NORTHWEST
HIGH SCHOOL
Our Students, Our School: Empowering Tomorrow

2026 - 2027

NORTHWEST

High School

Student Handbook

Principal's Office 660-827-0774
Superintendent's Office 660-827-0772
Fax 660-827-7162
www.northwest.k12.mo.us

TABLE OF CONTENTS

Staff Directory…… p. 2

Introduction…… p. 3-4

Academics, Graduation Requirements, Attendance……... p. 4-5

Homework, Cheating, GPA…….. p. 6-7

Finals, Work Study, Retention……. p. 7-8

Technology……. p. 8-10

Transportation……... p. 10-11

General Student Info., Dress Code, Cell Phone/Electronics…….. p. 11-12

Emergency Procedures…….. p. 12-13

Health Services……... p. 13-14

Behavior Code, Sat. Detention, OSS, Expulsion…….…… p. 14-21

Bullying Policy & Firearm……... p. 21-22

Tobacco Use & Random Drug Testing……... p. 23-24

Sexual Harassment Policy, Gang Participation…….. p. 25

Extra-Curricular Activities, MSHSAA Participation…… p. 26-27

NWHS Eligibility Policy…… p. 27-28

NORTHWEST HIGH SCHOOL
STAFF DIRECTORY

Administration

Mr. Justin Thomas	Superintendent	jthomas@nwmustangs.org
Mr. Shane Ringen	Principal	sringen@nwmustangs.org

Faculty

Beaman, Hayden	Social Studies	hbeaman@nwmustangs.org
Bridges, Edwin	Social Studies	ebridges@nwmustangs.org
Brockman, Tiarra	Science	tbrockman@nwmustangs.org
Bunch, Lindsay	Counselor	lbunch@nwmustangs.org
Crooker, Caleb	PE	ccrooker@nwmustangs.org
Debord, Julie	Art/FACS	jdebord@nwmustangs.org
Haag, Shelby	Vocational Agriculture	shaag@nwmustangs.org
Harvey, Beth	Math	bharvey@nwmustangs.org
Holland, Rebekah	Music	rholland@nwmustangs.org
Killion, Amy	English Language Arts	akillion@nwmustangs.org
McKee, Tanner	Special Education	tmckee@nwmustangs.org
Nye, Allison	English Language Arts	anye@nwmustangs.org
Robison, Katie	Business	krobison@nwmustangs.org
Schuber, Laura	Math	lschuber@nwmustangs.org
Slaughter, Anita	Science	aslaughter@nwmustangs.org
Thompson, Rose	Paraprofessional	rthompson@nwmustangs.org

Staff

Barnes, Tim	Transportation Director/Athletic Director	tbarnes@nwmustangs.org
Bean, Tasha	Food Service	tbean@nwmustangs.org
Dollinger, Janice	Food Service	jdollinger@nwmustangs.org
Kolkmeier, Nathan	Maintenance Director	nkolkmeir@nwmustangs.org
Marshall, Brenda	Custodian	bmarshall@nwmustangs.org
Rae, Mike	Custodian	mrae@nwmustangs.org
Smith, Zach	Technology Director	zsmith@nwmustangs.org
Walbourn, Heidi	Head of Food Services	hwalbourn@nwmustangs.org
White, Miranda	Administrative Assistant Principal's Office	mwhite@nwmustangs.org

Pettis County R-V Central Office

Soverns, Sarah	Bookkeeper	ssoverns@nwmustangs.org

Board of Education

Grant Newton, Board President
Leisha Anderson
Benjamin Darbyshire
Matt Kahrs
Nathan Killion
Sherry Killion
Nick Ramey

INTRODUCTION

"OUR STUDENTS, OUR SCHOOL: EMPOWERING TOMORROW"

The mission at Northwest High is to empower each student to become productive and responsible citizens through highly-engaging instruction in a safe environment where everyone is valued, encouraged, and successful. The vision at Northwest High School is to create an exemplary school environment that inspires student and faculty excellence and delivers a quality education founded on high expectations, mutual respect, and individual responsibility.

To The Students

The primary purpose of this handbook is not to be a complete collection of policies, rules, and regulations of Northwest High School. Instead, it attempts to answer frequently asked questions by students and parents of the district. The primary purpose of Northwest High School is to educate students, and to prepare them for a fuller and more productive life. The teachers and staff are dedicated to providing the best education possible. It is also important to remember that many of the other activities associated with the school are privileges that are available to students based upon appropriate behavior. Much of this handbook deals with different things that fall into the category of privileges. It is important for students and parents to read and discuss this handbook.

Parents Right to Know

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide you in a timely manner, the following information:

- Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

Family Education Rights and Privacy

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

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

Standard Complaint Resolution Procedure for Improving America's Schools Act Programs

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local School Board Policy 1621. This policy states the grievance must first be filed with the Coordinator of the Federal Programs who then has fifteen days to investigate and resolve the grievance. If the petitioner is not satisfied, they may file a written appeal with the Superintendent of Schools, who then has fifteen days to investigate and resolve the issue. If the petitioner is still not satisfied with the decision, they will be allowed to file a written letter of appeal to the Board of Education through the Superintendent of Schools and have the opportunity to appear and have their complaint heard by the Board of Education. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact Pettis Co. R-V Superintendent, Mr. Justin Thomas or Department personnel.

ASBESTOS AWARENESS

As required by law, the Pettis County R-V School District conducts regular inspections of its facilities to monitor the status of asbestos containing materials. The results of each inspection are included in the District's management plan which is available in the District Office. A re-inspection of our facilities is required every three years and was conducted in June 2025. Any fiber release episodes and any activities involving the disturbance of asbestos-containing materials are also recorded in the management plan. The superintendent of schools is the contact person for the public to obtain further information.

DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that the Pettis County R-V School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Pettis County R-V School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary. The primary purpose of directory information is to allow the Pettis County R-V School District to include this type of information from your child's education records in certain school publications. Examples include: a program showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets which may include information such as the height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy, if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the *Elementary and Secondary Education Act of 1965* to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want the Pettis County R-V School District to disclose directory information from your child's education records without your prior written consent, you must notify the principal of the school building which your child currently attends, in writing. The Pettis County R-V School District has designated the following information as directory information: Student's Name; Address; Telephone Listing; Electronic Mail Address; Photograph; Date and Place of Birth; Dates of Attendance; Grade Level; Participation in Officially Recognized Activities & Sports; Height of Members of Athletic Teams; Degrees, Honors, and Awards Received; &Most Recent Educational Agency or Institution Attended.

ACADEMICS

For the class of 2026 and beyond:

Curriculum Area	Graduation
Communication Arts	4 Units (Must include English I, II, III, and IV)
Social Studies	3 Units (Must include 1 unit in American History, World History, and Government)
Mathematics	**4 Units (Must include 1 unit in Algebra I)
Science	**4 Units (Must include 1 unit of Biology)
Fine Arts	1 Unit
Practical Arts	4 Units
Physical Education	1 Unit
General Electives	5 Units
Health	.5 Unit
Personal Finance	.5 Unit
Totals	26 Units
**Students completing 4 units of Mathematics will only be required to complete 3 units of Science. Students completing 4 units of Science will only be required to complete 3 units of Mathematics.	

9th Grade suggested classes	10th Grade suggested classes	11th Grade suggested classes	12th Grade suggested classes
English I	English II	English III	English IV
Physical Science	Biology	Government	
American History	World History	Algebra II/Algebra I	
Algebra I/Applied Math I	Geometry/Applied Math II	Health/Personal Finance	

Class Standings

Freshman	0 to 6 units of credit	Junior	12+ to 18 units of credit
Sophomore	6+ to 12 units of credit	Senior	18+ units of credit

*Transfer students will be evaluated and placed in the proper class standing by the high school principal.

A student's grade level classification for the upcoming year will be determined at the conclusion of the spring semester each year. Should a student earn enough credits in the fall semester to warrant a change in their grade classification, these adjustments will be made at the end of the fall semester. Between their junior and senior year, students may be allowed to participate in senior fund raising activities, pending review by the Principal and Counselor.

Dual Credit Classes

Requirements for enrollment of a dual credit course:

- A cumulative grade point average of 3.0+ on a 4.0 scale
- ACT must be taken and on file in the high school counselor's office with a minimum composite score of 18. ***Students wishing to take dual credit courses before their junior year must have a 22 ACT composite score on file with the high school office***
- Parental Permission
- Dual credit classes cannot be substituted for classes that require an End of Course Exam (English II, Biology, Algebra I, and Government).
- Administration may approve or deny requests outside of the requirements listed above

Attendance

Regular and punctual attendance is expected of every student enrolled in our school district. Consistent attendance plays an important role in academic achievement, citizenship, and overall success in school. Frequent absences interrupt the learning process, reduce opportunities for classroom participation and collaboration, and make it difficult to fully recover missed instruction. We appreciate the support of our parents and guardians as we work together to provide every student with the best possible educational experience.

Compulsory Attendance: Missouri law requires children between the ages of 7 and 17 to attend school and requires school districts to record attendance on an hourly basis. Parents/guardians are responsible for ensuring their child attends school regularly and arrives on time.
The District will notify parents/guardians of student absences and will work collaboratively with families when attendance becomes a concern. When excessive absences interfere with a student's educational progress, the District may implement attendance interventions and, when appropriate, make referrals for educational neglect in accordance with Missouri law. The administration reserves the right to consider individual circumstances, including documented medical conditions, chronic illness, family emergencies, or other extenuating situations, when applying this policy.
Occasional absences may be unavoidable; however, students and families are expected to make every reasonable effort to minimize absences and tardiness.

Credit for classes will be based on hourly attendance for each class period. Students who exceed these limits may have credit withheld unless the missed instructional time has been recovered through the District's approved seat-time procedures. To receive semester credit or be eligible for promotion, students may not exceed:

- **Ten (10) full-day absences per semester**, or
- **Ten (10) hours of absence in any individual class period per semester.**

The following absences will **not** count toward the attendance threshold when properly documented or approved by the school:

- School-sponsored activities
- Documented medical or dental appointments
- Court appearances
- School suspensions
- Funeral leave
- Seniors are permitted up to **two (2)** approved college visit/job-shadow days each school year
- Juniors are permitted **one (1)** approved college visit/job-shadow day each school year
- Other absences approved by Administration

When a student exceeds the attendance limits, the following steps may occur:

1. The parent/guardian will be notified of the student's attendance record.
2. The student and administration may meet to develop an Attendance Action Plan.
3. The student may be assigned seat-time recovery to make up missed instructional hours.
4. If required seat time is not completed, semester credit may be withheld.

Seat-time recovery may be completed outside the regular school day and may include before-school, after-school, Monday School, Saturday School, or other administrator-approved opportunities. Once all required seat time has been successfully completed, any withheld credit will be restored. Until that time, report cards and TeacherEase may display **"NC" (No Credit)** in place of the student's earned grade. A student or parent/guardian may appeal a decision to withhold semester credit by submitting a written appeal to the Superintendent within five (5) school days of receiving notification of the decision. The Superintendent's decision shall be final.

