<b>DISRUPTIVE/DISRESPECTFUL SPEECH OR BEHAVIOR</b> Conduct which has the intention or effect of disturbing education or the safe transportation of students, including, but not limited to, excessive talking, out of seat, throwing object, disturbing others, and/or other actions which interfere with the educational process. Includes profanity.	◆	◆	
<b>DRESS CODE</b> The expectation is that all students will attend school dressed ready to learn and work. Attire is to be clean, not hazardous to their safety or the safety of others, and does not detract from the educational mission of the school. Clothing or accessory items that may disrupt the educational environment or are inappropriate for the educational setting such as, but not limited to chains, spikes, items which depict alcohol, tobacco, illegal substances, costumes (aside from approved spirit days), gang attire, weapons, offensive, and/or obscene pictures or words, etc. are not permitted. Undergarments should not be visible, and students should be clothed adequately to be covered. Chest, midriff, and buttocks should be covered at all times with material that is not see-through. School officials have the discretion to determine when such clothing or accessory items disrupt the educational environment/are inappropriate for the educational setting.	◆		
<b>DRIVING/PARKING VIOLATION</b> Parking in an unauthorized area, parking without a permit, or failure to comply with the guidelines established for student drivers. Driving in a reckless manner in the parking lot. Failure to comply may result in the loss of parking privileges or other disciplinary consequences.		◆	
<b>EXTORTION</b> Forcing another person to do something against their will and in order to obtain, or attempt to obtain, money, property or some advantage. This infraction includes blackmail and coercion.	◆	◆	

<b>ELECTRONIC DEVICE MISUSE</b> Operation or display of phone or any non-academic electronic devices during non-approved school hours including, but not limited to, headphones, iPods, e-readers, etc. The district is not liable for damage, loss or theft of the device. This includes the inappropriate, unauthorized use, capturing, transmitting or duplicating an unauthorized picture of school staff, students, or school documents. It should be noted that taking pictures in the restrooms or locker room is not permitted. <b>Students will be held accountable to the contents on the phone regardless of where the inappropriate content originated.</b>	◆	◆	
<b>FALSE ALARM/SAFETY EQUIPMENT MISUSE</b> Tampering with emergency equipment or setting off a false alarm or filing a false report (e.g. dialing 911).		◆	
<b>FALSE REPORTING</b> Intentionally providing false or inaccurate information. Forgery falls under this infraction.	◆		
<b>FIGHTING</b> Physically striking another in mutual contact (as differentiated from assault), or using words or actions to incite or cause a fight. <b>Recording and/or posting the fight is included within this infraction.</b>		◆	
<b>FIREWORKS</b> Possession or use of fireworks.		◆	
<b>GANGS</b> Gang activities, whether verbal, written, or symbolic, which detract from the educational mission of the school.		◆	
<b>HARASSMENT, DISCRIMINATION and RETALIATION– Race and Other Protected Status</b> Students are also prohibited from engaging in discrimination, harassment, or retaliation on the basis of race, national origin, disability, religion, or any other status protected by state or federal law. The prohibited conduct includes, but is not limited to, derogatory language, name-calling, gestures, jokes, slurs, derogatory pictures or letters, and the spreading of misinformation about the protected status, or other verbal or physical conduct of a discriminatory, harassing, or retaliatory nature. Violation of this prohibition will result in a referral to the appropriate district compliance officer, and such additional consequences as may be appropriate to the conduct at issue. (Regulation 1300) (Sexual harassment is separate.)		◆	◆
<b>IMPROPER DISPLAY OF AFFECTION</b> Physical contact or touching which is inappropriate for the school setting as determined by school officials.	◆		
<b>INDECENT EXPOSURE/REMOVAL OF ATTIRE</b> Includes display in public location of buttocks, breasts, and/or genitals or removal of another person's or one's own attire exposing any private area of the body. "Pantsing" falls under this infraction.		◆	
<b>IN-SCHOOL SUSPENSION GUIDELINES</b> Failure to meet guidelines/standards during In-School Suspension consequence.		◆	

