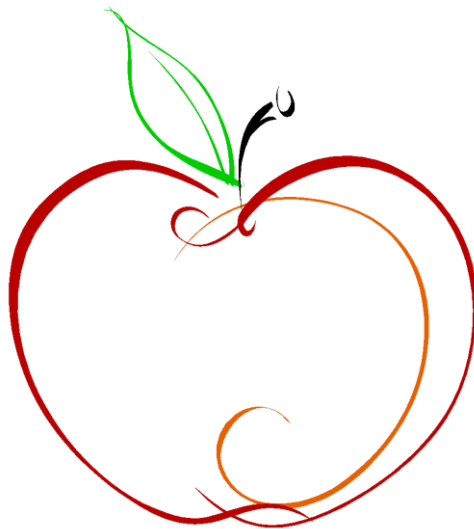


Southwest Elementary School

Student and Parent Handbook



2020 - 2021

“Learning to Achieve, Achieving to Succeed”



Southwest R-V School District

Vision

Educate and prepare leaders of tomorrow, today.

Elementary Expectations

Be Safe – Be Respectful – Be a Learner

Mission

Our mission is to provide a comprehensive educational and career experience for each student.

Principal's Message

Welcome to Southwest Elementary! You will find that the faculty and staff are dedicated to providing the best possible educational experience for our students. We take great pride in our responsibilities as educators and will do everything we can to prepare our students to be successful.

A child's education is dependent upon many things, but the two most important influences are the school and the parent(s)/guardian(s). It is the responsibility of the school and family to work together in the effort of providing what our children need to reach their full potential. The key to this is open communication. You will find that the teachers will communicate with parents in several ways (newsletters, notes, e-mails, phone calls, etc.) quite regularly, and we encourage you to contact the teacher or school regularly. We do have a Southwest R-V Elementary Facebook page to keep you connected with what is going on at school. We are in this together!

Education is the key that will open many doors for our kids, and we are privileged to play such a vital role in the education of your child(ren).

Please feel free to contact me at any time via e-mail (jpayne@swr5.net) or phone (417-826-5411). I look forward to another great school year!

Sincerely,

Jeff Payne

Elementary Principal

2020-2021

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Southwest Elementary

(417) 826-5411

2020 - 2021

Superintendent – Tosha Tilford

Principal – Jeff Payne

Secretary - Debbie Hall

Counselor – Angela Long

Special Services/Title – Kandie Eads

Nurse: Lisa Brinkman

Speech: Wendy Lueckenhoff

Food Service Director: Carrie Hendrix

Food Service Secretary: Daisy Varner



PRESCHOOL

Tacy Lawrence
Jamie Cole (aide)
Jessica Naugle
Megan Hendrix (aide)
Teri Jo Shackles
Angela Pendergraft (aide)

KINDERGARTEN

Karen Hester
Makenzie Harp
Rachel Meier

1ST GRADE

Erin Lawrence
Tonya Starr
Melissa Michell

2ND GRADE

Heather Ayer
Tia Morgan
Sarah Ulmer

3RD GRADE

Tabitha Tufares
Ann Odenbrett
Barbara Randall

4TH GRADE

Krystal Barnes
Lauren Forste

SPECIAL EDUCATION

Ragena Johnson
Cyndy Calbat
Lisa Peak (para)
Kendra Outhouse (para)

TITLE I

Alice Via
Abby Crum

SPECIALS

Kim Durossette (Art)
Mike Vining (PE)
Kelly McNabb (Library)
Janeth Henbest (Lib. Aide)

School Office Policies & Procedures

Our school staff works extremely hard to provide the best possible service and information to the students and community. We expect all visitors to our campus to check in with the office and get a visitor badge before proceeding to the classrooms for obvious safety issues and so that we can assist you if needed. The office is open from 8:00 a.m. to 4:00 p.m. Monday through Friday when school is in session.

When taking your child from school due to an appointment in the middle of the day or dropping off your child from an early morning appointment, **you must proceed through the office**, checking the student in and/or out.