Students are responsible for contacting each teacher regarding missed assignments prior or following an absence. Teachers will provide reasonable opportunities for students to complete missed work in accordance with district and classroom expectations. Assignments not completed within the established timeline may receive a grade of zero until the work has been submitted and graded.

The following chart lists the attendance codes we use, the definition of the code, and whether the code counts towards seat time or not.

Attendance Codes

Code	Definition	Count Towards Seat Time
A	Absent	Yes (unless one of the documented exceptions)
C	Cut/Truant on Campus*	Yes
ED	Early Departure	Yes
* = Disciplinary Consequence may also result		

Code	Definition	Count Towards Seat Time
P	Present	No
T	Tardy*	No (if more than 10 minutes, it will count as Absent)
SA	School Activity/Athletic	No
N	Nurse	No
O	Office	No
ISS	In School Suspension	No
OSS	Out of School Suspension (Section 160.265 RSMo)	No
* = Disciplinary Consequence may also result		

ABSENCE REPORTING

Attendance is tracked hourly and is recorded in our student information system - TeacherEase. Parents can track their student's attendance through their Parent Portal. When a student is going to be absent, parents are asked to contact the school office either prior to the absence or the day of the absence.

When a student is absent, the school requires that his/her guardian call the office between 7:30 a.m. and 10:00 a.m. at 660-827-0774, stating your name, the student's name, grade and reason for absence. If you do not connect with a live person, please leave a voicemail with the information. If parent contact is not received, communication will be made to the parents in an attempt to clarify the absence.

Homework Policy

Homework is a part of the educational process. Students are expected to have their assigned work done and turned in at the assigned time. Late work will be accepted with a reduction in points: 1-3 school days late=maximum score of 75%, 4-6 school days late=maximum score of 50%, and 7+ school days late=maximum score of 25%.

Academic Dishonesty/Cheating

Any student caught plagiarizing or cheating, or allowing someone to cheat, on school work will get a score of "0" on the assignment. Parents will be notified of any academic dishonesty/cheating.

Honors and Honor Rolls

The faculty of Northwest High School feels that students who do superior academic work should receive special recognition. This recognition is given through the honor roll and awards assemblies. There are two honor rolls at Northwest High School: the "B" average and the "A" average honor rolls. In order to achieve the "B" honor roll you must have a minimum of a B (3.0) grade average. To be named to the "A" average honor roll you must maintain grades averaging A- (3.67) or higher. All grades will be used to determine grade averages. Students receiving a D+ or below are not eligible for either Honor Roll. It should be noted that Junior High quarter classes are not weighed as heavily as other classes.

Senior Honors Organizational/Club Honor Cords

National Honor Society – Students who are members of the National Honor Society are recognized at graduation and wear white stoles

FFA – Senior members, who have met the designated criteria of the Northwest High School FFA, are recognized with blue and gold cords to be worn at graduation.

Speech & Debate – Students must earn 25 points in Speech & Debate competitions. The cords are red and gray.

FBLA – Senior members, who have met the designated criteria of the Northwest High School FBLA, are recognized with blue and golden yellow cords to be worn at graduation.

"Weighted Classes" Policy and GPA Scale

This policy addresses the need to encourage and reward students for enrolling in and completing classes that are more academically demanding. All classes taught at NWHS shall be evaluated at the end of each year to determine if additional ones should be labeled weighted or to remove classes from the list of weighted courses. Please check with the school counselor to find out exactly which classes are "weighted" classes.

NWHS Weighted Classes

Communication Arts	Science	Social Studies	Practical Arts	Mathematics
	Anatomy			Trigonometry
	Chemistry			Calculus
Any Dual Credit course will be weighted				

WEIGHTED CLASSES SYSTEM

Letter Grade	Regular Class	Weighted Class
A	4.0	4.33
A-	3.67	4.0
B+	3.33	3.67
B	3.0	3.33
B-	2.67	3.0
C+	2.33	2.67
C	2.0	2.33
C-	1.67	2.0
D+	1.33	1.66
D	1.0	1.33
D-	0.67	1.0
F	0.0	0.0

This weighting system will be used in computing a student's grade point average for determining class rank and honor roll selection.

Grade Reporting Procedures

Teachers shall use the same percentage rating scale to assign letter grades. This shall increase consistency among the various classes regarding the values of a grade. That is, a student accomplishing 80% proficiency in science and 80% proficiency in math will receive the same letter grade in both classes. Midterm (quarter) grades and semester grades will be sent home.

Grade Calculations

All grades will be calculated on a running point total for the semester. The quarters do not stand alone in most cases. In other words, the quarters are NOT 50/50 unless there is an exactly equal number of points in each quarter. It is purely a running point total. Quarter honor roll students will be recognized. 1st and 3rd quarter honor rolls will be a mid-term honor roll and 2nd and 4th will be semester honor rolls. Only the semester honor rolls at the end of 2nd and 4th quarter will be sent to the local media. 7th and 8th grade class calculations will be the same. For courses that change at quarter only, such as certain 7th and 8th grade classes, the quarters will then stand alone. Northwest High School will have quarters as the grading periods for this reason.

Grading Scale (All Teachers)

96-100%=A	70--72%=C-
90--95%=A-	73--76%=C
87--89%=B+	67--69%=D+
83--86%=B	63--66%=D
80--82%=B-	60--62%=D-
77--79%=C+	59-Below=F

Semester Finals

Finals will be given in all classes. Finals will count as 10% of semester grade.

Missouri Assessment Program

Students are not allowed to opt out of Grade Level Assessments and/or End of Course Exams.

Library Regulations

1. Time Period: All books are loaned for a two-week period. With the permission of the librarian, a book returned to the library may be renewed for an additional two-week period.
2. Number checked out: Two (2) books per student may be out when one book is returned for each previous book taken. The limit may be increased for special classroom needs through teacher-librarian prior agreement.
3. Any student with overdue material or unpaid fines at the end of any grading period will not be issued his/her semester grades until his/her library account is in good standing.
4. Any student with books constantly overdue or with an excessive number of books checked out at one time may lose library privileges.
5. Books listed as reserve reference materials such as encyclopedias cannot be checked out overnight. Consult with the librarian if you have any questions.

Field Trips

Students must be in attendance at least 4 hours before he or she will be allowed to participate in a school-sponsored field trip the next day or the day of, unless prior approval is obtained from the Principal for unavoidable circumstances. The student must have all assignments due that day turned into the instructors of his/her courses before being allowed to leave for the trip. All field trips are extensions of the school. In order to attend the field trip, students must meet the academic and attendance eligibility requirements. Teachers and Administration will make the final determination if individuals get to attend.

Work-Study Program

The work study program is a learning opportunity where students can have a hands-on view of the workforce in an area where the students have interests based on their personal plans of study. A student can earn a maximum of 2 credits for an approved work study program per year, or 1 credit per semester. The student must secure an occupation in the field that he or she has aspirations of entering and apply for the work study program through the counselor's office. For every hour of the school day the student is not on campus, the student must be at the job site for at least an equal number of hours. For example, if a student enrolls in work study for the first three class periods of the school day, they must be at work a total of 150 minutes. However, students can only earn a maximum of 2 credits for a maximum of 5 hours of work study on site. Documentation of employment and a time sheet logging hours must be filed with the Counselor's office. Students also may be required to complete additional assignments which the supervising teacher requests. GPA and attendance requirements are also in place. In the event that the student loses employment, the student will immediately enroll in classes for the remainder of the day and school year. If a student's cumulative attendance percentage drops below 90%, the student will be required to immediately enroll in classes and be dismissed from the work study program for the remainder of the school year. Please refer to the Work Study Handbook for more information.

College/Job Shadowing Days

Seniors are permitted two college or job shadowing days and juniors are permitted one college or job shadowing day. These days are not to be taken the last week of school. Requests for college or job shadowing days must be made in advance. All work will be done and due the next school day of attendance. It is suggested that seniors not going on the senior trip plan to use their college or job shadowing days during the time of the senior trip.

Retention Policy (7th & 8th Grades)

Students of the Pettis County R-V School District in grades 7 and 8 will be promoted to the next highest-grade level using the following guidelines.

1. Students must pass (with at least 60%) the core subjects of Math, History, Science, and Language Arts.
2. Students must pass three of the five non-core subjects, if enrolled in Band. Students must pass five of the eight non-core subjects, if not enrolled in Band. Non-core subjects include Art, P.E., Shop, Keyboarding, Reading, etc.
3. Other tests, such as MAP
4. Teacher recommendations
5. Social, emotional and maturity of the student

**No one number of the above will result in immediate retention of a student.
When a student is in danger of retention, the parents will be invited to attend a meeting with the student's teachers and/or principal. This initial meeting will be held during the fourth quarter. On an appeal, when meeting with the teacher and/or Principal the student must have previously completed an application to be placed in the next grade, which will be reviewed by the administrator. A decision will be made to retain the student at this meeting. If the child's parent/guardian objects to the retention they may appeal to the Superintendent of Schools. All appeals must be requested within two weeks of the notification. If the child is not retained, although the school recommended retention, the child's transcript shall be noted that he/she "changed grade" to the next grade level (not "promoted") due to parental objection to retention. The parents/guardians shall sign a waiver indicating they understand their child is not being "promoted" but simply "changed grade" to the next grade level against recommendation of the school and indicating that the school will not be held legally responsible. Retention shall not be used as a substitute for special education services.

TECHNOLOGY

Pettis County R-V School District Technology Acceptable Use Policy

Principles

The Pettis County R-V School District recognizes the educational and professional value of electronics based information technology, both as a means of access to enriching information and as a tool to develop skills that students need. The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The purpose of technology in the Pettis County R-V is to integrate technology into the educational setting in such a way that it will encourage problem-solving, investigation, and learning in the classroom and ultimately to an increase student achievement. Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Development of students' personal responsibility is itself an expected benefit of the district technology program.

User Identification and Network Security

Use of the district's technology resources is a privilege, not a right. No student, employee, or other potential user will be given an ID, password or other access to district technology if he/she is considered a security risk. Users must adhere to district policies, regulations, procedures, and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator, technology coordinator or teacher.

User Agreement

All users must have an appropriately signed *User Agreement* on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations and procedures.

Privacy

A user does not have a legal expectation of privacy in the user's electronic mail or other activities involving the district's technology resources. The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time. In addition, all users must recognize that they do not have a legal expectation of privacy in any e-mail use activities involving the district's technology. A user ID with e-mail access, if granted, is provided to users of this district's network and technology resources only on condition that the user consents to interception or access to all communications accessed, sent, received or stored using district technology in his or her *User Agreement*.