<b>INSUBORDINATION (DEFIANCE OF AUTHORITY/DIRECT DISOBEDIENCE)</b> Refusal to follow staff directive or request, or defiance of staff authority.	◆		
<b>LATE TO CLASS</b> A "late to class" will occur when the student is not in her/his assigned location/area when the tardy bell rings.	◆		
<b>MOVING INAPPROPRIATELY THROUGH THE BUILDING</b> Failure to move quietly through the building; not walking in line; running in the building; failure to use direct routes; leaving assigned area without permission. <b>*ELEMENTARY ONLY</b>	◆		
<b>NEGLIGENT BEHAVIOR</b> Causing damage to another person's property or injury to or endangering the safety of another person (including, but not limited to, the use of "shock" toys, lab safety violations, and other irresponsible behavior). Student pranks may be included in this category.	◆	◆	
<b>NICOTINE PRODUCTS—Possession, Distribution or Use</b> Possession, distribution or use of any nicotine product including, but not limited to, cigarettes, chewing tobacco, look-a-likes, vaping, electronic cigarettes, oils, hookah pipes, matches, paper, lighter, etc. on any school property before, during or after school hours.	◆	◆	
<b>OVER THE COUNTER SUBSTANCES</b> <b>Possession or Use</b> of over the counter substances including, but not limited to, non-prescription drugs. <b>Distribution, sale or purchase</b> of (including, but not limited to, non-prescription drugs) or under the influence of "over the counter" medications causing behaviors that are disruptive to the educational environment. Possession of and/or distribution of any over-the-counter medication is in violation of the Board of Education Policy 2870.			◆
<b>PHYSICAL CONTACT /PHYSICAL HARM</b> Inappropriate contact or conduct (e.g. scuffling, play fighting, or horseplay). Physical harm are behaviors such as "play" fighting, hitting, pushing, slapping, punching, throwing objects or pranks that have the potential to cause physical harm to a student or an adult. May be considered a Level 2 violation if deemed serious enough by principal/designee.	◆	◆	
<b>PORNOGRAPHY</b> Possession of materials that are considered pornographic or obscene and/or are sexually explicit, including images/written communications on any electronic device. <b>Students are responsible for all content on their electronic device regardless of where the content originated.</b> The following Missouri statutes may be involved with incidents involving sexually explicit material (texting, nude photos, and other related items involving minors) and are disseminated via electronic devices: 573.023, 573.025, 573.035, 573.037, 589.400, 589.400.1, 589.400.3, and 589.400.8. Other Missouri statutes may be involved as well and will be determined by the appropriate law enforcement agency.			◆

<b>POSSESSION, USE OR UNDER THE INFLUENCE</b> Of alcohol, "non-alcoholic" malt beverages, illegal drugs, non-prescription legal synthetic substances that cause impairment, prescription drugs, or controlled substances; or substances represented to be alcohol, "non-alcoholic" malt beverages, illegal drugs, non-prescription legal synthetic substances that cause impairment, prescription drugs or controlled substances; or possession of drug paraphernalia (e.g. scales, pipes) or items represented to be drug paraphernalia for use of illegal or controlled substances (See STUDENT ALCOHOL/DRUG ABUSE CODE). Use of substances that produce effects detrimental to the educational process (i.e. mini-thins, inhalants, etc.) is also prohibited. A referral to law enforcement will be made by school administration. Refusal to submit to a safety check is considered insubordination and will result in a consequence of a minimum of 10 days OSS, with the possibility of a recommendation to the superintendent for additional days.			◆
<b>POSSESSION OF RECORDS/DOCUMENTS/DISTRICT FILES</b> Theft and/or alteration of school, student records, or documents (including, but not limited to, electronically hacking into and downloading grade book, report cards, computer, computer records, passwords, etc.).			◆
<b>RIOTOUS ACTIVITY</b> A disturbance or turbulent activity in which 3 or more students get out of control, violent, or create the potential for violence, that is detrimental to the good order of the school.			◆
<b>RULES VIOLATION</b> Failure to follow cafeteria, playground, lunchroom, hallway rules and school function violations.	◆		
<b>ELEMENTARY ONLY</b>			
<b>SALE, DISTRIBUTION OR PURCHASE/RECEIPT</b> Sale, distribution, or purchase of any unauthorized prescription drug, alcohol, controlled substance, counterfeit drugs, non-prescription legal synthetic substances that cause impairment, items represented to be drugs or alcohol and drug-related paraphernalia is prohibited.  A controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, R. S. Mo., and in section 202 (c) of the Controlled Substances Act, 21 U.S.C. 812 (c). A referral to law enforcement will be made by school administration. (Reference Board of Education Policy 2641)			◆
<b>SEXUAL MISCONDUCT</b> Forcibly, intentionally, or consensually touching oneself or another person's body and/or clothing in a way that constitutes or results in sexual contact; this includes electronic "sexting".		◆	
<b>SEXUAL HARASSMENT, DISCRIMINATION and RETALIATION</b> Students are prohibited from engaging in discrimination, harassment, or retaliation on the basis of sex, sexual orientation, or perceived sexual orientation. The prohibited conduct includes, but is not limited to, sexual advances, requests for sexual favors, sexual name-calling, gestures, jokes, slurs, sexually oriented pictures		◆	◆

