Northwest R-I School District

PK-5th Grade Student Handbook

2025-2026



Dear Northwest Families,

Welcome to the 2025-2026 school year. We pride ourselves on ensuring all graduates and students are respectful, responsible, and resilient life-long learners ready for success in a complex and ever-changing world. That journey begins today. Whether you are the parent of a child who is entering kindergarten or a senior who is immersed in enjoying each milestone of your final year of K-12 education, our staff can't wait to welcome you back and support you as you learn and grow throughout this academic year.

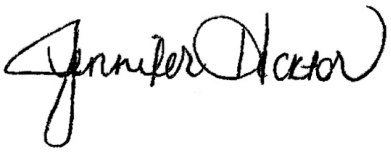
Back-to-school is a time filled with enthusiasm and energy, and each year is a fresh start offering new opportunities. It can also be a time that is overwhelming for students and families. One way to ease any anxieties is to be well informed. We hope that this handbook, along with information from your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

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

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

We are looking forward to a wonderful 2025-2026 school year.

Sincerely,



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

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District Administration

Superintendent of Schools	Dr. Jennifer Hecktor
Chief Operating Officer	Mr. Mark Janiesch
Chief Human Resources Officer	Mr. Mark Catalana
Assistant Superintendent of Elementary Schools	Dr. Grace Green
Assistant Superintendent of Secondary Schools	Dr. Doréan Dow
Assistant Superintendent of Student Services	Ms. Mary Smith
Director of Health & Wellness	Ms. Ann Frankowski
Director of Early Childhood	Ms. Susan Wingenbach
Director of Facilities	Mr. Kasey Schaffer
Director of Technology	Mr. Zachary Pizzullo
Executive Director of Administrative Services	Dr. Jennifer Younkins
Director of Financial Services	Mr. Travis Dierker
Director of Special Education	Dr. Marcie Williamson

Mission Statement

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

Our Motto

Love ● Learn ● Lead

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



Campus Information

Northwest Administrative Center
Hours: M-F 8:00 am – 4:30 pm
4290 Gravois Road
House Springs, MO 63051
Phone: 636-677-3473
Fax: 636-677-5480

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

Elementary Schools (Grades K – 5)

Start Time: 8:35 am | Dismissal Time: 3:33 pm

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

High Ridge Elementary
2901 High Ridge Blvd.
High Ridge, MO 63049
Phone: 636-677-3996
Fax: 636-677-4366
Principal: Dan Munson
Administrative Intern:
Dr. Angelina Rowden

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

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

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

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

Middle School (Grades 6– 8) | High School (Grades 9 – 12)

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

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

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

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

Intervention Center (6-12)

housed at Cedar Hill Intermediate
6471 Cedar Hill Rd, Cedar Hill, MO 63016
Coordinator: Matthew Guethle

Board of Education

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

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

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

Mr. Gary Bonacker, Secretary
3606 Byrnesville Road
House Springs, MO 63051
Term Ends: 04/2028

Mr. Chris Shelton, Treasurer
4987 Devon Lane
House Springs, MO 63051
Term Ends: 04/2027

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

Ms. Terri Green, Member
8536 State Rd. WW
Dittmer, MO 63023
Term Ends: 04/2027

Mr. Andy Williams, Member
7489 State Rt. 30
Dittmer, MO 63023
Term Ends: 04/2028

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

July 24, 2025	7:00 pm	January 15, 2026	7:00 pm
August 21, 2025	7:00 pm	February 19, 2026	7:00 pm
September 18, 2025	7:00 pm	March 12, 2026	7:00 pm
October 16, 2025	7:00 pm	April 16, 2026	7:00 pm
November 20, 2025	7:00 pm	May 21, 2026	7:00 pm
December 18, 2025	7:00 pm	June 25, 2026	7:00 pm

Snow Days/Inclement Weather/AMI

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

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

Once a decision to cancel school is made, the district will contact the following TV stations: Channel 2, Channel 4, Channel 5, and Channel 30. *Parents should refer to the media to find out if school has been canceled or if the day is an AMI Snow Day.* Additionally, the district will post the cancellation information on the district website at www.northwestschools.net and district social media channels (Facebook and Instagram) as soon as possible after the decision.

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

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

Safety

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

Guidance/Counseling Staff Service

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

The counseling staff does peer mediation and conflict resolution training. The counseling staff provides new student placement and orientation.

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

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

Student Absences and Excuses

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

Student Absences Documented or Undocumented

1. In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school. The absence will be recorded as documented or undocumented. All absences must be changed within one (1) week after return to school or the absence will be permanently recorded as undocumented. After the week period, only Administrative approval can change the status of any absence.