As a reminder, teachers are not to be disrupted during the instructional day. A note, phone message or email is appropriate ways of communicating with your child's teacher during the school hours. **Please do not deliver forgotten items to the classroom**, rather bring them to the elementary office and the students will pick them up during recess and/or lunch.

Each morning our students will go to assigned areas under adult supervision until 7:55 AM. If parents need to visit with a teacher, please send a note or call to schedule a conference. At the end of the day, all kindergarten, first and second grade parents should wait for their child in the cafeteria before signing them out. Third and fourth grade parents need to sign out students at the south end of the hallway in the 3rd/4th building. All car riders must be signed out before the child can leave.

The instructional school day begins at 8:05 AM and ends at 3:16 PM. Students should not arrive at school earlier than 7:30 AM. Students who do not eat breakfast at school should not arrive until 7:45 AM. Each morning the doors will be open from 7:30 to 8:00 AM to allow students to enter the building. Students will not be allowed into the building before 7:30 AM. Please do not drop off students before 7:30 AM, they will not be able to gain entrance to the building. This is especially important during the winter months. On Fridays, the school day ends at 2:00 pm.

<h3>Southwest Elementary Students, Parents, Staff are the Best!</h3>

These three things reflect our goals for this school year. Everything we do will be to:

- increase achievement,
- increase attendance
- increase parental involvement.

Please feel free to call us with suggestions of improvement and offers of assistance.

Policies and Procedures Governing

Southwest Elementary

Notice: Missouri State Law and the Southwest Board Policy overrides the handbook if need arises.

Admissions

Any school age child whose parents or guardians are residents of the Southwest R-V School District who meets the legal and Board of Education requirements, may enroll.

- Proof of residence
- State birth certificate – Kindergartners must be 5 before August 1 (see Entrance Age)
- Immunization records as required by the State of Missouri

When admitting transfer students, grade placement will be determined by the principal.

Asbestos

The Southwest Barry County R-V School District has completed inspection of all buildings for asbestos containing material as required by the Environmental Protection Agency. Kenneth Goodin, AHERA Specialist of Marionville, Missouri, and Justin Speer, with the Southwest R-V School District, completed the inspections. There are two types of asbestos material friable (which can be crumbled into fibers) and non-friable asbestos is safe if maintained properly.

The Southwest School district has three small areas that contain non-friable asbestos. Those areas are; the tiled black markings in the multipurpose room, the transom above windows, and the furnace venting pipes. This area will be inspected regularly to ensure that they continue to be properly maintained.

Arriving Late - Tardies

Students need to report to the office with their parent or guardian when arriving late unless there is a bus problem. Tardies do count against a student's attendance. Habitual tardiness will call for a parent conference and a possible disciplinary action.

Assessment

In compliance with state law, Southwest School has developed an assessment plan for each grade level. A copy of the assessment plan is in the counselor's office.

Attendance Policy

Regular school attendance is important for a child's academic progress. Excessive absences hinder a child's education and may result in denial of promotion to the next grade.

When a child is absent, parents should send a note and/or call the elementary office stating the reason for the absence. All required class work missed during any absence will be made up. (This includes OSS students.) After a student misses a class three (3) times in the semester, the principal will notify the parent/legal guardian via mail. A warning three (3) day letter will be

mailed and another letter will be mailed at five (5) days, and seven (7) days. All absences including funerals and doctors/dentist appointments count toward the allowed days. The only days not counted toward the allowed total days are **school business/school sponsored activity days, medical notes that state that a student cannot be in attendance of school, court or state mandated counseling appointments, or subpoenaed court appearances** (documentation from the court is required).

If a child misses 10+ days without any communication from home or doctor's notes the school may contact the Department of Family Services due to educational neglect and/or refer the case to the Barry County Prosecuting Attorney. Students may also be retained due to excessive absences.