or letters, and the spreading of rumors of a sexual nature, or other verbal or physical conduct of a sexual, discriminatory, harassing, or retaliatory nature. Violation of this prohibition will result in a Title IX referral to the appropriate district compliance officer, and such additional consequences as may be appropriate to the conduct at issue.			
<b>TECHNOLOGY/NETWORK MISUSE</b> Inappropriate use of District technology/network. Violation of the District's "Acceptable Use Guidelines."		◆	
<b>THEFT</b> Theft, attempted theft, possession of, or involvement with, stolen property.		◆	
<b>TRESPASSING ON SCHOOL AND/OR DISTRICT PROPERTY</b> Being present on school grounds while suspended or when school or activities are not in session.	◆	◆	
<b>TRUANT</b> Absence from a class, lunch, mandatory academic intervention or school day without permission; includes truant, leaving school grounds or class without permission or not providing a note from a parent or parent phone call verifying an absence.	◆	◆	
<b>VANDALISM</b> Requiring additional custodial or maintenance time for damage caused. Intentional damage or attempt to damage property belonging to the staff, students, or District. Restitution may also be required. Student pranks may come under this infraction.	◆		
<b>WEAPON</b> <i>Non-Firearm</i> Students are forbidden to bring into school, onto school grounds or property (to include buses or bus stops) any item that is ordinarily or generally considered to be a weapon such as, but not limited to, knives, switchblades, razors, metal knuckles, clubs, chains, black jacks, sprays, mace, or other similar items. This list is not meant to be exhaustive. Any item used with the intent to inflict physical harm may be considered a weapon. Students in possession of items, which simulate weapons, will also be held accountable under this section.		◆	
<i>Firearms</i> Students are forbidden to bring into school, onto school grounds or property (to include buses or bus stops), any item that is considered to be a firearm. Such prohibition extends to student activities, either before, during, or after the school day. The term "firearm" includes, but is not limited to such items as: 1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel (if the barrel is at least one-half inch in diameter), and which is designed, or may be readily converted, to expel a projectile by action of a propellant or explosive, or 2. Any explosive, incendiary, or poison gas, such as bombs, grenades, rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law.			◆

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## **Province of the School**

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

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## **Consequences of Misconduct**

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

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

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## **Due Process Protections**

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

***Principal Suspension:*** Prior to a principal suspension, an informal conference shall be held with the student wherein: (1) the student shall be given oral or written notice of charges against him/her; (2) if the student denies the charges, the student shall be given an oral or written explanation of the facts, which form the basis of the proposed suspension; and (3) the student shall be given an opportunity to present his/her version of the incident. (Section 167.171, RSMo.) If the student's presence at school, in the opinion of school authorities, poses a continuing danger to person or property or an ongoing threat of disruption, the student may be immediately removed from school, and the informal conference shall follow as soon as practicable. The superintendent may revoke a principal suspension at any time.

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

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

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

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### **Standards of Conduct**

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

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

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### **Bullying**

*(Policy 2655)*

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

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

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

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

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

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

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

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

At any level, referral to appropriate outside authorities/agencies may be made. Additional suspension days by the principal with possible recommendation to the superintendent for additional days and/or expulsion may occur depending on nature, intent, and severity of specific acts. Such action will be within the discretion of school officials and in accordance with the Safe Schools Act.

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### **Discipline of Students with Disabilities**

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

1. Unless otherwise indicated in the student's IEP, students with disabilities are to be disciplined in the same manner as students without disabilities, including being subject to suspension and expulsion for behaviors not caused by the disabling condition. As a part of the discipline process, the student's disability will be taken into account and appropriate interventions will be used when necessary.
2. A student with a disability may be suspended for a period of up to ten (10) days in accordance with the provisions of 167.171 RSMo. The building principal is authorized to impose a suspension of ten (10) days or less. A ten (10) day suspension does not constitute a change of placement or cessation of services within the meaning of the Individuals with Disabilities Education Act (IDEA). Before additional suspension days are imposed, the IEP Team must convene to determine
  - a. Whether additional days constitute a pattern of suspension, which causes a change of placement.
  - b. If it is a change of placement, whether the behavior is a manifestation of the child's disability.
  - c. Develop a functional behavior assessment and behavior intervention plan if none exists, or review the existing functional assessment and intervention plan.
3. A student with a disability shall not be suspended for a period that exceeds ten (10) school days where the student's conduct is found to be a manifestation of the disability, as determined by the Individualized Education Program (IEP) Team. If the student's conduct is found to be a result of a disability, the student's IEP shall be appropriately modified.
4. A student with disabilities whose conduct is found by the IEP team not to be a manifestation of the disability may



be suspended for a period exceeding ten (10) school days or expelled from the school of attendance providing that the procedural protections of IDEA and applicable state laws are followed. There shall not be a complete cessation of services during such a period of expulsion.