2. Documented absences include:
   a. Illness of the student with a physician's note**.**
   b. Days of religious observance with a letter.
   c. Death in the family with a notice.
   d. Doctor and dental appointments with a physician's note**.**(Parents are encouraged to make those appointments outside of school hours if possible.)
   e. Court appearances with documentation.
   f. Other absences to be considered at the discretion of administration on an individual basis with documentation.

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

3. All assignments missed due to absences are expected to be made up.
   It is the student's responsibility to meet with the teacher and receive the necessary instructions and assignments as per the following procedures:
   a. The student shall obtain assignments from appropriate staff members.
   b. Arrangements should be made in advance if the absence is foreseen.
   c. All assigned work should be submitted upon returning to school if the absence is prearranged.
   d. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.
   e. If make up time is required as a result of an undocumented absence, the make up time must be scheduled.

4. Attendance patterns for all students will be monitored. The principal and/or staff will take appropriate action to investigate absences that are not documented. Five (5) total absences per semester will be considered excessive for the purpose of potentially establishing a pattern of truancy or educational neglect (nature of absence will be used to assist in determining the appropriate course of action). The following procedures will be implemented once a student is absent.

Beginning with the first student absence:

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

Five (5) days of absences per semester:

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

Ten (10) days of absences per year:

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

Appropriate Referral Agency:

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

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

- Document the dates of communications, policies, and regulations that are sent to parent.
- Document phone calls and parental responses.
- Document conference dates and parental responses.
- Document attendance plans and any revisions.
- Maintain student attendance records.

5. Any absence from class as a result of a school-sanctioned activity will be considered a documented absence for purposes of this regulation. (Example: field trip, athletic event, student activity, etc.)

6. Days of student suspension are not considered days absent for purposes of this regulation. Students will be allowed to make up their work for all suspension.
   ***** Students on long-term suspension will be allowed to complete work for credit in classes where this is possible. Students will be dropped from any classes where the missed work cannot reasonably be completed.

7. Exceptions to this stated regulation will be made only by administrative discretion on an individual basis. Any absence not accounted for will be considered an undocumented absence.

8. The District's inadvertent failure to comply with any procedure set forth in the regulation, including but not limited to the notice provisions, will not protect the student from the consequences for excessive absence as provided in this policy.

9. Some incentives (ie, field trips, treat days, free time) may be tied to regular attendance, and students with excessive absences may be excluded from these incentives.

School Health Services

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

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

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

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

Medication that must be given during school hours will be given in the nurse's office. If an alternative schedule for medication administration at home is possible, it should be used to prevent students from missing educational time. Medication will be dispensed according to the district's medication policy. Students are subject to disciplinary action if the policy is not followed. Parents/guardians are encouraged to meet the health services staff at your child's school. The health services staff will assess all students that report to the nurse's office. Academic success and healthy habits are reinforced. Students will be encouraged to remain at school unless ill or injured. If parents/guardians have questions, concerns or information regarding their child's health, please contact the school nurse.

Medication policy

Medications are not supplied by the school district. Medication shall not be administered in the school setting without proper documentation. When a parent brings medication for their child to be taken while at school the following policy will be in effect or the student shall be subject to disciplinary action:

- Only prescription medication will be given by the health services staff. No over-the-counter medication (including Tylenol/Ibuprofen) will be given unless it is accompanied by a physician's note and a signed "Parent Permission to Administer Medications" form. The parent permission form for medication administration can be found on the district website under the student health services page or in the school nurse's office.
- The parent permission form will be kept on file in the nurse's office and must be renewed annually.
- It is the responsibility of the parent/guardian to keep the school informed regarding any changes in the student's medication and/or health status.
- District nurses have the authority to refuse administering medication above the recommended dosages per the physician's desk reference guidelines.

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

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

**Please note, all medication must be brought to school by a parent/guardian or a responsible adult (18 years of age or older who is not a student) per the district's Policy and Regulation 2870. Students are not allowed to transport medications to school. All medication brought to school must be in a container appropriately and currently labeled by the pharmacy or physician with instructions described above. Your pharmacist can give you an extra, labeled bottle to use for medicine that is needed at school. If Policy and Regulation 2870 is not followed, the medication may not be administered until the necessary information is received. Medication will be returned to the parent/guardian with a copy of this policy.