Content Filtering and Monitoring

The district will monitor the on-line activities of minors and operate a technology protection measure (filtering/blocking device) on all computers with Internet access, as required by law. The filtering/blocking device will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Parents are advised, however, that none of these devices can be guaranteed to be completely effective because the district's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the district. Evasion or disabling of the filtering/blocking device installed by the district, including attempts to evade or disable, is a serious violation of district policy.

Electronic Mail

The Pettis County R-V School District's electronic mail system is owned and controlled by the District. The District may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private and may be monitored and accessed by the District.

1. All users will conform to using only authorized email accounts as determined by the Pettis County R-V School District. Messages are to be strictly within the guidelines of appropriate language. Improper behavior over a telecommunications network could result in serious criminal charges including felony charges. All messages are subject to Pettis County R-V School District review and messages must be deleted regularly to conserve space.
2. Unauthorized access to an electronic mail account by any student or employee is prohibited.
3. Users shall be held personally liable for the content of any electronic message they create.
4. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
5. Forwarding "chain letters" or "broadcasting" inappropriate e-mail to lists or individuals is prohibited.

Damages

All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/Availability/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an as is, as available basis. Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies, regulations, and procedures. The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries, or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet, or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

Rules and Responsibilities

The technology usage policy will read as follows:

I/We the undersigned student and parent/guardian understand and accept the following policies and code of conduct for the use and care of computer-based technology resources belonging to the Pettis County R-V School District.

1. All users will use Pettis County R-V School District computer-based technology resources as directed by their instructor and/or teacher.
2. Users will be held accountable for the use of my password and account. Any problems that arise from the use of this account are the responsibility of the account holder. Monitoring software will be utilized by the district to insure proper use. Any misuse will result in suspension of the account privileges.
3. Backup copies of documents are the responsibility of the user and all files are subject to Pettis County R-V School District review. The district reserves the right to inspect any material stored in files to which users have access, and will edit or remove any material which the district staff, in its sole discretion, believes may be objectionable.
4. Users will not manipulate or change any computer-based resource equipment configurations or settings. This includes desktop appearance, screensavers, printer setup, hiding the task bar, etc.
5. Changes or modifications to hardware/software configurations or settings are prohibited.
6. All users will exercise due care and precaution while using computer-based technology resources to ensure that they are not damaged.
7. Users will immediately report to their instructor or teacher all improper performance of any technology equipment or software entrusted to them for their use.
8. Users will not be involved in any mischievous actions or misconduct that could result in the damage to or destruction of school computer-based equipment and related software/instructional materials. I will not make any illegal or unauthorized copies of computer diskettes, software programs, files, or instructional materials that I may have access to during the school day.
9. Users will not remove any technology resources from any room in the school unless approval has been given from the technology coordinator.
10. Users will not be involved in any effort to access the Internet or any of its resources unless specifically directed to do so at a specific time and place by their instructor or teacher.
11. All users will not disclose any personal information except in an instructional context or in the performance of Pettis County R-V School business. I understand that participation in Internet games, MUDS (Multi User Domains), IRCs (Internet Relay Chats), and Internet messaging services is prohibited.
12. Users will not access or download any pornographic, vulgar files, games, graphics, music files, or software under any circumstances.
13. Using copyrighted materials, including commercial software, without permission of the copyright holder, and in violation of state, federal or international copyright laws.
14. Users will conform to any additional rules or procedures relating to the use of technology-based hardware and materials as specified orally or in writing to them by their teacher or school administrator.

Further, as the student of record, I fully understand that if I am found in willful violation of any of the policies or behavior/conduct requirements listed above that I could be subject to disciplinary actions as established by School Board policies and the following guidelines:

First Offense -- I know, that on the first occasion of my violating any of the above policies or rules, that I will receive a verbal warning from the instructor or teacher detecting the offense, and my parents/guardian may be notified in writing or by telephone of the infraction depending upon the circumstances and nature of the offense.

Second Offense -- In the event that there is a second violation of the above policies or rules outlined above, I understand that I could be subject to more severe discipline in accordance with established School Board policies. My parents/guardian will be informed by letter and telephone. This discipline could include, but is not limited to, denial of direct access to selected or all computer-based technology resources in the classrooms, library, or computer lab for a designated period of time.

Subsequent Offenses or Incidents of Severe Misconduct -- I understand that as a result of a third or subsequent offense of any of the above policies or rules that I will be subject to severe disciplinary action in accordance with Board policy, and that my parents/guardian will be notified by telephone and in writing of my behavior.
Additionally, I understand that my actions of such misconduct could result in expulsion if such action is determined appropriate to the offense. Further, if as a result of my misconduct, the school district is required to repair, fix, or replace computer-based technology equipment programs at some expense that expense may be passed on to the student's parent or guardian at the discretion of the Board and Superintendent. In the event egregious misconduct occurs at any time, more severe disciplinary action may be taken in addition to the other prescribed disciplinary action set forth above. This student contract does not abrogate or contravene other established School Board policies or procedures for handling student misconduct or discipline problems. Rather, this contract is in direct support of those policies, rules and procedures. Your signature on the PCR-V Internet Policy verifies your agreement to accept this policy to its fullest extent and to abide by the statement made in it.

Student Laptop/Chromebook Computer Usage Agreement

You must meet the following guidelines for checking out a laptop:

1. A teacher must sign-off on your request acknowledging the purpose and school need for the laptop checkout.
2. The student must be responsible.
3. The student must have a signed AUP (Acceptable Use Policy) and must have no current AUP violations.

As a student I agree to the following conditions concerning the laptop computer:

1. The laptop will only be utilized for school use while in my possession.
2. I will assume all responsibility for proper care and use of the laptop and accessories while checked out to me.
3. The laptop will not be stored in extreme heat or cold and will be transported and stored carefully while in my possession.
4. The laptop will not be transported without using the case.
5. The laptop will not be left unattended in a vehicle.
6. The laptop will not be left unattended in a classroom.
7. At all times I will keep the laptop close to me and know its whereabouts at all times.
8. Proper and responsible computer use will be followed at all times.
9. I will follow the guidelines disclosed in the AUP.

Check-Out Time

Laptops will be checked out on Friday during the last 15 minutes of 7th hour only if prior arrangements have been made. Any laptops reserved but not picked up during the last 15 minutes of 7th hour will be available on a first-come basis to students with Laptop Liability Release forms on file and students meeting the before mentioned guidelines. If the laptop is not returned, then it may be reported to the sheriff's department as a class H felony.

Check-In Time

Laptops must be returned to the library prior to 8:05 a.m. on the due date (Tuesday). The laptops are used in daily instruction. It is imperative that the laptop be returned on the agreed upon date. If the student is absent, the parent must notify the librarian or library aide at 827-0774 and leave a message by 8:05 a.m. to make necessary arrangements for returning the laptop. Laptops will be locked in the mobile cart in the library.

Liability Release Form

A liability release form must be completed and on file before checked out.

TRANSPORTATION

Arrival & Departure From School

Students should arrive at school by 7:55 A.M., but not before 7:40 A.M. If you arrive before 8:00 A.M., go to the cafeteria. You can go to your locker. The tardy bell rings for the first class at **8:00 A. M**. School will be dismissed at **3:50 P.M**. If you are not involved in an extra-curricular activity, go to your assigned bus. Students are not allowed to leave the school grounds during the school day without written permission from parents, including those students 18 years or older.

NOTE: Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at school. In addition, transportation privileges may be suspended or revoked.

Rules for Bus Riders

When you arrive at school in the morning:

1. Unload from your bus as directed by the driver. Enter the school at the west doorway.
2. Once you have boarded the school bus at your bus stop in the morning, you may not get off the bus again until it arrives at school. If an emergency occurs, your driver will give you further instructions. Should you need to leave the school grounds after unloading from your bus, you must obtain permission from the school office.
3. Check the bus seat before leaving to make sure you have not left any personal property.

When boarding your bus at the close of school to go home:

1. Once on the bus, you are to follow the instructions of the bus driver as to where you are to sit. Your driver has been instructed not to move until riders are seated.
2. Once the bus has started, remain seated and refrain from making any unnecessary noises. Check with your driver as to whether or not you may eat on the bus.
3. Your cooperation and courtesy may mean the difference between arriving home safely or causing a distraction that might result in a serious accident.
4. When misbehavior occurs and the student fails to respond to the corrective measures of the driver, the offense will be reported to the principal for further disciplinary measures, including losing the privilege of riding the bus.

Operation of Private Vehicle

Driving an automobile to school is a privilege. Student drivers will be expected to fill out the appropriate paperwork in the High School Principal's office. Like any privilege, it may be revoked if students exhibit foolish or dangerous behavior, excessive tardiness, or if the car detracts from the learning environment. Students are not allowed to return to their cars without administrative approval.

Use of School Parking Lot

1. Students are not to park in the delivery lane, in front of the kitchen dock, or behind the gym.
2. Students must park in designated areas only. Please park orderly.
3. Excessive violators may lose parking privileges.
4. CTC students will park on the south side of the building in an appropriate manner. The bus will be loading and unloading at this point. Students going to State Fair are expected to be at school at the appropriate time to ride the bus. In the event a student misses the bus, he/she will remain at school and be counted absent for CTC that day.

GENERAL STUDENT INFORMATION

School Dress Code

Students should select clothing suitable for school and the day's weather conditions and should not be disruptive. When the type of clothing worn, or the manner in which it is worn, causes distraction in the classroom or creates a health or safety problem, the student wearing such apparel will be asked to either change to a more appropriate dress or leave the school grounds. Skirts, dresses, and shorts should be of sufficient length as not to cause a disruption to the learning environment. Skirts or dresses that fit so tightly they resemble shorts more than dresses are not acceptable. The dress code includes all activities at our school and other schools.

The guidelines are as follows:

1. Cut-offs are not allowed.
2. Other items not allowed include: all shirts that do not cover up 2 inches on the shoulder, and any clothing that exposes the midriff and/or cleavage, and shirts that have the sleeves cut out beyond the sleeve seam.
3. Symbols, slogans, writing, and painting on any garment that is not in good taste or socially acceptable, or advertises a product illegal for high school students' use is prohibited.
4. No midriff tops, halter-tops, revealing sundresses, tube tops, tank shirts, short-shorts or clothing that excessively reveals parts of the body will be worn
5. Clothing must not be see-through (i.e., lace leggings).
6. All students will wear sandals, boots, or shoes. Sandals may be worn except in hazardous areas such as shop. Only clean, non-marking tennis shoes may be worn in the gymnasium.
7. Chains and/or tools (i.e. Pliers) attached to clothing present a safety risk and are not allowed.
8. Sagging pants will not be tolerated (waist bands should fit between the hips and the waist).
9. No pajama bottoms (unless authorized through appropriate school function).
10. Students are prohibited from bringing blankets, flags, and/or capes to classrooms (unless authorized through appropriate school function)..
11. Spirit week, Halloween, or similar activities must fit within the above dress code.
12. Failure to follow the school dress code will be disciplined as a defiance of authority.
13. Shorts must not be shorter than the ends of your fingertips.