5. Students with disabilities shall follow the rules and regulations of the district and schools which they attend, except to the extent that modification in the discipline procedures are suggested; the building principal must be invited and informed of the need to modify discipline procedures. Agreed modifications must be stated in the IEP on the Adaptations/Modifications page. The reasons for the modifications must be documented in the present level of performance.
6. Building administrators and staff have the responsibility of maintaining discipline and jointly working with students with disabilities who exhibit unacceptable behavior. The student's case manager, counselor, principal, and parents/guardians should work together when the student is experiencing difficulty, conducting a functional assessment of the problem behaviors, and writing behavior management plans as needed. These efforts should be documented and evaluated periodically.
7. Building principals and staff are obligated to follow modifications recommended in the IEP and behavior management plans. An exception may be made if the student's behavior poses an ongoing danger or threat of injury to self or others. If the student's presence poses a continuing danger to persons or property, the student shall be immediately removed from school and a forty-five (45) day alternative placement will be made.

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

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

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

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

- **Suspension:** Removal of a student from school for a definite period of time for misconduct. A suspension of more than ten (10) days constitutes a change of placement.
- **Expulsion:** Removal from school for an indefinite period of time for serious misconduct.

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

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## **Public Complaints**

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

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

1. Teacher

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

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

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

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

## Graduating with Honors

Northwest High School is non-ranking and will honor high achieving students through the Latin Honors or Cum Laude system. In order to be eligible for the Cum Laude System and to be recognized at Senior Awards Night and during graduation, all qualifying documentation must be in place by the end of first semester senior year. Instead of assigning a specific number to students as ranked against their peers, the Cum Laude system categorizes the students for the following academic accomplishments:

Cum Laude	Magna Cum Laude	Summa Cum Laude
3.8-3.99 GPA	4.0-4.19 GPA	4.2 and Above GPA
24 on ACT	27 on ACT	30 on ACT
1 Extracurricular School Activity	2 Extracurricular School Activities	3 Extracurricular School Activities
2 AP/Dual Credit/Enrollment/ Honor Classes	3 AP/Dual Credit/ Enrollment/ Honor Classes	4 AP/Dual Credit Enrollment/ Honor Classes

## Athletics and Activities

We would like to welcome you to the Northwest High School Activities program. The four years you will spend at Northwest will afford you many educational opportunities. Some of these opportunities will be through participation in one or more of the many activities offered at Northwest. There is a wide range of activities from which to choose. Each activity will provide you with unique experiences that will enhance your education and your enjoyment of school life.

We hope that each and every student will choose to participate in a variety of activities. We want all of our students to be positive, productive members of the Northwest student body.

Sincerely,  
*Kyle Wampler*  
Activities Director



### PEP SONG

*Fight on, Northwest, to victory,  
Blue and White can win the fight, wait and see,  
And the Lions can roar and get that winning score,  
Come on you Lions and show us some more.  
Fight on Northwest, to victory,  
You can win if you try,  
Just show us some spirit, Lions unbeatable  
For Northwest High.*

### ALMA MATER

*Hail to thee, our Alma Mater,  
One we hold so dear,  
We will always keep thee,  
Never to forget.  
Hail to thee, Oh Northwest High School  
Hail to thee, oh hail!  
Truth and honor you have taught us,  
Never thee – we'll fail.  
Loyalty to thy traditions,  
Faith in their success,  
Ever in our hearts we'll keep thee,  
Dear old Northwest High School*

## Pride and Responsibility at Northwest

Much like their mascot, the lion, the students at Northwest High School strive to make their school a roaring success. Whether it be through sports or academics, certain levels of responsibility must be achieved and maintained to ensure that we meet future goals. We must understand that through our actions, we present a general outline to the surrounding community of our standards and achievements. The degree of respect shown towards our faculty, peers, and others is a direct reflection of our school, and therefore, upon us. Students should feel strongly about presenting a positive self-image to help them gain respect and a feeling of satisfaction by helping to create a better school environment. In order to show support for their school, Northwest students should demonstrate their involvement through trying to boost school spirit, both in the classroom and community settings. We should try to put forth an image of respect towards others in hopes of gaining their respect in return. As a whole, we must realize that for our school to live up to its full potential, students must take the responsibility upon themselves to work at improving our school's image as well as creating a better environment in which to learn. With the acceptance of this responsibility, Northwest students may gain a feeling of pride and personal satisfaction, which could be carried with them throughout their lives and in achieving future goals.

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## **Northwest School Letter**

Northwest offers the opportunity for students to participate in a variety of activities and organizations. Such participation is valued and believed to contribute to the concept of the Total Student, one who is capable of contributing in our diverse society.

It is also believed that students participating in the school activities programs help to create a positive image in the community for Northwest. This image is one the school and community appreciate and feel is deserving of recognition.

The Northwest school letter is meant to be a symbol of that recognition; symbolic of the dedication, effort and talent a student has demonstrated. It should be worn with pride, as the school letter represents one of the highest honors bestowed on students at Northwest.