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

- Diagnosis of a specific health condition that requires medication for **emergency, life threatening** situations.
- Medication must be properly labeled with a prescription label.
- The "Permission to Carry Medication" form must be signed by the parent **AND** the physician and must be renewed annually. All fields of the form must be completed including the student's name, name of medication the student is allowed to carry, dosage, and frequency of medication administration and the potential side effects of the medication. The permission to carry medication form can be found on the district website under the student health services page or in the school nurse's office.
- The school nurse, parent/guardian, and student must agree to the conditions under which the medication is to be self-administered.
- The student's health status and abilities have been evaluated by the nurse, who deems self-administration is safe and appropriate. The school nurse may request to observe the initial self-administration of the medication.
- The permission to carry medication form will be kept on file in the nurse's office and must be renewed annually.
- It is the responsibility of the parent/guardian to keep the school informed regarding any changes in the student's medication and/or health status.

Field Trips: If needed, medications can be sent with the teacher supervising students who are attending district approved field trips. Only medications that are prescribed by a physician to be administered at school will be dispensed by the teacher to students attending the field trip. It is the responsibility of the parent to inform the school nurse of any special needs or instructions regarding administering care of medications on field trips, 2 weeks prior to the field trip.

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

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

The health services staff encourage parents/guardians to check their children **weekly** for signs of active head lice. Evidence supports this practice to be the most effective in early detection of head lice. If parents/guardians need help

in identifying head lice or if they are unsure if their child has an active case of head lice, please contact the nurse or health room assistant at your child's school as they are happy to check your student and offer resources for treatment.

Children should be kept home from school if:

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

Students with Temporary Physical Activity Restrictions

In order to provide a safe environment, students who have temporary physical activity restrictions due to an injury, illness, surgery, etc., will not participate in PE class or outdoor recess. This also includes but is not limited to, students who have to temporarily wear or use a brace, cast, splint, crutches, etc. The student must be fully released to all physical activities by a physician in order to return to PE class, outdoor recess, field day or any other physical activities. The physician's note must state that the student is fully released. Students who have temporary physical activity restrictions will have an alternative of indoor recess and non-physical indoor activities.

Technology

The two primary purposes of the Northwest R-I School District's technology instruction are:

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

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

Student Chromebooks

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

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

Google Workspace for Education

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

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

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

Assistive Technology

Any equipment issued is to only be used by my child for educational access and/or communication in accordance with their IEP, services plan, or 504 Plan while my child is living in the Northwest R-I School District. Families understand that the equipment is the property of the Northwest R-I School District, and they accept responsibility for its appropriate use while it is in my home. They may be responsible for broken, lost, or stolen equipment when used for non educational purposes, and agree to immediately report any of these circumstances to the school.

Internet Safety

Regulation 6320

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

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

Chromebook Repairs

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

How do students get their Chromebooks repaired?

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

Will the family be charged for the repair?

- No Charge
    - Families <u>will not</u> be charged for the first three accidental repairs that cause the Chromebook to not work correctly.
- Charges will be assessed to families
    - Families <u>will be</u> assessed a charge for damage caused intentionally or due to foreign substances being found in the device. This includes, but is not limited to the following.

        - Liquid or food being spilt on the device
        - Any part of the Chromebook being vandalized (ie. painted with nail polish, paint, or whiteout)
        - Any part of the Chromebook being picked off (ie. keys, rubber edges, etc.)
        - Any foreign objects being stuck in the Chromebook ports.
    - Students and parents will be responsible for the cost of replacing a lost or stolen Chromebook.

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

Video Conferencing

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

Please keep the following in mind:

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

Requirements for families:

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

MOCAP

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

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

More information may be found by visiting the following site. https://www.northwestschools.net/page/mocap

Transportation Services

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

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

Kindergarten Bus Transportation

Families are required to meet kindergarten students at the school bus stop. It is the family's responsibility to arrange for someone to meet their child. Drivers are required to take a kindergarten student back to their school if his or her parent or guardian is not visible at the stop and cannot be reached at their home phone by the dispatcher. If no one is there to meet the Kindergartener, that student will be returned to school.

Questions regarding buses may be directed to *Durham Transportation 636-552-9253.*

In addition to the student code of conduct, the following rules govern student behavior on the buses. Violations of bus rules may result in students being denied transportation. Students are to be at their bus stop 5 minutes prior to pick up time. The bus will not wait beyond its regular scheduled time.