THE SCHOOL RESERVES THE RIGHT TO RESTRICT ANY STUDENT FROM ATTENDING CLASSES OR SCHOOL ACTIVITIES WHEN SUCH STUDENT DRESSES IN A MANNER UNBECOMING TO THEMSELVES OR THE STUDENT BODY, OR WHEN HIS/HER DRESS, GENERAL APPEARANCE AND CONDUCT CREATES UNNECESSARY SAFETY, HEALTH, OR DISCIPLINE PROBLEMS.

Cafeteria

Breakfast will be served from 7:40 to 8:00.

RULES TO FOLLOW WHEN USING THE CAFETERIA:

1. Food or drink items may not be taken out of the dining area to be eaten, except for eating in other approved areas.
2. You will be allowed to sit at a table of your choice as long as your manners and conduct are acceptable to other students and teachers.
3. Students bringing lunch from home will also eat in the cafeteria. Any student may purchase milk at the regular cafeteria price regardless of whether he/she buys lunch in the cafeteria or brings it from home.
4. Students will remain in the cafeteria until dismissed by the bell.
5. Students must report to the cafeteria immediately after being dismissed for lunch unless permission to do otherwise has been given.
6. No cutting in line or saving a place in line for someone else.
7. Return your tray and dishes to the dish window when you have finished eating. Put paper items in the waste containers. If it is not time for you to leave the cafeteria, return to your table and wait for the supervisor on duty to dismiss you.
8. No money will be given from students' lunch account to buy drinks or any other items.
9. No student will be allowed to have a lunch bill in excess of $30.00.

Locks and Lockers

A hall locker is available for students to store school materials, clothing, and other personal items that are necessary. The locker is the property of the school and the student is the borrower. School officials may check your locker at any time to see that it is properly being cared for and that it contains only items necessary for school activities. Keep your locker free of all trash and unneeded items. Do not put open drink containers in the locker. Pop/Soda is not allowed in lockers. Students may be subject to disciplinary action if this provision is not followed. Do not place stickers or other items on locker walls or doors. Combination locks are available and may be checked out in the office. If a student continues to abuse the locker, he/she may lose the privilege to use a locker. Only school locks may be used on school hall lockers. ATHLETES: A locker will be provided in the gymnasium locker rooms for you to store your equipment and uniforms. These lockers, and not your hall locker, should be used for all items not needed for classroom work that day.

Student Bags

Student bags can be no larger than 24" x 12" x 12". They are to be kept in the student's shut locker. Per request by the teacher, backpacks may not be allowed in classrooms. They are not to be left in the hallways, cafeteria, or gym. Athletes must keep large bags, uniforms, and equipment in their locker room locker as provided by the coach.

Electronic Communicable Devices/Cell Phones

Developments in technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones and some other electronic devices in schools pose increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, and in compliance with Missouri Statute RSMo 162.207, students are prohibited from using or displaying electronic personal communication devices, such as cell phones, from the beginning to the end of the school day including instructional time, meal times and time between classes. Violation of this policy shall result in disciplinary consequences consistent with the District's student code of conduct.

Display or use of electronic personal communication devices shall be permitted in compliance with:

- Individualized Education Plan (IEP)
- Section 504 Pan
- Emergency or Individualized Health Care Plan (under RSMo 167.625)
- Americans with Disabilities Act (ADA), as amended
- Rehabilitation Act of 1973, as amended
- Civil Rights Act of 1964
- Equal Education Opportunities Act of 1974 for English Language Learners

Displaying or using electronic personal communication devices (portable devices used to initiate, receive, store or view communication information, images or data electronically) from the beginning of the school day to the end of the school day. This includes, but is not limited to: cell phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses and earbuds/headphones.

- First Offense: Device confiscated and turned into the office, parent notified, device may be requested from office after school
- Second Offense: Device confiscated & turned into the office, parent may pick up device from office after school, & detention
- Subsequent Offenses: Device confiscated and turned in to the office, parent may pick up device from office after school, and detention and/or in-school-suspension

Bulletin Boards/Posters

All items placed on bulletin boards or posters must be approved by the Principal's Office. Posters or flyers are to be taped on the back and are to be aesthetically pleasing.

Pledge of Allegiance

The pledge will be said in accordance with the law daily.

Accident Insurance

The school district provides basic accident insurance for all students. This accident insurance is not intended to replace the health insurance provided by the student's family. Expanded individual school insurance coverage plans are made available at the beginning of the school year. Parents interested in this coverage should mail the premium DIRECTLY TO THE COMPANY. DO NOT RETURN MONEY OR FORMS TO THE SCHOOL.

EMERGENCY PROCEDURES

Fire

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

Lock Down

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

Earthquake

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

Room Number	Exit Location
1, 2, 3, 11, 12……..	South Door (by principal's office)
4, 5, 6, 7, 8, Library……	East Door (by superintendent's office)
9, 10, 20, Cafeteria…….	West Lobby (by maintenance office)
14, 15, 16, 17…….	North Door (end of junior high hallway)
Shop……..	Nearest Door
Gym……..	Nearest Door
Music…….	Nearest Door

After clearing exits, students should move 500 feet upwind from the building and clear of emergency personnel and equipment.

Severe Storm Warning

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

Shop area will exit down the music room ramp and out the junior high north doors and enter shelter via the ramp.
Music room will exit through east music room doors and enter shelter via ramp.
Junior High wing will exit through junior high north doors and enter shelter via ramp.
Art and Social Studies rooms will exit through junior high north doors and enter shelter via ramp.
All other rooms will exit through the northwest gym door and enter shelter via steps.
*Individuals using wheelchairs should exit the junior high wing north doors.
A single long ring will announce the all clear. At such time, you are to return immediately to class and resume work.

HEALTH SERVICES

This service will not replace the care your child gets from your regular doctor or clinic but will provide:

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

Schools must collect health information on all students, which include immunization records, history of health development information and emergency instructions and directions for dealing with special health problems. Some of this information will be utilized when preparing reports for the Missouri Department of Health in regard to the School-Age Health Services Program. Information reported to the Department of Health will not include student or parent names but will include only data about the types of services we provide and the health of our students. Participation in our school health services program is *voluntary* and you may withdraw permission at any time, in writing. Anyone with questions regarding the qualifications or duties of the school health aide may contact the building administrator or the Superintendent.

Procedure for Medications Given at School

The following policy has been established regarding the dispensing of medication during school hours: Prescription medication will only be given with written parent permission, and with a pharmaceutical label on the bottle with a current date. We prefer the parents to send a bottle for use at school that has been labeled by the pharmacist. If a second bottle is not available, the parent should bring the original bottle for the School Health Office to verify a copied label. The bottle should include the following information:

- Student's name
- A current date
- Name of medication and specific instructions such as amount and time to be given
- Name of Doctor prescribing medication

Nonprescription medication may only be given with a signed note of parent permission for the medication to be given at school, following dosage recommendations per label for age and weight. Also, health aide discretion may be utilized in determining the appropriation of a medication for a child. Tylenol may be given with a parent's previously signed permission as per the standing orders for Tylenol. It should not be necessary to give more than one dose of medication per day during a seven-hour school day. Your Doctor may be able to schedule all doses of medication to be taken at home. Exceptions should be arranged with School Health Office personnel. Medications will be supplied by the parent and given by the school health aide for the length of time the prescription is current. Students with chronic or specific problems requiring medication for emergency situations should have their medication properly labeled as stated above. Specific written instructions must be provided as to when and under what circumstances medication is to be given. This information should be provided and signed by the student's Doctor annually.

Communicable Disease

Requiring Exclusion from School

A. Chickenpox: No less than five days after appearance of skin eruption or longer. All lesions must be dry scabbed. The health room personnel must see the student prior to their returning to the classroom.
B. German Measles (Rubella): Seven days after appearance of rash.
C. Impetigo: Until lesions are healed or documented under doctor's treatment.
D. Measles: During cold symptoms and seven days after appearance of rash.
E. Mumps: Nine days following onset of swelling.
F. Head lice: Must have effective treatment resulting in absence of nits from hair and lice from scalp to be able to return to school or school activity.
G. Scabies: Doctor's note stating student is under treatment.
H. Red or Inflamed eyes: Doctor's note stating diagnosis and medication has been given for 24 hours, or until the eye(s) is clear.
I. All rashes must be excluded until the student brings a doctor's note stating diagnosis and that the student may attend school as long as the order follows the guidelines listed in the C.D.C., "Communicable Disease in Man" recommendation or until rash is clear.
J. Fifth's Disease: Excluded from school with a lacey rash or "slap check" appearance only if fever is present (100 degrees or above).
K. "Strep" Throat: If it is suspected that a student has strep, he/she will be sent home, and may return when symptom free or on antibiotics for 24 hours.
L. Influenza: Excluded from school as long as vomiting, diarrhea, fever or other related symptoms are present.

Fever

In any illness where body temperature is elevated to 100.4 degrees (F) or above, the child should remain home until the temperature has been normal for 24 hours. This is to protect your child from further illness and also to protect the children with whom the student may come into contact. Parents will be notified when a child at school is found to have a temperature of 100.4 degrees (F) or above.

BEHAVIOR CODE

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

Behavioral Expectations

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

1. The student and principal (and teacher if applicable) will have a conference to discuss the situation, to ensure that the student understands the infraction with which they have been charged and to afford them their due process rights.
2. A contact will be made between the principal's office and a parent of the student(s) involved.
3. Documentation of the offense will be noted in the student's school record.
4. A student who receives office referrals that would result in a third ISS during a grading quarter may be assigned OSS.
5. Students that are assigned ISS or OSS may not practice or participate in extra-curricular activities until disciplinary assignment is served.
    a. Those students serving ISS or OSS, may not participate in activities the calendar day it is served. The student will be eligible to participate the following calendar day.
    b. Coach and/or Sponsor may assign additional consequences if in violation of team expectations.