Northwest students are eligible to earn a school letter in three areas: Academics, Activities, and Athletics. Students should contact the particular coach, teacher, or activity sponsor for details and requirements for earning a school letter. It is hoped that students will become involved in all three aspects of Northwest student affairs.

The school coach/sponsor/teacher will recommend the members of his or her organization who have met the specific requirements for a school letter.

The first time a student meets the requirements, a Northwest school letter shall be awarded to them along with a pin symbolic of the area in which the letter was earned. Subsequent times a student earns a letter; he/she will receive a medal bar for the number of years the letter has been earned. Letters for Athletics are awarded at the end of each sports season. Letters in Academics are awarded during open house the following year (September). Letters for Activities are awarded annually.

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## **Eligibility**

Eligibility to represent Northwest in interscholastic activities is a privilege students may attain by meeting the essential requirements established by Missouri State High School Activities Association (MSHSAA). The following requirements are some, but not all, of the student eligibility requirements set forth by the Missouri State High School Activities Association (MSHSAA). The complete official handbook is on file in the activities office. Northwest High School has the authority to set more restrictive citizenship standards and shall have the authority to judge its students under those standards.

1. Students must have a current physical on file. The physical must be dated after July 1 to make students eligible for Fall participation. Participation will not be allowed without a physical on file.
2. Proof of insurance must be provided. If students are not covered by parents/guardians, or if the family does not have insurance, students should go to the activities office to obtain a form to purchase school insurance.
3. Students must be enrolled in a minimum of 3.0 units of credit
4. Students must have passed 3.0 units of credit during the previous semester. (Incoming Freshmen do not have to meet this requirement for the Fall semester). Summer school courses may count toward maintaining academic eligibility provided the credit earned for each course is placed on the school transcript. Such courses must count toward meeting graduation/promotion requirements. No more than one credit earned in summer school will be allowed to count toward maintaining academic eligibility.
5. Students must have entered school within the first eleven days of the semester in which competition begins.
6. Students shall not have reached the age of 19 prior to July 1 preceding the opening of school.
7. Students who represent a school in interscholastic activities must be in attendance all day in order to practice and/or participate in competition. An absence on Friday will make the student ineligible for competition on

Saturday. Any exception to this rule must have approval of the principal or the activities director.

8. Students representing Northwest High School in interscholastic activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct reflects discredit upon themselves or the school are not considered "creditable citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

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## Activities

Activities and athletic organizations are recognized by the National Association of Secondary School Principals. All athletics and activities are governed by the rules and regulations of the Missouri State High School Activities Association (MSHSAA).

All organizations and activities are under the supervision of a faculty sponsor appointed by the principal. All activities must be recorded on the activities calendar at least two weeks in advance in the main office. Mr. Kyle Wampler, activities director, must approve the scheduling of all student activities.

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## Clubs and Organizations

Academic Team	Future Business Leaders of America	Robotics
Art/Mural Club	(FBLA)	Science Club
Band-Marching, Jazz	Game Club	Senior Class
Cheerleading	GDSA	Show Choir
Color Guard*	HOSA	Sign Language Club
Principal's Advisory Committee	International Club	Student Council
DECA*	International Thespian Society	Vocal Music
Debate Team	Junior Class	Winter Guard
Engineering Club	LionTrack (Yearbook)	
Family Career and Community	Math Club/Mu Alpha Theta*	
Leaders of America	National Honor Society*	
Fashion Club	Northwest Writer	
FCA	Lionettes*	

\*See Eligibility Standards

**All clubs and organizations at NHS will follow MSHSAA guidelines in regards to daily student attendance.  
Please refer to eligibility criteria eight listed above.**

**Academic Team**

The mission of the NHS Academic team is to challenge students to acquire new knowledge, and portray attitudes of respect for themselves and others as they enjoy academic competition. Contact Ms. Kimi Rensing for more information.

**Art/Mural Club**

The Art Club is open to all grade levels. It provides a common ground for those students who desire or need increased attention in the Visual Arts. Some students participate simply for social reasons; others find the Art Club meetings to be a time to work on group projects, while for most; it is a time to pursue individual projects. Requirements are minimal – respect others, observe school rules, and attend meetings. Meetings are every other Wednesday (2:30 – 4:00 pm) unless otherwise scheduled. Contact Ms. Shannon St. John in Room 206 for more information.

**Band**

The Spirit of Northwest Marching Band is a musical and visual performing unit composed of Northwest students who participate during the late summer and through the Fall semester. Students who participate in this extra-curricular activity will discover teamwork and cooperation skills while representing the school in a positive manner. Through competition with other schools, members will learn to achieve at the highest standards providing a positive impact on the activity. If any student is interested in being a member of the Marching, Jazz, or Pep Bands, contact should be made with band director Mr. Brett Dunsford.