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

Food Service **#LoveLearnFeed**

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

Free & Reduced Meal Benefits:

- Helps families–free or reduced meals, utility benefits, medical benefits and more!
- Helps schools–more applications mean greater funding for student programs and services
- Quick and secure–the online application is fast, secure and confidential
- Instructions for the Online Application:
    - Login to your Infinite Campus Parent Portal. This is the same login username and password used for online enrollment or checking your students' grades.
    - Click on "More" in the left-hand menu.
    - Click on "Meal Benefits". The link to the online application is found here.

Infinite Campus Parent Portal/Food Service Tab:

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
fax: (202) 690-7442; or
email: program.intake@usda.gov.

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

Smoking

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

Alcohol and Drug Use

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

Pursuant to 29 U.S.C. 705(20)(c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws and the district, may take disciplinary action – to the same extent that disciplinary action is taken against nondisabled students – in relation to that use or possession of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Education Act. However, school personnel may remove an IDEA

disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student's behavior is a manifestation of his/her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the district's jurisdiction. "Illegal drug," as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or under any other authority.

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

CBD Products

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

Prohibition Against Harassment, Discrimination and Retaliation

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

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

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

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

Academic Dishonesty

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

Distribution of Non-Curricular Publications by Students

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

Protection of Student Rights

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

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

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

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

Release of Student Records

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

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

By Board Policy and Regulation 2400, directory information includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized

activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and photographs. Parents/guardians not wishing to release this information need to notify their child's school in writing.

Use of Video Surveillance on District Property

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

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

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

Code of Conduct

(reference Policy 0200 and Regulation 2610)

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

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

We Believe:

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

We will...

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

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

THE DISTRICT SPECIFICALLY RESERVES THE RIGHT TO IMPOSE ANY CONSEQUENCE THAT MAY BE APPROPRIATE UNDER THE CIRCUMSTANCE, DEPENDING UPON THE NATURE, SEVERITY AND FREQUENCY OF THE CONDUCT AT ISSUE.

Response and intervention levels (1-3) are described on the following pages. The chart following Responses & Interventions will illustrate behavioral infractions defined by the Northwest R-1 School District and the corresponding level of response and intervention. All behavioral infractions include elementary and secondary (middle and high school) involvement, unless otherwise stated. Responses and interventions may vary between the elementary and secondary.

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

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

LEVEL 1

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

LEVEL 2

- Conference with student and parent(s)/guardian(s)
- Referral to additional Services
- Positive Support Plan (PSP): A prevention / intervention plan which details specific intervention strategies and steps to implement a replacement behavior that can be revised as needed by the team at any time. The plan is to be developed **with the student** and their support team-- analysis of the student's behaviors, triggers, and goals.
- Restitution--A student may be held liable for compensation to others for any loss, damage, or injury that has resulted because of a student's behavior. Compensation may be made monetarily or by a student's assignment to a school work project, or both.
- Detention, In School or Out of School Suspension for up to 10 days
- Out of School or Alternative to Out of School (grades 6-12) suspension up to 180 days; Referral for a Disciplinary Hearing on Code of Conduct
- Re-Entry Conference upon return from suspension.

LEVEL 3

- Conference with student and parent(s)/guardian(s)
- In School Suspension
- Out of School or Alternative to Out of School (grades 6-12) suspension up to 180 days; Referral for a Disciplinary Hearing on Code of Conduct
- Expulsion
- Referral to additional Services
- Restitution--A student may be held liable for compensation to others for any loss, damage, or injury that has resulted because of a student's behavior. Compensation may be made monetarily or by a student's assignment to a school work project, or both.
- Positive Support Plan (PSP): A prevention / intervention plan which details specific intervention strategies and steps to implement a replacement behavior that can be revised as needed by the team at any time. The plan is to be developed **with the student** and their support team-- analysis of the student's behaviors, triggers, and goals.
- Weapons—Suspension for no less than one year (365 calendar days) or expulsion, with determination to be made in accordance with Mo. Rev. § 160.261
- Re-Entry Conference upon return from suspension.

Student Discipline: Infractions and Definitions

	Level 1	Level 2	Level 3
ALL CONDUCT DETRIMENTAL All conduct detrimental to the good order of the school arising to an offense. This category may be used for infractions that do not fall under one of the infraction descriptions or chronic behavioral infractions.	♦	♦	♦
ACADEMIC DISHONESTY Includes but is not limited to copying homework or assessments from other students, bringing answers into a testing area, providing answers for another student, using unauthorized notes or technology, and plagiarism. Plagiarism will mean the taking of ideas or work from someone else and presenting them as one's own.	♦		
ACT OF ARSON Intentionally or recklessly setting fire to another's property. A referral to law enforcement will be made by school administration.			♦
AGGRESSIVE BEHAVIOR Use or threat of physical violence, verbal abuse, threats, intimidation, harassment, coercion or other conduct which threatens or endangers the health, safety, or physical well-being of any person.		♦	♦
ASSAULT/ATTACK A one-sided physical aggression that causes fear of serious physical injury, or actual serious physical injury to anyone.			♦
BOMB SCARE/THREAT Threatening to set off explosives, including any written or phone definition a Terrorist Threat (SEE GLOSSARY). A referral to law enforcement will be made by school administration.			♦
BULLYING "Bullying" means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to		♦	♦