Copies of this regulation or the student handbook which includes the code of student conduct and disciplinary consequences, as well as the District's corporal punishment policy, if any, will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Misconduct and Disciplinary Consequences

Definition	First Offense	2nd Offense	Subsequent Offenses
ARSON			
Intentionally causing or attempting to cause a fire or explosion.	180 days out-of-school suspension or expulsion; notification of law enforcement	Expulsion; notification of law enforcement	Expulsion; notification of law enforcement
ASSAULT/BATTERY OF A STUDENT OR STAFF MEMBER			
Use of physical force with the intent to do bodily harm. Policy 2673	10 - 180 days out-of-school suspension; notification of law enforcement, possible referral to the Superintendent	Expulsion; notification of law enforcement	Expulsion; notification of law enforcement
AUTOMOBILE/VEHICLE MISUSE			
Using more than one parking spot; parking in a space that was not assigned to the vehicle; parked outside designated parking spaces; driving carelessly; driving vehicle which has parking tag that is not registered to the vehicle the driver is operating; student with suspended tag driving/parking vehicle on school grounds; parked in handicapped areas, fire lanes, faculty/staff/visitors parking areas, loading zones, along curbs, in aisles or at the end of a row outside a designated space**.** An administrator may withdraw a student's privilege to use the school parking facilities and/or may have a student's vehicle towed at the owner's expense for repeated parking violations/safety purposes.	Warning, Conference with Principal, Notification of Parent, Possible law enforcement notification (Note: Administration may escalate consequences based on offense and/or intent.)	Warning, Conference with Principal, Notification of Parent, Possible law enforcement notification, Loss of driving privileges 5-10 days. (Note: Administration may escalate consequences based on offense and/or intent.)	Warning, Conference with Principal, Notification of Parent, Possible law enforcement notification, Loss of driving privileges for semester or remainder of school year. (Note: Administration may escalate consequences based on offense and/or intent.)

Definition	First Offense	2nd Offense	Subsequent Offenses
BULLYING			
Intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655).	10-30 Days of OSS	180 Days of OSS to expulsion	
CLASS PREPARATION			
It is important for students to come to class prepared with book, paper, and writing utensil. Students who are chronically unprepared impede classroom instruction. No student at NWHS will be allowed to disrupt the instructional process, thereby preventing other students from learning. Students that are chronically unprepared for the classroom will be written up for classroom disruption once the following has been done:	Warning, conference with Teacher and/or Principal	Twice (within a three-week period) – warning & parent contact	Three times + (within a three-week period) – Detention, parent notification.
DEFIANCE OF AUTHORITY			
Refusal to obey directions, school handbook, or defiance of staff authority.	detention, ISS, up to 1 - 5 days out-of-school suspension - principal discretion	1 - 180 days out-of-school suspension	
DISHONESTY – LYING/FORGERY			
Any act of lying, verbal or written, including forgery, or allowing another person to cheat off you.	Loss of Privilege (LOP), Nullification of forged document.	Loss of Privilege (LOP), Nullification of forged document, detention, ISS	
DISRUPTIVE BEHAVIOR			
Conduct which has the intentional effect of disturbing education or the safe transportation of a student.	Detention, ISS, up to 1-5 days out-of-school suspension - principal discretion and/or removal from school bus for designated period of time	1 - 180 days out-of-school suspension and/or removal from school bus for not less than the remainder of the school year	
DISRUPTIVE OR DEMEANING SPEECH OR CONDUCT			
Use of hate language to demean other persons due, but not limited, to race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech, which materially and substantially disrupts class, school activities, transportation, or school functions.	detention, ISS, up to 1 - 10 days out-of-school suspension - principal discretion	detention, ISS, up to 1 - 10 days out-of-school suspension - principal discretion	
EXTORTION			
Verbal threats or physical conduct designed to obtain money or other valuables.	Detention, ISS, up to 1 - 10 days out-of-school suspension - principal discretion	1 - 180 days out-of-school suspension	
FALSE REPORT/ALARM – WRITTEN/VERBAL			
Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for purpose of frightening, disrupting or causing the evacuation or closure of school property. **Note:** *A bomb threat is a Class D Felony.*	ISS, up to 1 - 10 days out-of-school suspension, LOP, Contact law enforcement. (Note: Administration may escalate consequences based on offense and/or intent.)	10 days OSS, LOP, Contact law enforcement. Recommend to Superintendent for Long-term suspension/expulsion.	
FIGHTING			
Physically striking, or attempting to strike, another in a mutual contact as differentiated from an assault.	detention, ISS, up to 1-5 days out-of-school suspension - principal discretion	1-180 days out-of-school suspension	
IMPROPER DISPLAYS OF AFFECTION			
Consensual kissing, fondling, or embracing.	detention, ISS, up to 1 - 10 days out-of-school suspension - principal discretion	detention, ISS, up to 1 - 10 days out-of-school suspension - principal discretion	

Definition	First Offense	2nd Offense	Subsequent Offenses
INAPPROPRIATE EXPRESSION/DISTRIBUTION OF MATERIALS			
Students cannot express or distribute expressions which are obscene to minors, libelous, pervasively indecent, advertise any product or service not permitted to minors by law, constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin), present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school procedures.	detention, ISS, up to 1 - 10 days out-of-school suspension - principal discretion	detention, ISS, up to 1 - 10 days out-of-school suspension - principal discretion	
INAPPROPRIATE SEXUAL CONDUCT / INDECENT EXPOSURE			
Includes display in public location of buttocks and/or genitals.	detention, ISS, up to 1 - 10 days out-of-school suspension - principal discretion	detention, ISS, up to 1 - 180 days out-of-school suspension - principal discretion	
INAPPROPRIATE SEXUAL CONDUCT / SEXUAL HARASSMENT (INTIMIDATION)			
Use of sexually intimidating language, objects, or pictures	Detention, ISS, up to 1 - 5 days out-of-school suspension - principal discretion	1 - 180 days out-of-school suspension or expulsion; notification of law enforcement	
INAPPROPRIATE SEXUAL CONDUCT / SEXUAL HARASSMENT (TOUCHING)			
Physical touching of another student in the area of the breasts, buttocks or genitals.	Detention, ISS, up to 1 - 5 days out-of-school suspension - principal discretion	1 - 180 days out-of-school suspension or expulsion; notification of law enforcement	
LEAVING CLASSROOM WITHOUT PERMISSION			
Leaving the classroom or class setting without permission from teacher or administration.	LOP, detention, ISS, up to 1 - 10 days out-of-school suspension - principal discretion	detention, ISS, up to 1 - 10 days out-of-school suspension - principal discretion	
PERSONAL COMMUNICATION DEVICES			
Displaying or using electronic personal communication devices (portable devices used to initiate, receive, store or view communication information, images or data electronically) from the beginning of the school day to the end of the school day. This includes, but is not limited to: cell phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses and earbuds/headphones.	Device confiscated and turned in to the office, parent notified, device may be requested from office after school	Device confiscated and turned in to the office, parent may pick up device from office after school, and detention and/or in-school-suspension	
PRESCRIPTION MEDICATION			
Possession, or Distribution to others, of a prescription medication without a valid prescription for such medication on school premises or on a school bus.	Detention, ISS, up to 1 - 10 days out-of-school suspension - principal discretion	Possession 2nd offense: Detention, ISS, up to 1 - 10 days out-of-school suspension - principal discretion	Distribution 2nd offense and beyond: 10-180 days out-of-school suspension or expulsion with recommendation to superintendent for long term suspension; notification of law enforcement
SALE OF A CONTROLLED SUBSTANCE OR SUBSTANCE REPRESENTED TO BE A CONTROLLED SUBSTANCE (INCLUDING ALCOHOL)			
Sale, transfer, distribution or the intent to sell a controlled substance or substance represented to be a controlled substance (including alcohol or unauthorized inhalants).	10 - 180 days out-of-school suspension or expulsion; notification of law enforcement	10 - 180 days out-of-school suspension or expulsion; notification of law enforcement	10 - 180 days out-of-school suspension or expulsion; notification of law enforcement

Definition	First Offense	2nd Offense	Subsequent Offenses
SUBSTANCE ABUSE/USE/POSSESSION (DRUGS/ALCHOL)			
Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance (including alcohol or unauthorized inhalants), while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.	10 - 180 days out-of-school suspension or expulsion; notification of law enforcement	10 - 180 days out-of-school suspension or expulsion; notification of law enforcement	10 - 180 days out-of-school suspension or expulsion; notification of law enforcement
TARDY			
Late to assigned room or area. (Including, but not limited to: class, lunch, gym). Separate from *Truancy.*	Office warning after 4th-5th reported tardy during a semester	6th cumulated tardy per semester: Detention, (Detentions may be carried over to following semester)	Detention for each additional tardy.
THEFT			
Non-consensual taking or attempt to take the property of another.	detention, ISS, up to 1 - 10 days out-of-school suspension - principal discretion	1 - 180 days out-of-school suspension; notification of law enforcement, if necessary	
THREATENING LANGUAGE			
Verbal, written, pictorial or symbolic language/gestures that creates a reasonable fear of intent to cause physical injury or property damage to an individual or group.	detention, ISS, up to 1 - 10 days out-of-school suspension - principal discretion	detention, ISS, 1 - 180 days out-of-school suspension	
TOBACCO OR TOBACCO PRODUCTS - POSSESSION / USE			
Use or possession – It is illegal for any person under the age of 18 to possess or use tobacco/e-cigarettes. Students may not possess or use imitation or tobacco-free snuff/vape/cigarettes. In all cases tobacco/e-cigarette products will be confiscated.	detention, ISS, up to 1 - 10 days out-of-school suspension - principal discretion	1 - 10 days out of school suspension	
TRUANCY			
Absent or tardy from class or classes without authorization. Policy 2340	Detention	Saturday detention; ISS, notification of proper authorities	
UNAUTHORIZED ENTRY			
Entering facility, room, office, locker or other area that is locked or restricted from the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.	Up to 5 days OSS, LOP, Contact law enforcement	10 days OSS, LOP Contact law enforcement, refer to superintendent for long-term suspension/expulsion	
VANDALISM			
Intentional damage or attempt to damage property belonging to the staff, students, or the District.	detention, ISS, up to 1 - 10 days out-of-school suspension - principal discretion AND/OR payment of damages.	1- 180 days out-of-school suspension; payment of damages	
VULGAR / OBSCENE LANGUAGE			
Use of language that depicts sexual acts, human waste, blasphemous language, or other profanities	detention, ISS, up to 1 - 10 days out-of-school suspension - principal discretion	In-school suspension, Saturday Detention, or 1 - 180 days out-of-school suspension	
WEAPON - POSSESSION / USE – *Defined by BOE Policy 2620*			
Unauthorized possession and/or use of all weapons or instruments that have the appearance of a weapon prohibited within all environments and the school zone. Pocket knives and pliers are prohibited from being carried at school. Policy 2620	180 days out-of-school suspension or expulsion; notification of law enforcement, possible referral to the Superintendent Pocket knives and pliers - confiscation, detention, ISS, 1-10 days OSS	Expulsion; notification of law enforcement	

Detention

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

1. Students must have an opportunity to make arrangements for transportation home. Therefore, the detention may take place on any day after the day of notification to detain.
2. The detention may be for disciplinary or academic reasons.
3. A certificated staff member must supervise all students in detention and give names to the Principal.
4. While serving detention, the student will be required to perform those tasks as assigned by and discussed with the student and their parent/guardian. These tasks may include academic work or community service performed on school property. (Board Policy 2660)
5. A missed or skipped detention may result in rescheduling, additional detentions, and/or additional consequences.
6. Lunch detentions may be assigned to students. Lunch detentions will be served on the day assigned. **Every two** lunch detentions will equal one hour of after school detention. Any remaining lunch detentions may be carried over to the next semester.