**Cheerleading**

Cheerleaders are some of the school's most effective leaders with the responsibility of serving as a support group for the various interscholastic athletic activity programs within the school. The squads strive to boost school spirit, promote good sportsmanship, develop positive crowd involvement, and help their school achieve the most worthwhile education objectives in its athletic program. Tryouts are held each spring. For information contact Ms. Brianna Gerling.

**Color Guard/Winter Guard**

The Northwest Colorguard and Winterguard are artistic and creative dance teams comprised of Northwest students who participate during the Fall semester as members of the Spirit of Northwest Marching Band, and in the Spring as a competitive performance team known as Winterguard. The activity is designed to teach teamwork and cooperation skills to the members through superior performance in dance, movement, and equipment work. The guard has a responsibility to represent the institution in a positive manner. By supporting each other and working toward a common goal, members will experience success and will provide a positive impact on the activity. For information contact Ms. Kate Hermann.

**Debate Team**

The NHS Debate team aims to provide opportunities for interested students that improve critical thinking, research skills, ethical argumentation, advocacy, analysis, persuasion, listening, organization, teamwork, group problem solving, citizenship, and leadership. See Ms. Kelly O'Connor in room 246

**DECA**

DECA is an association of marketing education students and is available to all students enrolled in marketing and entrepreneurship courses. It is a fun organization designed to challenge individuals to apply both classroom and workplace experience while developing leadership, civic, vocation, and social skills. Many local, state, and national business leaders help DECA members learn that they can be successful in marketing and business through seminars, conferences, workshops, contests, and other activities. Students interested in getting a jump on the competition both at college and the work site should contact Ms. Joanne Williams for more information.

**Future Business Leaders of America (FBLA)**

FBLA is a national organization designed to promote business activities at the high school level. It is open to students in grades 9-12. Members of FBLA are involved in social activities, service activities, competitions at the local, district, and state levels, and conferences designed to promote leadership activities. Students may join FBLA whether or not they are

in a business class. Meetings are held the first and third Tuesday of each month. For information contact Mr. Zach Gronemeyer in Room 276.

### **Family, Career, and Community Leaders of America/Fashion Club**

Leaders of America is sponsored through the Family and Consumers Sciences Department. This organization gives students the opportunity to be involved in activities that strengthen their leadership skills in their family, career, and community. Students participating in FCCLA may attend a variety of state meetings. Please see Ms. Adria Al Amami for details.

### **International Thespian Troupe**

Troupe #3766 is a chartered troupe of ITS, which has chapters worldwide. It is an honors organization for high school students who have shown exemplary work (100 plus hours and two or more full-length productions) in their school productions. Becoming a Thespian is an honor. It also imposes the responsibility of continued involvement, as a Thespian should always be striving to pursue knowledge of his/her craft. The ITS troupes' creed is "Act well your part, for therein all glory lies." Contact Ms. Sarah Hirshfield for more information.

### **Math Club/Mu Alpha Theta**

Mu Alpha Theta is open to grades 9-12. The purpose is to increase knowledge, enjoyment, and valuing of mathematics. Students participate in peer tutoring and math competitions. To become a member of Mu Alpha Theta, a student must maintain a "B" average in college prep math courses, attend math club meetings, and submit an application for membership. Dues for all members are \$5 per year. Meetings are held the first and third Wednesday of every month. Contact Ms. Rebecca Wells and Ms. Julie Holstein for more information.

### **LionTrac**

Students in 11<sup>th</sup> and 12<sup>th</sup> grades will be organized into a staff, which will produce the yearbook using computers and desktop publishing. Students apply for the staff by filling out an application in January, being interviewed, and turning in five teacher recommendations. The class will meet daily in the fall semester and after school when needed. Students interested in becoming part of the yearbook staff should see Mrs. Amy Pflasterer. A layout and design course is also offered in the spring to prepare students for yearbook and newspaper.

### **National Honor Society**

NHS is an organization for students who excel in leadership, scholarship, character, and service. Sophomores and Juniors with a 3.65 cumulative GPA are invited to apply for membership in the spring. Selection is based on community and school activities, class rank, demonstrated leadership, as well as faculty and community recommendations. Members of NHS participate in a variety of service projects both within the school and community. Meetings are held the second and fourth Wednesday of each month in the Lecture Hall. For detailed membership requirements, contact Ms. Tracy Matosich.

### **International Club**

The Northwest Foreign Language Club is a hands-on activity-oriented organization that seeks to promote school wide awareness of cultures throughout the world and the languages that these cultures speak. Possible club activities include holiday banquets, local field trips, cooking, skits, and crafts. The Foreign Language Club generally meets twice a month after school. Contact Ms. Kayla Al-Amami for more information.