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

EXTORTION Forcing another person to do something against their will and in order to obtain, or attempt to obtain, money, property or some advantage. This infraction includes blackmail and coercion.	♦	♦	
ELECTRONIC DEVICE MISUSE Operation or display of phone or any non-academic electronic devices during non-approved school hours including, but not limited to, headphones, iPods, e-readers, etc. The district is not liable for damage, loss or theft of the device. This includes the inappropriate, unauthorized use, capturing, transmitting or duplicating an unauthorized picture of school staff, students, or school documents. It should be noted that taking pictures in the restrooms or locker room is not permitted. Students will be held accountable to the contents on the phone regardless of where the inappropriate content originated. This includes use of personal communication devices during the official school day, including passing and lunch time. Along with cell phones, this includes smartwatches, AirPods, wireless headphones, tablets, and gaming devices. Consequences will include: 1) Confiscation, student picks up at end of day from office 2) Confiscation, 1-hour after school detention, student picks up 3) Confiscation, ISS, parent picks up 4) Confiscation, ISS, parent meeting and plan	♦	♦	
FALSE ALARM/SAFETY EQUIPMENT MISUSE Tampering with emergency equipment or setting off a false alarm or filing a false report (e.g. dialing 911).		♦	
FALSE REPORTING Intentionally providing false or inaccurate information. Forgery falls under this infraction.	♦		
FIGHTING Physically striking another in mutual contact (as differentiated from assault), or using words or actions to incite or cause a fight. **Recording and/or posting the fight is included within this infraction.**		♦	
FIREWORKS Possession or use of fireworks.		♦	
GANGS Gang activities, whether verbal, written, or symbolic, which detract from the educational mission of the school.		♦	
HARASSMENT, DISCRIMINATION and RETALIATION– Race and Other Protected Status Students are also prohibited from engaging in discrimination, harassment, or retaliation on the basis of race, national origin, disability, religion, or any other status protected by state or federal law. The prohibited conduct includes, but is not limited to, derogatory language, name-calling, gestures, jokes, slurs, derogatory pictures or letters, and the spreading of misinformation about the protected status, or other verbal or physical conduct of a discriminatory, harassing, or retaliatory nature. Violation of this prohibition will result in a referral to the appropriate district		♦	♦

compliance officer, and such additional consequences as may be appropriate to the conduct at issue. (Regulation 1300) (Sexual harassment is separate.)			
IMPROPER DISPLAY OF AFFECTION Physical contact or touching which is inappropriate for the school setting as determined by school officials.	♦		
INDECENT EXPOSURE/REMOVAL OF ATTIRE Includes display in public location of buttocks, breasts, and/or genitals or removal of another person's or one's own attire exposing any private area of the body. “Pantsing” falls under this infraction.		♦	
IN‑SCHOOL SUSPENSION GUIDELINES Failure to meet guidelines/standards during In-School Suspension consequence.		♦	
INSUBORDINATION (DEFIANCE OF AUTHORITY/DIRECT DISOBEDIENCE) Refusal to follow staff directive or request, or defiance of staff authority.	♦		
LATE TO CLASS A "late to class" will occur when the student is not in her/his assigned location/area when the tardy bell rings.	♦		
MOVING INAPPROPRIATELY THROUGH THE BUILDING Failure to move quietly through the building; not walking in line; running in the building; failure to use direct routes; leaving assigned area without permission. ***ELEMENTARY ONLY**	♦		
NEGLIGENT BEHAVIOR Causing damage to another person’s property or injury to or endangering the safety of another person (including, but not limited to, the use of "shock" toys, lab safety violations, and other irresponsible behavior). Student pranks may be included in this category.	♦	♦	
NICOTINE PRODUCTS—Possession, Distribution or Use Possession, distribution or use of any nicotine product including, but not limited to, cigarettes, chewing tobacco, look-a-likes, vaping, electronic cigarettes, oils, hookah pipes, matches, paper, lighter, etc. on any school property before, during or after school hours.	♦	♦	
OVER THE COUNTER SUBSTANCES **Possession** or **Use** of over the counter substances including, but not limited to, non-prescription drugs. **Distribution, sale or purchase** of (including, but not limited to, non-prescription drugs) or under the influence of "over the counter" medications causing behaviors that are disruptive to the educational environment. Possession of and/or distribution of any over-the-counter medication is in violation of the Board of Education Policy 2870.			♦
PHYSICAL CONTACT /PHYSICAL HARM Inappropriate contact or conduct (e.g. scuffling, play fighting, or horseplay). Physical harm are behaviors such as "play" fighting, hitting, pushing, slapping, punching, throwing objects or pranks that have the potential to cause physical harm to a student or an adult. May be considered a Level 2 violation if deemed serious enough by principal/designee.	♦	♦	
PORNOGRAPHY			♦