Definition of Educational Neglect:

Educational neglect is the failure by the person responsible for the care, custody, and control of the child to provide an appropriate education and to promote school attendance as required by Missouri Law. Section 167.031 RSMo., requires all children ages 7 up to age 17 to attend school, except that any child who has successfully completed 16 credits toward high school graduation is not required to attend, therefore does not meet the criteria for educational neglect. Children ages 5 and 6 are required to attend school, when they have been enrolled in a public school by their parent or guardian.

Educational Neglect vs. Truancy

Educational neglect must be differentiated from truancy (a status offense).

- When a child is continuously absent from school through intent or neglect of the parent or caretaker, there is educational neglect.
- When a child is absent through his/her own intent, this is truancy and not reportable as child abuse/neglect.

Southwest Elementary believes that regular attendance of our students is the responsibility of parents. Parents are required under state law (167.031, 167.051) and Southwest Board of Education to assure that their children attend school regularly. Parents/Guardians should:

1. Send the child to school each day on time.
2. Schedule appointments, such as medical and dental, after school hours when possible.
3. Consult with the school staff when in doubt about school attendance procedures or your child's attendance patterns.
4. Be aware of your child's attitudes and feelings about school, which may adversely affect his or her attendance.
5. Understand that absences will affect achievement and may affect credit/promotion.
6. Understand that vacations that take students out of school are discouraged and will affect student attendance records.

Building Security

The main entrance for the elementary school is located on the west side of the building. All will be required to enter through the exterior doors then enter the office. To check out your student you must go to the office.

Each morning the doors will be open from 7:30 to 8:05 AM to allow students to enter the building. Students will not be allowed into the building before 7:30 AM. Please do not drop off students before 7:30 AM, they will not be able to gain entrance to the building. This is very important during the winter months.

Bullying Policy

Bullying is the repeated and systematic intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Bullying is not allowed at Southwest Elementary and will be investigated and dealt with as soon as possible.

Calling Your Child's Teacher

If you call during the "School Day" (8:00 AM. – 3:16 PM) to talk to a teacher and the teacher is in class, a message will be taken or left on their voice mail and the teacher will return your call. Other suggested times to call would be just before or after the "School Day".

Care of Books

All books, which are the property of the school, should be kept in good condition. Books that are lost or torn beyond use will be charged to the student. Please report all lost and defaced books to the principal.

Care of Chromebooks

Most students will be assigned a Chromebook that will be kept and used within their classroom. Students are responsible for taking care of these while they are using them. If a student should break a Chromebook due to negligence, he/she will be required to pay for repairs. A student who does not take care of his/her Chromebook may lose their privilege to use it for a determined amount of time.

Care of School Property

Each teacher is held responsible for the care of school property. Please report all students found defacing property to the school principal. Students will be fined according to the amount of damage he has done. Injuring school property, penalty -- Every person who shall willfully injure or destroy any building used as a school house, or for other educational purposes or any furniture, fixtures or apparatus thereto belonging, or who shall deface, mar or disfigure any such

building, furniture, or fixtures, by writing, painting, cutting or pasting thereon any likeness, figures, words, or devices shall be fined in a sum not less than ten nor more than fifty dollars for each offense for writing, painting, cutting or pasting on any such building, furniture or fixtures any such words, figures, likeness or device, to recover by civil proceedings in any court of competent jurisdiction in the name and to the use of the school district to which the property may belong; and the punishment provided in this section to be in addition to and not in lieu of the punishments for each offense. (R.S. 1929, S.B. 1041) Missouri School Laws, Section 166.040.



Cell Phones

The use of cell phones is not permitted during the school day. If a cell phone goes off or is visible it will be confiscated, and the parent will be required to pick-up the phone in the Elementary office. (This includes text messaging.)

Change in Student Information

It is imperative that the school office be notified immediately of a change of address, name, office telephone number, disconnecting a telephone, discontinuing an emergency number or a change in emergency information during the academic school year. The school must always have a current emergency telephone number for every student.