### **Northwest Writers**

Northwest Writers is a student organization for all students interested in writing and promoting writing. Its major project is the publication of Northwest's national award winning creative arts magazine, "Pen and Palette", which showcases student writing and art. Members solicit, select, edit, and layout work from the entire school population. The group's other major project is its annual elementary/middle school writing contest, which fosters enthusiasm for writing with younger students in the district. Winners in stories and poetry from kindergarten through eighth grade are recognized.



They are honored at a reception in the spring; receive plaques and ribbons, and booklets containing the winning writings. Northwest Writers spearheads the Spirit for Needy campaign before Christmas. The group must fundraise throughout the year to support its efforts. Meetings are held on an as-needed basis, usually on Tuesday. Contact Ms. Kelly O'Connor in Room 246.

### **Health Occupation Student Association (HOSA)**

HOSA is a national organization that is well known for being about improving the health of our community. HOSA will be primarily run by the students and will be organized by a student government including elected officials: president, vice president, secretary, treasurer, and historian. Contact Mr. Mike White for more information.

### **Robotics Club**

Students learn and apply the design process, acquire strong teamwork, communication proficiency, develop organizational skills, critical thinking and, and problem solving. Students will discover the answers to questions like how things are made and what processes go into creating products. Contact Mr. Kyle Edwards for more information.

### **Lionettes**

Lionettes is a dance team that supports athletic and extracurricular events. The members dance at events and encourage involvement and excitement among the crowd. Squad members are hardworking, dedicated leaders who demonstrate sportsmanship, spirit, and fun. The squad, which is available to all students with a 2.0 cumulative grade point average, is selected each spring. Contact Mrs. Rebecca Wells for more information.

### **Senior Class**

Senior class is one of the largest organizations at Northwest and is also one in which all students strive for membership. All students who qualify for graduation by the end of the current school year are automatic members of the senior class. Executive Officers, Class Officers, and Representatives are elected the previous spring to serve as Student Council Representatives for the Senior Class. Members participate in various senior class functions, such as the building of the fall and winter Homecoming floats, senior class sweats, prom, Baccalaureate, and commencement. Contact Ms. Tracy Matosich or Ms. Katie McCabe for more information.

### **Show Choir**

This group works closely with the vocal music director, Mrs. Marleisa Amsden. Dances are choreographed to match rhythmic and lyrical requirements of show choir literature for the purpose of contest and performance venues. Contact Mrs. Amsden for more information.

### **Sign Language Club**

Sign language club works to increase awareness of signed language and deaf culture. We also hope to provide a welcoming environment for members who want to increase their knowledge of ASL. Contact Ms. Mallorie Richter for more information.

### **Student Council**

Student Council provides opportunities for students to gain practical experience in public affairs, service, and government. Responsibilities and projects of this group are coordinating homecoming week activities, producing all school assemblies, dances, Starfest, paper recycling, and surveying student opinions regarding important issues. Students may participate in student council as an elected officer or class representative. Elections are held in the spring for officers and sophomore, junior, and senior representatives. Freshmen elections are held in the fall. Contact Mr. Dan Durso or Ms. Morgan Siebert for more information.

### **Vocal Music**

Northwest boasts several choirs and choral ensembles that perform frequently for community and school programs, as well as district and state competitions. These include the Freshmen Chorus, A Capella Choir, Treble Chorus, Mixed Chorus, and Men's Chorus. Any student interested in joining one of these groups needs to see Mrs. Marleisa Amsden for

more information.

**Gathering Diverse Student Alliance (GDSA)**

This is a student lead organization for any student who wants to provide support for Lesbian, Gay, Bisexual, Transgender & questioning student. This group provides a non-judgmental environment for students to focus on education and social emotional support for all students. This group will meet after school 1-2 times a month. For more information contact Ms. Stacy Knernschild in the Counseling Office.

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**Athletics**

Northwest provides students with an extensive athletic program. Northwest teams participate and compete in the Suburban Conference. They are classified as 6A by the Missouri State High School Activities Association (MSHSAA). Each year, many Northwest graduates qualify for and receive athletic scholarships to colleges and universities. Student athletes are recognized at awards night at the end of each sports season.

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**Athletic Seasons**

Starting dates for each sports season is set by the Missouri State High School Activities Association (MSHSAA). Generally, practices begin three weeks before the first varsity contest. Pre-season conditioning activities are arranged by the head coaches. Students should check with head coaches for more specific details prior to the beginning of the season.

FALL	WINTER	SPRING
Boys Soccer	Girls Basketball	Boys & Girls Track
Football	Boys Basketball	Boys Baseball
Girls Softball	BoysWrestling	Girls Soccer
Boys Cross Country	Girls Wrestling	Boys Volleyball
Girls Cross Country		Boys Golf
Girls Volleyball		Girls Lacrosse
Girls Golf		

See Eligibility Standards for each of these sports

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## **Interscholastic Athletic Opportunities**

### **Boys Baseball**

Boys interested in this spring sport should have agility, good eye-hand coordination, and strength. Approximately 25 games, and possible post-season play make this an exciting sport. The Lions have been the most successful men's program in recent years, appearing in the state tournament final four two of the last four years. Boys interested should contact Coach Cody Huff.