Possession of materials that are considered pornographic or obscene and/or are sexually explicit, including images/written communications on any electronic device. **Students are responsible for all content on their electronic device regardless of where the content originated.** The following Missouri statutes may be involved with incidents involving sexually explicit material (texting, nude photos, and other related items involving minors) and are disseminated via electronic devices: 573.023, 573.025, 573.035, 573.037, 589.400, 589.400.1, 589.400.3, and 589.400.8. Other Missouri statutes may be involved as well and will be determined by the appropriate law enforcement agency.			
POSSESSION, USE OR UNDER THE INFLUENCE Of alcohol, "non-alcoholic" malt beverages, illegal drugs, non-prescription legal synthetic substances that cause impairment, prescription drugs, or controlled substances; or substances represented to be alcohol, "non-alcoholic" malt beverages, illegal drugs, non- prescription legal synthetic substances that cause impairment, prescription drugs or controlled substances; or possession of drug paraphernalia (e.g. scales, pipes) or items represented to be drug paraphernalia for use of illegal or controlled substances (See STUDENT ALCOHOL/DRUG ABUSE CODE). Use of substances that produce effects detrimental to the educational process (i.e. mini-thins, inhalants, etc.) is also prohibited. A referral to law enforcement will be made by school administration.			♦
POSSESSION OF RECORDS/DOCUMENTS/DISTRICT FILES Theft and/or alteration of school, student records, or documents (including, but not limited to, electronically hacking into and downloading grade book, report cards, computer, computer records, passwords, etc.).			♦
RIOTOUS ACTIVITY A disturbance or turbulent activity in which 3 or more students get out of control, violent, or create the potential for violence, that is detrimental to the good order of the school.			♦
RULES VIOLATION Failure to follow cafeteria, playground, lunchroom, hallway rules and school function violations. **ELEMENTARY ONLY**	♦		
SALE, DISTRIBUTION OR PURCHASE/RECEIPT Sale **,** distribution, or purchase of any unauthorized prescription drug, alcohol, controlled substance, counterfeit drugs, non-prescription legal synthetic substances that cause impairment, items represented to be drugs or alcohol and drug-related paraphernalia is prohibited. A controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, R. S. Mo., and in section 202 (c) of the Controlled Substances Act, 21 U.S.C. 812 (c). A referral to law enforcement will be made by school administration. (Reference Board of Education Policy 2641)			♦
SEXUAL MISCONDUCT		♦	