Child Abuse/Neglect

The Southwest R-V School will allow Family Services access to any student when that organization is investigating a suspected child abuse case. The school district will NOT notify parents of such contact.

Teachers, counselors, principals, and superintendents are under direct mandate by state law to immediately report any suspected child abuse cases. There is no discretionary judgment provided.

Conditions Requiring a Note from Parents

We realize there are some students who have physical care needs that dictate:

1. Their physical activities are restricted for a short period of time.
2. A doctor's note is required for a student to stay in numerous recesses.
3. Limited physical education participation requires a note from a doctor.
4. They have extra restroom privileges.
5. Sending medication to be administered with specific instructions (see Health – Medication Policy).
6. Absence from school.

Other reasons requiring a note of explanation from parents are:

1. Change in address, telephone number, place of employment or child's babysitter.

2. Have a doctor or dental appointment during school hours.
3. Change in transportation involving a different address or different bus.
4. To be picked up rather than riding the bus.



Custodial and Non-Custodial Parents' Rights & Responsibilities

When parents of a student are estranged, separated, or divorced, school personnel will uphold the parents' rights. Both parents (custodial and non-custodial) have the right to come to school to eat lunch with their child, pick-up the child from school, receive grade and progress reports, receive nurse's reports, attend school events, attend teacher conferences, etc.

In compliance with the legislative changes and policy, the school must allow each of the legal guardians to pick-up a child at school regardless of visitation times cited in the parenting plan or whether or not the other parent is listed on the pick-up card.

The only exceptions to this policy are:

1. there is a restraining order prohibiting that individual from having contact with the child
2. the divorce papers state that the individual only has supervised visitation
3. a termination of parental rights.

All papers must be signed by a judge to be honored at the school. Legal motions that have been filed with the courts, but not acted upon and signed by a judge are insufficient for the school to act upon. If the custodial parent has a problem with the non-custodial parent exercising these rights, the custodial parent needs to provide the School District with a Court Order which restricts the non-custodial parent from exercising the rights they have pursuant to the law.

The school can only go by what is on file. If new actions have been taken by the court but the school has not been provided a copy of the signed court order, the school will go by the last court document on file. If a scene is created by a parent or parents at school regarding their custodial rights a police officer will be called.

Discipline

No student has the right to infringe upon the education of others due to their behaviors.

The principal of the school shall be directly in charge of the discipline with constant assistance of all faculty members. School wide expectations will always be observed and maintained. It is the duty of all teachers to cooperate with and assist in every way in the maintenance of proper order, study, and organized play. Students will show proper respect to all teachers and obey their

instructions. Teachers are to maintain control of students both in and out of class. A student who continues to cause issues and refuses to do what is asked can be assigned Out-of-School Suspension (OSS). Parent's may request swats instead of OSS, but the final consequence will be decided by the principal. All punishments and/or suspensions for minor and major infractions may be subject to change based upon any and all factual evidence and the need for administrative flexibility. Disciplinary problems will be handled in accordance with School Board Policies and the Missouri Safe Schools Act. The Discipline Code can be found at the end of this document.

Discipline Management – Behavior Intervention Support Team (BIST)

Southwest R-5 School will implement a student management program known as BIST (Behavior Intervention Support Team). The purpose of this system is to help students manage their own behavior in a way that does not interfere with their own learning and the learning of others. Through BIST, we aim to bring about lasting changes in students' attitudes toward themselves and others around them so that they can:

- Be productive students in the classroom
- Be in control of their own behavior
- Find acceptable solutions to their problems

BIST Concepts

Safe Seat: A seat in the classroom away from other students to help the student regroup, process with the adult, and join the class.

Buddy Room: A seat in another teacher's classroom to help a student regroup, complete a think sheet, and process with the adult so they may return to the classroom safe seat.

Recovery/Focus Room: A place in the school where students can go to practice replacement skills, stop acting out, calm down, prepare an apology, and create a plan to make better choices for themselves.