### **Boys Basketball**

Basketball puts into practice cooperation, teamwork, and healthy attitudes toward oneself and others. Members of the team will develop a better understanding and knowledge of the rules and strategies of basketball, as well as self-discipline and a lifetime appreciation for the sport. The basketball program is rapidly developing into one of the best programs in the Suburban South. Anyone who loves basketball should contact Coach Drew Moore about this winter season sport.

### **Girls Basketball**

Females with athletic ability who can run, jump, and shoot the ball; who are agile, not fragile; with mental toughness and desire are welcome to participate in this winter season sport. Traveling, socializing, and hard work are benefits of this team. This is one of the top programs in the state. Coach Abby Feldman

### **Boys and Girls Cross Country**

Cross Country is a fall season sport that begins in the middle of August and ends the first week in November. It is open to all students, grades 9-12, that are interested in running. We emphasize both individual and team success. We have a winning tradition and a no-cut policy. The girls' team works closely with the boys' team. Students who enjoy running and the great outdoors should contact Coach Ken Campbell, and CJ Guilford about this fall season sport.

### **Football**

Participating in Lions Football is a commitment to the school community, athletic program and yourself. This commitment, along with a lot of hard work, has rejuvenated the football program with an attitude that success is not only attainable, but also expected. Students interested in being a part of a successful and respectable program that is driven to win championships should contact Coach Scott Gerling.

### **Boys and Girls Golf**

Golf is a lifetime sport for both men and women. It requires great mental discipline, physical coordination, and hard work to become successful. Girls Golf is a fall sport, and Boys Golf is a spring sport. Any boy or girl who needs a challenge should contact: Greg Antrainer for try-out information.

### **Boys and Girls Soccer**

Strong mental and physical condition, attitude, and willingness to work hard and learn the game are all requirements of soccer. Members should have good speed, quickness, and technical skill such as dribbling, passing, trapping, heading, shooting, etc. Most of all, members should be a team player. Boys Soccer is a fall season sport, and Girls Soccer begins in the spring. Students wanting additional information should contact Coach Dave Willis (boys) and Coach Kyle Jarnigan (girls) for starting information.

### **Girls Softball**

Softball is an interscholastic fall sport. The team competes in the Suburban South Conference. The varsity team consists of girls in grades 9-12, while the junior varsity team is composed of girls in the 9<sup>th</sup> or 10<sup>th</sup> grades. Tryouts for both teams begin in the middle of August. For more information, contact Coach Cody Huff.

**Boys and Girls Track**

Track is a spring season sport that begins in February and ends the last of May. It is open to all students, grades 9-12. Track consists of running events, both short and long distances, jumping events, throwing events, and hurdling events. Through individual effort and challenge, each track member can find individual and team success. We have a winning tradition and a no-cut policy. Students wanting to explore this exciting spring season sport should contact Coach Ken Campbell (boys) or Coach CJ Guilford (girls).

**Boys Volleyball**

Volleyball is a new sport being offered to boys in the spring season. It requires agility, strength, enthusiasm, and jumping abilities. The team competes in the Suburban South Conference. Students may try-out for the varsity, junior varsity, or freshmen teams. Young men interested in participating in this exciting sport contact Coach Taylor Sikes.

**Girls Volleyball**

Volleyball is a fall season sport that requires agility, strength, enthusiasm, and jumping abilities. The teams compete in the Suburban South Conference. Students may try-out for freshmen, junior varsity, or varsity teams. Young women interested in participating in this exciting sport should contact Coach Luann Bonacker for more information.

**Boys and Girls Wrestling**

Wrestling is an individual sport with a team concept. Wrestlers must be in excellent physical condition and exhibit a high degree of self-control and poise. Weight training and conditioning, skill development, and mental toughness are all stressed. Students wanting to be real wrestlers, not what you see on television, should contact Coach Ron Wilhelm or Coach Bob Wilhelm about this winter season sport.

**Girls Lacrosse**

Girls Lacrosse is a spring sport that is new to Northwest High School. Strong mental and physical condition, attitude, and willingness to work hard and learn the game are all requirements of Lacrosse. Members should have good speed, quickness, and technical skill such as passing, trapping, shooting, etc. Most of all, members should be a team player. Students wanting additional information should contact Abby Feldman.

## FERPA EDUCATIONAL RIGHTS NOTIFICATION DIRECTORY INFORMATION

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

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

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

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

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

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

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

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

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

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

## 2023-2024 Signature Page

Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

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

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date