Forcibly, intentionally, or consensually touching oneself or another person's body and/or clothing in a way that constitutes or results in sexual contact; this includes electronic "sexting".			
SEXUAL HARASSMENT, DISCRIMINATION and RETALIATION Students are prohibited from engaging in discrimination, harassment, or retaliation on the basis of sex, sexual orientation, or perceived sexual orientation. The prohibited conduct includes, but is not limited to, sexual advances, requests for sexual favors, sexual name-calling, gestures, jokes, slurs, sexually oriented pictures or letters, and the spreading of rumors of a sexual nature, or other verbal or physical conduct of a sexual, discriminatory, harassing, or retaliatory nature. Violation of this prohibition will result in a Title IX referral to the appropriate district compliance officer, and such additional consequences as may be appropriate to the conduct at issue.		♦	♦
TECHNOLOGY/NETWORK MISUSE Inappropriate use of District technology/network. Violation of the District's "Acceptable Use Guidelines".		♦	
THEFT Theft, attempted theft, possession of, or involvement with, stolen property.		♦	
TRESPASSING ON SCHOOL AND/OR DISTRICT PROPERTY Being present on school grounds while suspended or when school or activities are not in session.	♦	♦	
TRUANT Absence from a class, lunch, mandatory academic intervention or school day without permission; includes truant, leaving school grounds or class without permission or not providing a note from a parent or parent phone call verifying an absence.	♦	♦	
VANDALISM Requiring additional custodial or maintenance time for damage caused. Intentional damage or attempt to damage property belonging to the staff, students, or District. Restitution may also be required. Student pranks may come under this infraction.	♦	♦	
WEAPON ***Non-Firearm*** Students are forbidden to bring into school, onto school grounds or property (to include buses or bus stops) any item that is ordinarily or generally considered to be a weapon such as, but not limited to, knives, switchblades, razors, metal knuckles, clubs, chains, black jacks, sprays, mace, or other similar items. This list is not meant to be exhaustive. Any item used with the intent to inflict physical harm may be considered a weapon. Students in possession of items, which simulate weapons, will also be held accountable under this section.		♦	♦
Firearms Students are forbidden to bring into school, onto school grounds or property (to include buses or bus stops), any item that is considered to be a firearm. Such prohibition extends to student activities, either before, during, or after the school day. The term "firearm" includes, but is not limited to such items as: 1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel (if the barrel is at least one-half inch in diameter), and which is designed, or may be readily converted, to expel a projectile by action of a propellant or explosive, or			♦

2. Any explosive, incendiary, or poison gas, such as bombs, grenades, rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law.			

Province of the School

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

Consequences of Misconduct

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

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

Due Process Protections

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

Principal Suspension

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

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

Superintendent Suspension

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

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

Standards of Conduct

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

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

Bullying

(Policy 2655)

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

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

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying

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

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

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

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

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

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

Discipline of Students with Disabilities

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

1. Unless otherwise indicated in the student's Individual Education Plan (IEP), students with disabilities are to be disciplined in the same manner as students without disabilities, including being subject to suspension and expulsion for behaviors not caused by the disabling condition. As a part of the discipline process, the student's disability will be taken into account and appropriate interventions will be used when necessary.

2. A student with a disability may be suspended for a period of up to ten (10) days in accordance with the provisions of 167.171 RSMo. The building principal is authorized to impose a suspension of ten (10) days or less. A ten (10) day suspension does not constitute a change of placement or cessation of services within the meaning of the Individuals with Disabilities Education Act (IDEA). Before additional suspension days are imposed, the IEP team must convene to determine whether additional days constitute a pattern of suspension, which causes a change of placement. If it is a change of placement, whether the behavior is a manifestation of the child's disability. Develop a functional behavior assessment and behavior intervention plan if none exists, or review the existing functional assessment and intervention plan.

3. A student with a disability shall not be suspended for a period that exceeds ten (10) school days where the student's conduct is found to be a manifestation of the disability, as determined by the IEP team. If the student's conduct is found to be a result of a disability, the student's IEP shall be appropriately modified.

4. A student with disabilities whose conduct is found by the IEP team not to be a manifestation of the disability may be suspended for a period exceeding ten (10) school days or expelled from the school of attendance providing that the procedural protections of IDEA and applicable state laws are followed. There shall not be a complete cessation of services during such a period of expulsion.

5. Students with disabilities shall follow the rules and regulations of the district and schools which they attend, except to the extent that modification in the discipline procedures are suggested; the building principal must be invited and informed of the need to modify discipline procedures. Agreed modifications must be stated in the IEP on the adaptations/modifications page. The reasons for the modifications must be documented in the present level of performance.

6. Building administrators and staff have the responsibility of maintaining discipline and jointly working with students with disabilities who exhibit unacceptable behavior. The student's case manager, counselor, principal, and parents/guardians should work together when the student is experiencing difficulty, conducting a functional assessment of the problem behaviors and writing behavior management plans as needed. These efforts should be documented and evaluated periodically.

7. Building principals and staff are obligated to follow modifications recommended in the IEP and behavior management plans. An exception may be made if the student's behavior poses an ongoing danger or threat of injury to self or others. If the student's presence poses a continuing danger to persons or property, the student shall be immediately removed from school and a forty-five (45) day alternative placement will be made.