Think Sheet: A tool that the student completes to help him/her take ownership of the problem, partner with adults, and create a plan to be successful.

Processing: Questions the adult asks the student so he/she may take ownership, practice skills, and create a plan to make better choices.

Target Behavior Sheet: A daily visual of goals the student is working on to help him/her problem solve.

Triage: Daily "check in" with an adult to practice replacement skills, assess emotions, establish focus about what it means to have a successful day, and formulate solutions if problems occur.

Class Meeting: Weekly meetings facilitated by the adult to help students solve problems, plan events, and maintain a positive classroom community.

Goals for Life: Goals that we help students obtain so that they may have the life they want and deserve. Goals for Life are based on the following beliefs:

- I can make good choices even if I am mad.
- I can be okay even if others are not okay.
- I can do something even if I do not want to (or even if it's hard).

Replacement Skills: Desired student behaviors that are practiced during triage so the student can be successful at school.

Discipline - Suspension (out of School)

1. When a student is suspended, they are sent home immediately upon notification of parents, and are not allowed to attend their regular classes for the duration of the suspension. A parent or guardian, for a post-suspension conference for remittance, must accompany them to school.
2. Students are prohibited from participation in any type of curricular or extracurricular activities and are not to be on school property while suspended off campus.
3. Students will be required to complete any class work missed during the duration of the suspension.

Discipline - Corporal Punishment

According to the Southwest R-V Board of Education (JGA-1), corporal punishment can be administered Pre-k through 12th grade level by the principal when a parent/legal guardian request. When a student's consequences for inappropriate actions results in OSS, a parent may authorize, by verbal and written permission, for a student to receive corporal punishment in place of the original consequence(s). Before "swats" will be administered a "Corporal Punishment Consent Form" must be signed and turned in.

Drug and Alcohol Use

Students are hereby informed that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. This policy applies to any student who is on school property, who is in attendance at school or at a school sponsored activity whose conduct at any time or in any place (including school buses) interferes with the missions or operations of the school or the safety or welfare of students or employees.

It shall be against school policy for any student to possess, use, distribute, sell, or be under the influence of any narcotic drug, alcohol, hallucinogenic drug, amphetamine, barbiturate, marijuana, glue, or narcotic device. Students shall not be under the influence of contraband or controlled substances because of use prior to arrival at school or a school function. Students involved in incidents of the foregoing nature shall be punished within guidelines developed by the administrative staff and subject to the same review procedures as those used in any other punitive action.

Entrance Age

The Board Policy states - to be eligible for the first grade at the opening of school, a pupil must be six years of age before August 1st of the current year. Kindergarten pupils must be five years of age before August 1st, of the current year. If a child has not attended kindergarten, although they meet the age requirement for first grade, that child must be tested and evaluated by a committee of teacher, counselor, and principal. This committee shall make the recommendation as to the educational placement of the child. Pre-school students must be three years of age.

Excusing Children During School Hours and Sign In/Out Procedure

Children shall not be permitted to leave school during school hours until the principal has been in direct communication with the parents or legal guardian. Anyone requesting a student to be released to them during school hours will need to come to the elementary office to sign out the child. The sign out sheet is located in the secretary's office. Time, date, student name, parent/guardian signature, and reason for leaving are required. Students may only leave with those named on the parent release file in the office.

Students going home with other students shall have a note from home or a phone call from parent stating this and the students receiving them shall have a note stating this also. The office needs to see these notes to create a bus pass. Bus drivers will not let a student go home with another student without the bus pass.

If the school contacts you to pick up your child due to illness or injury, your child will be waiting in the office/nurse's office to be signed out.

At the end of the day all children, Pre-k - 4th grade, who are to be picked up, will go to the Elementary Cafeteria. All car riders must be signed out before the child is allowed to leave. Parent/guardian cooperation with this policy is imperative.