In-School Suspension (ISS)

In-school suspension is a structured disciplinary action in which a student is removed from regular classroom activities, but is not dismissed from the school setting. The administrator may assign students to the in-school suspension program for a reasonable and specified period of time. While in the ISS program, the student may be assigned a variety of academic and/or non-academic tasks (as discussed with the student and their parent/guardian).

Saturday/Monday Detention

Saturday/Monday detention is a structured disciplinary action in which a student is isolated on Saturday/Monday mornings from 8:00 – 12:00. It is the student and parent's responsibility to ensure that the student is at the assigned place at the assigned time. The doors will be locked at 8:00 AM. The principal may assign students to the Saturday/Monday detention program for a reasonable and specified period of time. While placed in Saturday/Monday detention the student may be assigned a variety of academic and/or non-academic tasks. Only extreme extenuating circumstances approved by principal/designee will be considered for an absence on Saturday/Monday. Failure to appear for Saturday/Monday detention will result in the following consequences:

1. Student will be assigned 3 days ISS.
2. For missing the assigned Saturday detention the student will not be eligible to participate in any school sponsored extra-curricular activities (clubs, contests, dances, practices or games) until the consequence has been served.

Out-of-School Suspension (OSS)

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

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

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

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

Student Discipline Hearings

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

1. Student or student's parents/guardians may request a hearing before the Board to contest any suspension in excess of ten (10) school days. The request will be addressed to the Superintendent who will review all matters concerning the suspension.
2. No student may be expelled until this matter is reviewed in a hearing before the Board of Education.
3. The parent/guardian may represent their student or may retain an attorney to act as a representative in the defense of the student. The representative will have the right to present witnesses, question any and all witnesses as herein provided, and make a statement and offer exhibits on the nature of the evidence and disposition of the case. If the parent/guardian elects to have the student represented by an attorney at the hearing, the parent/guardian shall notify the Superintendent of such representation at least twenty-four hours prior to the scheduled time of the hearing.
4. Prior to the hearing, the parties, or their attorneys, may examine at the Board Office the discipline report and all related records.
5. Upon the request of any party, the Superintendent shall submit for review at the hearing the student's behavioral and academic record. If necessary, the information contained in such record may be explained and interpreted by a person trained in its use and interpretation. All parties shall be instructed to respect the confidentiality of all such records and information.
6. At the hearing, the Board may consider a student's record of past disciplinary actions, criminal court records, juvenile court records, and any actions of the student, which would be criminal offenses.
7. The parties may present their version as to the charges and make such showing by way of affidavits, exhibits, and witnesses as they may desire (before testifying, witnesses shall be sworn).
8. The President of the Board of Education, or the Chairman of the designated committee of the Board, shall have final charge of the hearing and shall have the authority to direct its proceedings and to control the conduct of all persons present in accordance herewith. Such authority shall include the limitation of questioning that is unproductive, lengthy, or irrelevant. The Board may invoke reasonable limitations on the number of witnesses.
9. The hearing shall not be open to the public unless requested by the student's parent/guardian or those having his/her custodial care, provided, however, that, if the hearing is open to the public, the Board may set reasonable limitations on the number of people present based upon available space and need for orderly proceedings. The Board shall also have the right to exclude the public or any persons if it shall determine that any person or group of persons is disrupting the hearings. Unless public, as herein provided, hearings may be attended by members of the Board of Education, the Superintendent of Schools, the School Board attorney, the principal, the student, the parent/guardian and their representatives. Witnesses may be present only when giving information at the hearing. With parent/guardian permission, the student may be excluded at times when the student's psychological or emotional problems are being discussed.
10. A record shall be made of any information presented at the hearing. The District shall keep statements and other written matter presented on file.
11. In addition to the rights of the student requesting the hearing, the Board of Education also recognizes the rights and interests of the persons affected by the action of the student, and therefore grant the opportunity for those students to be heard by the Board.
12. As soon as practical after the hearing, the Board shall make its decision and transmit the same in writing to the parties and the Superintendent. The Board or its committee shall decide by majority vote whether the student has engaged in the misconduct charged by District Administrators. The decision must be based solely on the evidence presented at the hearing and must include findings of fact on which the decision rests.

Expulsion

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

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

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

Enrollment or Return Following Expulsion or Suspension

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

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

Offenses to which this Policy Applies:

1. First degree murder under Mo. Rev. Stat. § 565.020
2. Second degree murder under Mo. Rev. Stat. § 565.021
3. First degree assault under Mo. Rev. Stat. § 565.050
4. Forcible rape under Mo. Rev. Stat. § 565.030
5. Forcible sodomy under Mo. Rev. Stat. § 565.060
6. Robbery in the first degree under Mo. Rev. Stat. § 565.020
7. Distribution of drugs to a minor under Mo. Rev. Stat. § 195.040
8. Arson in the first degree under Mo. Rev. Stat. § 569.040
9. Kidnapping, when classified as a Class A felony under Mo. Rev. Stat. § 565.110

Reporting of Violent Behavior

The District requires school administrators to report acts of school violence to teachers and other District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties. School administrators will also disclose to appropriate staff member's portions of any student's individualized education program that is related to past or potentially future violent behavior. "Violent behavior" and the phrase "acts of school violence" are defined as the use of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus, or while involved in school activities. In addition, the Superintendent of Schools will report to law enforcement officials, as soon as is reasonably practical, the commission of any of the acts or related juvenile offenses which are committed on school property, including school buses, or while involved in school activities. These offenses include:

1. First degree murder
2. Second degree murder
3. Kidnapping
4. First degree assault
5. Forcible rape
6. Forcible sodomy
7. Burglary in the first degree
8. Burglary in the second degree
9. Robbery in the first degree
10. Distribution of drugs
11. Distribution of drugs to a minor
12. Assault (except as provided in the Agreement contained in Regulation 2673)
13. Arson in the first degree
14. Voluntary manslaughter
15. Involuntary manslaughter
16. Second degree assault
17. Felonious restraint
18. Property damage in the first degree
19. Possession of a weapon
20. Child molestation in the first degree
21. Deviate sexual behavior
22. Sexual misconduct involving a child
23. Sexual assault

The Superintendent will also notify the appropriate division of the Juvenile Court of the suspension of any student under court jurisdiction for more than ten (10) days. Each school employee is required to notify their immediate supervisor if they have reason to believe that a student or District employee has committed any of the offenses set out in this policy, has physically or sexually abused any District student, or possessed a controlled substance or weapon in violation of District policy. The Superintendent/designee will prepare and maintain records of serious violations of the District's discipline policy. Individual student records are available to school employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties. In addition, such discipline records will be made available within five days to any requesting School District where the student seeks to enroll.

Bullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, during school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals. **"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 may occur when a student:

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

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

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

If a student feels they are being bullied or have witnessed bullying, please inform a staff member immediately. There is a reporting form in the high school office or on the district website.

Firearms and Weapons in School

The District recognizes firearm/weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. The District will not tolerate the presence of firearms/weapons on the premises of our schools. This prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether or not on school property. The District complies with the provisions of the Improving America's Schools Act of 1994, the Individuals with Disabilities Education Act, and other applicable federal and state law. Nothing in this policy shall prohibit the District from permitting a historical re-enactor to bring a historical era weapon to school for educational purposes so long as the weapon is not loaded. Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of the suspension on a case-by-case basis.

Definitions

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 and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or
2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or
3. 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, or
4. Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above or the Definitions section of this Regulation.
5. Items defined as “weapons" under MO. Rev. Stat 571.010

-Blackjack	-Concealable Firearm	-Explosive Weapon
-Firearm	-Firearm Silencer	-Gas Gun
-Knife	-Machine Gun	-Knuckles
-Projectile Weapon	-Rifle	-Shotgun
-Spring Gun	-Switchblade	-Mace Spray

Students Who Bring Firearms/Weapons to School

The District will take the following action upon determining that a student has brought a firearm to school: The District will refer the student to the appropriate criminal justice or juvenile delinquency system, and the District will suspend the student from school for a period of not less than one year (365 days) from the date of the infraction, and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case-by-case basis upon recommendation of the District Superintendent if the Superintendent determines that circumstances justify such a modification. The District may, at its discretion, provide a student suspended under this Regulation with educational services in an alternative setting.

Discipline of Students with Disabilities

The obligation and the responsibility to attend school regularly and to comply with the District's discipline policies apply to all students. When appropriate, the District may discipline a student with a disability who has not complied with the District's discipline policies in a manner that is consistent with the District's policies and applicable law. Special education services will be provided to a student with a disability if the student has been removed from school for more than ten (10) school days. If a student with a disability is removed for less than ten (10) cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed.

Student Use of Tobacco, Alcohol, and Drugs

Tobacco Use

The Board of Education believes that smoking and the use of any tobacco product is detrimental to the health and well-being of staff and students. Therefore the Board prohibits the use, sale, transfer and possession of tobacco products at school and at all school activities. Students may not possess or use imitation or tobacco-free snuff/vape/cigarettes. Northwest High School is a non-smoking campus. This includes sporting events.

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.

Drug-Free Schools

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, pursuant to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade twelve. Such programs address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy. The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

Drug Detection

There will be frequent inspections of the school, parking lot, and lockers for drugs and drug paraphernalia. This will be done through the use of a drug dog and personal inspections of these areas. Anything found will be confiscated and the person(s) in possession will be turned over to the proper law enforcement authority. The person(s) in possession will be held accountable for what is in the locker, book bag, auto or truck, or on person.

Random Drug and Alcohol Testing Program – *School Board Policy 2642*

The Pettis County R-V School District reserves the right to conduct a program of random testing for the illegal use of controlled substances and alcohol, as defined by applicable law, that may present a safety risk for student athletes (including cheerleaders) and students in their junior and senior year who are planning on participating in their senior class trip. Any student participating in athletic practices and/or contests, including cheerleading, under the control and jurisdiction of the District and M.S.H.S.A.A. will be subject to random testing during the period commencing with the first day of practice and ending on the last day of the student's participation in the sport. Any student participating in fund raising activities in their junior or senior year for the purpose of attending their senior trip will be subject to random drug testing during the period commencing the first day of school (of their junior year) and ending on the last day of school prior to their senior class trip.

CONSENT: The parent or guardian and the student will be required to sign a written consent for random testing prior to participating in the program. Upon refusal to be tested, the student will be suspended from the athletic program or from participation in their senior class trip.

MEDICATION: Student athletes who have been or who are taking prescription medication must provide verification either by copy of the prescription or by a physician's written statement. This information may be provided confidentially by the student, or parent/guardian to the testing laboratory upon request of the school administration or the medical review officer. Students who refuse to provide information required for verification and who test positive will be subject to the consequences specified for positive tests.