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

- Change of placements: any removal of a student with disabilities from an assigned classroom or service specified in an IEP for a period of more than ten (10) consecutive days or cumulative days within the year. Multiple suspensions, which accumulate to more than ten (10) days constitute a change in placement if excessive, and should be evaluated on a case-by-case basis. Factors to be considered in determining whether an excessive pattern of suspensions is present include the number and length of suspensions, their proximity to each other, and the total amount of time a student is suspended from school.
- A student with disabilities who knowingly possesses, uses or sells illegal drugs or possesses a weapon on school property may be placed in an appropriate alternative educational setting for not more than forty-five (45) days.
- Student with a disability: a student identified as disabled as defined in p 94-142/IDEA or Section 504 of the Rehabilitation Act, or a student referred for a single disciplinary or multidisciplinary evaluation.
- Suspension: removal of a student from school for a definite period of time for misconduct. A suspension of more than ten (10) days constitutes a change of placement.

- Expulsion: removal from school for an indefinite period of time for serious misconduct.
- Alternative educational setting: an educational setting apart from the regular educational setting that must enable the student to continue to participate in the regular curriculum, receive services and modifications that will enable the student to meet the IEP goals, and must also include services and modifications that address the problem behavior.

Public complaints

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

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

- Teacher
- Principal
- Appropriate Central Office Administrator
- Superintendent
- Board of Education

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

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

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

FERPA EDUCATIONAL RIGHTS NOTIFICATION
DIRECTORY INFORMATION

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

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

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

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

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

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

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

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

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

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

Federal Program Information

Parent Right to know
Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Complaint Procedure Notification
Please visit https://dese.mo.gov/sites/default/files/qs-fedcomp-Complaint-Procedures-ESSA.pdf for guidance on how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education under the Every Student Succeeds Acts of 2015.

Title I Parent Involvement Policy 1621
In order to meet its goal of providing appropriate educational opportunities for all students in the district, the Board shall participate in the federal Title I program.

The Board recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and reviewing of Title I programs.

School-Parent Compact
The Northwest R-I School District , and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.
This school-parent compact is in effect during the 2025-2026 school year .

School Responsibilities
The elementary schools of Northwest R-I School District will:
1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

- Believe each child can learn
- Provide an inviting classroom environment with clear expectations, consistent consequences, and specific goals
- Provide a safe and secure learning environment
- Address individual needs and learning styles
- Use methods of assessments that enable us to monitor the learning of individual students
- Collaborate with one another and our students so that we can achieve collective goals
- Demonstrate our commitment to ongoing professional development and continuous improvement
- Promote a positive school environment
- Teach and live the 7 Habits and the Leader In Me
- Involve parents in the education of their children by keeping them informed of student progress and offering suggestions for assisting their students

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:

- Northwest R-I elementary schools hold Parent-teacher and/or student-led conferences which are offered in the fall and spring of each school year.
    - Fall conferences: October 28-30, 2025
    - Spring conferences: Teachers will contact parents for spring conferences on an as needed basis

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

- Each of our elementary schools have Leader Binders. In these binders are summaries of student achievement. These binders are sent home throughout the school year for students to share with their families their academic areas of success and needs.
- The school also provides access to detailed reports three times a year specific to our iReady diagnostic assessment. This assessment provides the parents with information in regards to specific skills each student needs to develop and measures academic growth throughout the school year.
- Each student's quarterly report card will be available through the Parent Portal on Infinite Campus. The report provides parents, students, and teachers information about how the student is performing on the Missouri Learning Standards and specialized areas.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

- All staff members are available on their dedicated plan time. Teacher plan times are accessible on the school's web page. If a parent would like to set up an on campus meeting with their child's teacher, they can do so by calling the school or emailing the appropriate parties involved.
- Each Northwest R-I Teacher has an individual email. These emails can be found on the school's web page.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

- Per Policy and Regulation 1425, the district encourages participation of parents of the community to volunteer in the schools. At the same time, the District's top priority is the safety and security of all

students. To help ensure this safety and security, prior to serving as a volunteer, each individual must complete an application for placement on the Family Care Safety Registry (FCSR). In addition to FCSR, anyone wishing to become a volunteer must submit to a full background check conducted by Jefferson County, the State of Missouri and the Federal Bureau of Investigations (FBI). However, infrequent volunteers, such as, field trip chaperones, classroom party parents, etc. would not be required to have a background check. The Missouri Department of Health and Senior Services maintains this registry. These actions can take place after arrangements have been made with the school and teacher for volunteer opportunities.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of electronic devices: including television, tablets, gaming systems, etc.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Practice the 8 Habits at school and in my life
- Follow school rules
- Believe I can Learn
- Attend school daily
- Do my homework every day and ask for help when I need to
- Read every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Discuss with my parents what I am learning at school, what my learning targets are, and how I am going to meet my goals.

2025-2026 Signature Page

Student Name: _____ Grade Level: ____

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

_____ _____

Parent/Guardian's Signature Date