Flowers Delivered to Students

Any flowers and/or gift pack delivered to school for special occasions will remain in the office until the end of the school day. We also ask all parents/families to not have balloons delivered to school. This is due to the safety issue involving balloons in the classroom and on the bus. Balloons will not be allowed on buses. Florist arrangements with balloons will have to be picked up by parents/guardians.

Field Trips

Each classroom is allowed one (1) field trip per year, which requires transportation, by bus. Permission slips must be signed and returned to school before students are allowed to go on a trip. Students in other grades are NOT allowed to attend another grade level's trip. Parents who are attending the trip as a sponsor are asked not to bring younger siblings on the trip. A field trip is a privilege, which may be revoked because of a disciplinary reason and/or financial reason.

The classroom teacher will contact parents if the student is not allowed to attend the field trip.

A child owing more than \$10 on their lunch account or has any other outstanding fine (such as a missing library book) will not be allowed to attend their field trip, unless other arrangements have been made with the principal.

Fire, Tornado, Earthquake Drills and Evacuation Plans

Fire Drills - In case of fire or fire drill, remember these directions and your teacher's directions precisely. The alarm signal will be a series of short bells and the all-clear signal will be one long bell. All windows and doors must be shut. DO NOT use the windows for evacuation unless your classroom door is blocked by fire. This evacuation plan will also be used in the event of a bomb threat.

Tornado and Earthquake Drills - The signal for tornado/earthquake drill will go out over the intercom system. Students will move to a designated area and follow specific instructions.

If a stormy situation exists at dismissal time, we will follow this procedure:

If we are under a TORNADO WATCH, we will go ahead and dismiss students;

If a TORNADO WARNING is in effect, students will be held until the ALL CLEAR is sounded.

Health Standards

No pupil shall attend school while affected with any contagious or infectious disease or while liable to transmit such disease after having been exposed to the same. The school nurse, with the consent of the principal, may require a pupil suspected of having a disease or of being able to transmit a disease to be examined by a physician and to provide a written statement of health before re-entering school. Any pupil not complying may be excluded from school. Children who become ill at school should be taken to the nurse's office where the nurse will triage the student and make the decision to call the parent, doctor, etc. The decision regarding medical treatment should always be the responsibility of the parent. Only in cases of emergency should the school make this decision.

Sick room facilities are extremely limited. Please make sure that the school always has your correct phone number and the name and contact information for another person who will assume responsibility when you are not available (emergency contact).

Children should not be at school if during the last 24 hours they have had any of these symptoms:

1. Temperature of 100 degrees or greater
2. Vomiting or diarrhea
3. Unusual or unexplained rash
4. Severe cough or cold
5. Red, inflamed eyes (should not attend if itching, pain, or purulent (pus) drainage are present – consult doctor)

6. Ringworm (area must be covered during treatment)
7. Head lice
8. Scabies (much provide doctor's statement of diagnosis and treatment)
9. Chicken pox (excluded for 7 days from onset of rash, at that time all blisters must be dry crusts)
10. Strep Throat (following a positive throat culture the child must be on antibiotics and without fever for 24 hours before returning to school)
11. Mononucleosis (infected children may attend school upon the approval of a physician, as long as the child is without fever and the student feels well enough to return to daily activity)

Health - Medication for Students

All medicines must be brought to the health office and dispensed by the nurse or designee. A physician must prescribe the medication. The medication brought to school must be given to the nurse with a written order from the doctor. **Do not send prescription medicine on the bus with students.** Prescription medication must be delivered and picked-up at the health office by an adult. This is for the safety of all students. Over the counter medication may not be administered without orders from a doctor. (section 334.104.1, RSMo.) Any medication that is brought to school without orders from a doctor will be held and it will not be given to the student. If a child needs medicine three times a day, this can usually be given before school, after school and at bedtime. If it is absolutely necessary that they take medication at school, the dispensing is to be done only in the health office. The parent may come to the health office and pick up the medication during school hours. Medication that is to be given at school should be brought to the health office in the original prescription container. It is advisable to inform the pharmacist at the time the prescription is filled if some of the medication is to be left at school. A record of any administration of medicines to any student shall be kept. The school district retains the right to reject any request for the administration of medicine.