SELECTION: All student athletes may be tested at the beginning of a season. Random testing may be conducted during any season on athletes, including cheerleaders, and student managers participating in that sport. Students selected for random testing will be chosen by having their names drawn from a pool of all student athletes, including cheerleaders and managers for the sport being tested. A similar selection procedure will be utilized for junior and senior students participating in fund raising activities with the intent of attending their senior class trip. From these athletic programs and the junior and senior students participating in the senior trip, one pool will be formed from which students will be randomly selected. Students will be randomly selected at six to nine tests periods per school year.

TESTING: Testing will be administered by urinalysis (or by mouth swab with approval from the principal). Appropriate steps will be taken to respect the privacy of students while at the same time preventing falsification of the testing. Testing procedures shall be conducted according to procedures designed to ensure the integrity of specimens and chain of custody of the specimens. All students randomly selected will be tested for the same substances. Students may be removed from class to be tested and will remain separated from the remainder of the student population until they have provided a sample. Test results will remain confidential and will only be released on a need to know basis in accordance with applicable law. The Superintendent will be responsible to provide regulations governing the testing process that are consistent with this policy.

CONSEQUENCES: Consequences for a confirmed positive test shall be suspension from participation from all sports including cheerleading for the sports season in question. In the case of junior and senior high students, the suspension shall be for a period of twelve weeks from the confirmed positive test. The student will be required to test negative on an unannounced test prior to participating in a future sports season. A positive test will result in a Junior or Senior being removed from fund raising activities and the senior trip. Once a student tests positive, for the next twelve months, they will be automatically tested at each random test if they are a part of the testing pool. Regardless of whether they participate in an activity for the following twelve months, the student will be required to test negative prior to participating in a future sports season or in Junior/Senior trip activities. If a student tests positive a second time during their tenure as a student, they will be suspended from all sports and/or junior/senior activities for the period of one year. Any additional testing or counseling required of a student in order to participate in the athletic or junior/senior programs shall be at the expense of the student or their parent/guardian. If a student is randomly selected, and refuses the test, he/she will be suspended from the activities for 1-year.

CONFIDENTIALITY: Parents of students who are under 18 and who still have the right of access to student records will receive all information applicable to the testing of their children under this policy. All information and records related to a student's participation in the testing program under this policy shall remain confidential and shall be maintained in a separate file.
Students will be afforded all due process rights as extended through Board policy.

1. Annually, prior to the first day of school, the District will contract with a drug and alcohol testing company to provide confidential, random, on-site drug testing of students involved in the District's programs and junior/senior class activities
2. Student in grades 7-12 involved in athletic programs, including cheerleading and student managers will be subject to random drug testing. Any junior or senior student participating in class activities for the purpose of attending their senior class trip will be subject to random drug testing.
3. Testing will occur a minimum of two times during each of the three sports seasons: Fall, Winter and Spring. During any of these six testing opportunities, students from the junior and senior class may also be randomly selected for testing.
4. Students included in the testing pool will be determined during each sport season by a master eligibility list for each sport, a list of cheerleaders provided by the sponsor, a list of students managers provided by the coach of each sport, and a list of junior and senior students planning on participating in their senior trip as indicated by class sponsors. The list will not duplicate a student's name even though they may fall into both categories of students being tested.
5. At each testing period, up to fifteen percent of the students maintained in the testing pool may be called for testing. Example: During the fall season, the unduplicated number of students in the pool (including athletes and junior/senior students participating in their senior trip) is 100. During the first test, the names of fifteen students will be randomly drawn for testing. The second test during the fall season may once again test up to 15% of the students in the pool. Due to the random nature of the tests, a student may be tested more than one time per season and/or year.
6. Parents and students will be required to sign a consent form agreeing to participate in the random drug-testing program prior to participation in any sport or junior/senior fund raising activities. The consent forms will be distributed to the students by the coach of each sport or the class sponsors and shall be returned within five school days. One consent form is valid and in force for all sports in which that student may participate for that school year.

Reasonable Suspicion Testing for Illegal Drugs and Alcohol – *School Board Policy 2643*

If the school administration has reasonable suspicion to believe that a student is engaging in or has engaged in illegal drug or alcohol use or attendance under the influence on school property, a school bus or while attending or participating in a school activity, based upon objective facts known to the administration, which may include statements of credible witnesses, the student may be required to submit to urinalysis testing for the presence of illegal drugs, or breathalyzer analysis or saliva test strips for the presence of alcohol. If the student admits such illegal drug or alcohol use or attendance under the influence or if the evidence of such use or attendance under the influence is deemed sufficient by the administration to support a finding of a violation of District policy without such testing, then no such testing shall be required.
Notice: Prior to a final decision to require a student to submit to such testing, the student will be provided with the information forming the basis for such reasonable suspicion determination (without naming confidential informants), will be provided a copy of this policy, and shall be afforded an opportunity to demonstrate that the information is incorrect or to provide other information demonstrating that such testing should not be required.
MEDICATION: Students who have been or who are taking prescription medication must provide verification either by copy of the prescription or by a physician's written statement. This information may be provided confidentially by the student, or parent/guardian to the testing laboratory upon request of the school administration or the medical review officer. Students who refuse to provide information required for verification and who test positive will be subject to the consequences specified for positive tests.
TESTING: Testing for illegal drugs will be administered by urinalysis. Appropriate steps will be taken to respect the privacy of the students while at the same time preventing falsification of the testing. Testing procedures shall be conducted according to procedures designed to ensure the integrity of the specimen. Students will be tested for the illegal drug or drugs indicated by the information upon which the reasonable suspicion determination was based. Students will be given reasonable notice under the circumstances of the time, place and manner in which they will be required to provide the sample. Breathalyzer analysis or saliva test strips shall be used in accordance with the manufacturer's recommendations. Test results will remain confidential, and will only be released in accordance with applicable law. The Superintendent will be responsible to provide for regulations governing the testing process that are consistent with this policy.
POSITIVE TEST: If a student's test is positive, a certified medical review officer will contact the student and their parent/guardian (if applicable) to verify any medications which may have caused a false positive test result. If the student's explanation and documentation is evidence to verify the positive test result, no further action will be taken. If the positive test result is determined to be accurate, the student may request that the specimen be sent to a different lab for testing (at the expense of the student and their parent/guardian). If, based on the test results and other information, including the information upon which reasonable suspicion was based, it appears that the positive test result is a valid indicator that the student has been engaging in or has engaged in illegal drug or alcohol while attending or participating in a school activity, appropriate disciplinary action may be taken under applicable District policies, subject to appropriate due process requirements, and the student may be referred for counseling.
REFUSAL TO SUBMIT TO TESTING: Students who refuse to comply with a request for reasonable suspicion testing under this policy may be subject to discipline for illegal drug or alcohol use or attendance under the influence of illegal drugs on school property, a school bus or while attending or participating in a school activity.
CONFIDENTIALITY: Parents of students who are under 18 and who still have the right of access to student records will receive all information applicable to the testing of their children under this policy. All information and records relating under this policy shall remain confidential and shall be maintained in a separate file.

SEARCHES: School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment. It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy. The district may use dogs to indicate the presence of alcohol, drugs or other prohibited substances on campus, including the parking lot. The district may perform additional searches of bags, purses, coats, electronic devices, other personal possessions and cars in accordance with law. **The use of a Hand Wand Metal Detector may be used if applicable.** The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances. The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

Sexual Harassment of Students

The School District strictly prohibits sexual harassment of students by employees or other students. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment;
2. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
3. Submission to or rejection of such conduct by a student is used as the basis for evaluation of the student's performance within a course of study or other school-related activity.

Whether a student voluntarily submits to a sexual advance or request is irrelevant for purposes of this policy. Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. Employees who witness sexual harassment against a student shall immediately notify the designated administrator, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for reporting an incident or participating in or cooperation with an investigation. The appropriate administrator shall conduct an investigation of the incident and shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. Students who believe that their complaint has not been satisfactorily resolved may use the normal grievance procedure.

Student Participation in Secret Organizations or Gangs

The Board of Education prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School District. The Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of, or material interference with, school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Education acts to prohibit the existence of gangs and gang activities as follows:

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things, which are evidence of membership or affiliation in any gang.
2. Shall commit any act, or omission, or use any speech either verbal or non-verbal (gestures, handshakes. Etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang activity, including but not limited to:
    a. Soliciting others for membership in any gangs.
    b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
    c. Committing any other illegal act or other violation of school District policies.
    d. Inciting other students to act with physical violence upon any other person.

Student Use and Care of School Property

The Board of Education recognizes that acts of destruction, defacing, trespassing, burglary and theft of District property are contrary to the interests of students, staff, and taxpayers. The District officials will cooperate fully with all law enforcement agencies in the prevention of crimes against District property as well as in the prosecution of persons involved in such conduct. The District will seek restitution from students and other persons who have damaged or destroyed District property. As permitted by law, the District will also seek restitution from the parent/guardian of children involved in such misconduct.

Extra-Curricular Activities

Extracurricular activities provide an extension of the learning environment into areas not provided for in the traditional school curriculum. While many of the goals remain the same, emphasis is placed upon proper values and life skills that will stay with the student after they leave school. Of primary importance is helping the student deal with the divergent concepts of competition and of cooperation that are inherent aspects not only of the extracurricular activities, but also of life itself. The extra-curricular activities available at Northwest High School are privileges extended to those students who are willing to work toward the goals of the program and to conform to the rules established by the Missouri State High School activities Association (MSHSAA), this school district, and other governing bodies of the different specific activities. Extracurricular activities are defined as those activities occurring beyond the school day, or during the school day outside the school environment. These activities include such things as sporting events, field trips, dances, club or organization meetings or activities, or any contest in music, art, industrial arts, speech, drama, math, science, etc. (which is not required as part of a course grade)

Standards for Participation

Anyone who participates in any extra-curricular activities must be a credible citizen. The proper school authority (Superintendent or Principal) will be the judge of a student's citizenship. A student whose character or conduct reflects discredit upon himself or his school is not such a citizen and is not eligible to participate. The following guidelines are enforced for ALL activities outside of the normal school day.

1. Students who are under school suspension (in school or out-of-school) are not eligible to participate on the date the suspension is served. The student will be eligible to participate on the next calendar day.
2. Students who are expelled or withdraw from school because of disciplinary action are not eligible to participate for 365 days from the date of expulsion or withdrawal unless earlier admittance is approved by the board.
3. A student shall attend school at least **4 hours** the day of the extra-curricular activity. Failure to follow this policy will result in the student's suspension from that particular activity. Only ***prior*** approval by the principal will exempt a student from this rule. If the event is on a day of no school, the student must be in attendance at least 4 hours on the previous possible day of school.
4. Any student representing Northwest High school shall meet the standards of dress and grooming as dictated by the student handbook or the sponsor. The coach of that particular sport will determine the standards for the physical appearance of athletes with approval by the athletic director.
5. Students under academic ineligibility will not be allowed to compete. (see Eligibility Policy below)
6. Illegal activities: Students arrested by law enforcement agencies (or officials) and are (1) convicted of, (2) confess to, (3) plea bargain, or (4) indicted for a felony offense are subject to suspension from any or all extra-curricular activities pending further review and/or consultation with law enforcement officials.
7. Use of alcohol, non-prescribed drugs and tobacco: Students shall not use alcoholic beverages, non-prescribed drugs or tobacco including smokeless tobacco. If a student violates this regulation, the head coach, sponsor, athletic director, and the principal will review his/her violation. Following the review, the student and his/her parents will be notified of the decision. The following are minimum disciplinary actions:
   - **First Violation:** Upon the first violation for tobacco, alcohol, and/or drugs, the athlete will be suspended for 20 percent of the scheduled activities (i.e. practices, games, competitions) in the sport he/she is participating.
   - **Second Violation:** Upon the second violation, the student athlete will be suspended for50 percent of the scheduled activities (i.e. practices, games, competitions) in the sport he/she is participating.
   - **Third Violation**: Upon the third violation, the student athlete will be suspended from participating in any sport or activity for a period extending for a full calendar year or beyond depending on a hearing by a review board.
   - Suspensions not completed during the sports season in which violation occurred will carry over to the next sport the athlete is participating in, or the following year if applicable.

   NOTE: For the above, "restriction from participation" applies to all contests. The above are <u>minimum</u> measures. Depending upon the severity of the offense and the student's past extra-curricular behavior; students and/or athletes may be removed from the activity on the first offense. Northwest High School will in no way condone the use of alcohol and controlled substances.
8. Unsportsmanlike acts: Such acts which are malicious in nature during a contest resulting in ejection will, in most cases, cause the athlete to be restricted from representing the school for at least the next contest. An athlete who commits such an act but is not ejected may also be subject to at least a one game restriction from representing the school.
9. Any absence from a scheduled practice for a reason other than sickness or an unavoidable reason without prior approval from the coach shall be counted as an unexcused absence. Each coach will determine the method best suited to deal with unexcused absences.
10. In addition to the aforementioned standards, regulations in the MSHSAA handbook are in effect.

MSHSAA Participation Standards

1. A student in grades 9-12 must currently be enrolled in courses that offer 3.0 units of credit and must have earned 3.0 units of credit the preceding semester of attendance, or a student must be enrolled in a full course schedule at his or her grade level in a special education program for the handicapped approved by the State Department of Education which, though un-graded, enrolls pupils of equivalent age, and that student must have made standard progress for his or her level the preceding semester. A student who was academically ineligible the preceding semester but meets the academic standard at the close of that semester becomes eligible the first day classes are attended in the succeeding semester.
2. A seventh or eighth grade student must be enrolled in the normal course for that grade or must be enrolled in a full course schedule at his or her grade level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, though not graded, enrolls pupils of equivalent chronological age. A student must have been promoted to a higher grade, or to a higher level in special education at the close of the previous year. However, any such student who failed more than two scheduled subjects, or failed to make standard progress in special education, shall be ineligible the following semester regardless of promotion to a higher grade.

3. A student who is dual enrolled in college classes being taken off campus with credit being placed on the high school transcript and high school classes may only count up to two full credits earned from the college classes toward academic eligibility and must be enrolled in and regularly attending the remainder of classes at the high school.
4. A student who is dual enrolled in high school classes on the high school campus and online/correspondence courses being taken on campus with credit being placed on the high school transcript may count up to a maximum of one full credit earned from the online/correspondence courses toward academic eligibility, under the following conditions: 1. The online/correspondence course must be offered by and through the school as a credit-bearing course offering to any enrolled student who meets the enrollment criteria for the specific course. 2. The member school pre-approves the course for the granting of credit on the student's transcript toward graduation prior to the first day of the member school's semester and prior to the course being started. 3. The student must be enrolled in and regularly attend the remainder of his/her classes at the high school. 4. The online/correspondence course exams must be monitored by school personnel at the school site. Day to day online/correspondence coursework need not be completed at the school site, or during the "normal school day." 5. The course is completed no later than the close of the member school's applicable semester.

Northwest High School Eligibility Policy

Participation in interscholastic athletics and activities is a privilege and carries with it responsibilities to the community, staff, and students. The following standards define expectations for athletes who represent Northwest High School through participation in these activities in grades 7-12. The list is not all-inclusive and does not specify additional standards set forth by coaches or sponsors. Athletes must also meet the eligibility requirements of the *Missouri State High School Activities Association.* If standards are violated, the student may be restricted from practicing, competing, or representing the school for the current semester. Penalties noted below apply unless extenuating circumstances are present.

Academics: To be eligible for activities, a student must have **NO failing grade** at each grading cycle (mid-term/quarter/semester).

1. Students who are ineligible due to a failing grade are expected to practice with the team as normal. Ineligible students will be allowed to ride the school transportation to the activity but will not be allowed to suit up or dress out. The ineligible student may stand on the sideline or sit on the bench during the activity. (If the event takes place during the school day, ineligible students will stay at school and not attend the activity).
2. If a student has a failing grade at a mid-term cycle or end of 1st or 3rd Quarter, then that student has 4-school days to improve the grade to passing. If after 4-school days the student is still failing, then they will be considered ineligible until the next grading cycle. The student is eligible once they have all passing grades during the 4-school day period. Students will not have the grace period at the end of each semester.
3. Grades from the previous school year's last grading cycle do affect a students' eligibility for the first quarter of the succeeding year. If a student has two or less failing grades during the second semester the student may make up grades during summer school in online credit recovery. If a student earns the credit needed, then they will be eligible to compete from the beginning of fall semester. This only applies as long as the student is eligible by state standards as well. A HS student who was academically ineligible at the end of the spring semester will be allowed to complete only 1 credit through Summer credit recovery and be eligible for the fall semester.
4. A student who was academically ineligible the preceding semester, but meets the academic standard at the close of that semester becomes eligible the first day classes are attended in the succeeding semester.
5. High School athletes and participants (Grades 9-12) must have successfully completed courses earning a minimum of 3.0 credits and maintain a (C-) average (1.7 on 4.0 scale) in the preceding semester and must be enrolled in courses earning minimum of 3.0 credits in the current semester.
6. Junior High athletes and participants (Grades 7-8) must be enrolled in a normal course load, maintain a (C-) average (1.7 on 4.0 scale), and have been promoted at the end of the previous year (*see "How to Maintain and Protect your High School Eligibility",* MSHSAA, Official Handbook).

Student Transportation

1. On any school-sponsored trip, all the rules of conduct in the student handbook apply away from school.
2. A student involved in any activity is expected to ride the bus ***to*** the activity. On rare occasions, prior arrangements can be made for private transportation. This must be done in advance and meet the approval of the sponsor and the principal. Requests must be written, signed, and personally presented to the principal by a parent or guardian. Any student that travels to an activity through private transportation without prior approval will be suspended from participation in that activity. Further disregard for this rule will result in suspension from all activities for the current year.
3. Students may travel ***from*** the activity by private transportation. Parents must present a written, signed statement or sign a transportation authorization of their intent to personally transport their child. This can be presented to the sponsor, athletic director, or other designated school official prior to the departure from the activity site. **NOTE:** Requests for the transportation of students from the activity by someone other than the parent or legal guardian must be cleared through the building principal. The request must be made by the parent or legal guardian and must be written, signed, and personally presented. No one except the parent or legal guardian will be allowed to transport the student unless prior arrangements are made.
4. The bus driver, coach, or administrator has the authority to make any new rules necessary for special situations that may develop.

Other Participation Requirements

Athletic Teams

Team membership is open to all students who wish to participate and meet academic requirements of Northwest High School and the Missouri State High School Athletic Association requirements. General requirements are:

1. Good citizenship.
2. Proper attitude toward the sport, coach, and teammates.
3. Promptness in reporting for all practice sessions.
4. Willingness to follow instructions and to put forth enough personal effort to benefit the team as a whole.
5. Personal conduct at all times that will help mold good character for the individual and build good will for the school and community.
6. An athletic physical must be on file for the student before the first practice session in all sports.
7. A certification of insurance or waiver of insurance must be on file.
8. Students are responsible for purchasing their own clothing and shoes with the exception of the official team uniform.
9. The school uniform will be worn.
10. Follow all team rules.
11. Coaches/Sponsors may require additional requirements, or may strengthen expectations for the members of the team. The Coach/Sponsor may not lessen the expectations below the school or state guidelines.

Prom Guidelines

Prom is considered a formal social event and is governed by the Eligibility Policy. The following guidelines have been set and must be adhered to.

1. Students from Northwest grades 9-12 may attend.
2. No dates 21 years old or older.
3. Sign-up in office for all dates not presently students of Northwest High School.
4. All individuals not presently enrolled at Northwest must be approved by the administration.
5. Students who are suspended or expelled on the last school day before or after Prom may not attend.
6. Any students, who drop out of school or transfer to homeschool, will not be eligible to attend Prom that same school year.
7. No suggestive dancing will take place and determination will be left to the teachers' discretion.

King/Queen and Prince/Princess Candidates

Nominations for King will consist of 2 male Junior students and 2 male Senior students. Nominations for Queen will consist of 2 female Junior students and 2 female Senior students. No student who has been nominated as a King/Queen candidate earlier in the present school year can be nominated again for a similar honor during that school year. This includes: Homecoming, Court-warming, and Prom nominations. No student who has won a particular honor can be nominated for that position in subsequent years. Candidates must be eligible under the Northwest High School Eligibility Policy.

Requirements for Lettering

Academic

1. A student must be enrolled in three core classes except if a Vo-Tech student then only two core classes are required.
2. A student must have earned three quarters of B+ grade average with no grade below a C. A C- is not acceptable.
3. Letters will be presented at a special assembly during fourth quarter during regular school hours.
4. Each student who is eligible will receive a letter (if one hasn't already been earned in another area) plus a metal and a "year" guard. Additional "year" guards will be awarded to the student for each year the student meets the requirements.
5. Junior High students will receive the Jr. High size letter with a "year" guard when they meet the same academic requirements as the high school.

Athletic

1. All eligibility requirements of Northwest High School, the Missouri State High School Athletic Association, and the Kaysinger Conference must be met for a student to be considered eligible for consideration for an athletic letter.
2. The student must have displayed good sportsmanship in competition and have been in regular attendance at practice and games.
3. The student must have participated the entire sports season. It will be possible to make exceptions to this rule in case of injury or illness.
4. Students meeting all requirements must receive the recommendation of the coach and the approval of the Principal.
5. A senior high letter certificate shall be awarded to each student the first time he/she qualifies in each separate sport. Presentation of the certificate allows the student to receive a letter from the school. Thereafter, he/she shall be awarded a certificate, which along with payment, allows the student to purchase a bar from the school in lieu of a duplicate letter for the sport.