Immunizations – Required by State

All students shall be in full compliance with Missouri State Law, Section 167.181 RSMo Cum. Supp.195 on immunization against communicable diseases. Students failing to show proof of immunization shall not be permitted to enroll in the Southwest School District until the requirements of the law for immunizations are met. Exemptions from compliance must be in accordance with the provisions of the law.

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

The Southwest R-V School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present, and the interview will be conducted in private.

The principal or secretary will verify and record the identity of the officer or other authority and

request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians. If the interviewer raises a valid objection to the notification, parents will not be notified. Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials.

Interview with Division of Family Services Personnel

The Division of Family Services (DFS) may find it necessary to interview students during the school day or during periods of extracurricular activities when an emergency exists or when interviewing in the home setting would be inappropriate. The DFS worker will contact the school principal or designee prior to coming to the school to arrange the interview, when possible. A law enforcement officer may accompany the worker when the report alleges sexual abuse or serious physical abuse. The principal or secretary will verify and record the identity of the DFS staff person, who will explain the need to question or interview the student at school. The following points should be worked out prior to the interview:

- * Who will conduct the interview? This will generally be the DFS worker or law enforcement officer, although the child's relationship with school personnel may be taken into consideration.
- * Who will participate in the interview? This may include the school principal or designee or a teacher, counselor or nurse who has a relationship with the child. This number should be kept to the absolute minimum.
- * Where and when the interview will be conducted. It must be in a private setting and with the least disruption to the child's schedule as possible.
- * Confidentiality mandates should be discussed.
- * If the DFS worker has not talked with the parents, he or she should assume the responsibility for notifying the parents that the child has been interviewed. If DFS makes the first contact with the parents regarding the school interview, DFS will contact the school to inform them of the outcome and the parents' response.

Library Book Late Fee

A student can check a book out from the library for two weeks. After the two-week period the student will be charged a late fee of \$0.05 for each day the book is late. The daily late fee will continue accumulating until the fee reaches the cost to replace the book.

Lice Policy

Teachers who suspect a student has live lice should very discreetly check the student's head and/or send the student to the nurse. If the student is early primary, this could probably be done in the hallway. Older students may require a more private area. Every effort should be made to not embarrass a student. If only nits are found the child will be allowed to stay in school and parents will be notified by phone or letter. If live lice are spotted the student's family will be notified to come and pick up the child. When the student is picked up, a bottle of lice shampoo will be given to the parent. It will be communicated that the student must be treated and should return to school the next day, as the shampoo should alleviate all live lice. The office may

generate a letter that will be sent home with all other students in the classroom (in self-contained classrooms only), to alert their parents that head lice was discovered. When the student returns to the classroom after treatment, the nurse will again discreetly check for live lice. If live lice are still present, the child will not be allowed to stay in school. The entire procedure will be repeated except for sending another letter.

Lost and Found

Articles found in and about the school grounds should be taken to the office where they must be identified before the owner may receive them. Students are advised to leave valuable items and large amounts of money at home. The school district cannot protect your personal items or money unless you check the items in for the office to control.

If you witness theft or threats, please come to the Superintendent's office, and discuss the information with the Principal and Superintendent of Schools.

Lunch and Breakfast - Elementary

It is particularly important that you place your child's lunch money in a school provided envelope with the front completed explaining where the money is to go. All accounts are carried over from the previous year for each student. Statements are sent home with students during the quarter. After receiving a bill, if you feel that there are errors in this billing please contact the school to decide to review the account with a member of our staff. Students may not be allowed to go on the class field trip with a negative lunch balance. All students are required to eat in the cafeteria whether they bring their own lunch or eat the meals prepared in the cafeteria. Under no circumstances are the students to leave campus to eat lunch.

Families are welcome to eat lunch with their children. Please check in at the office before going to the cafeteria. Families will be required to wait for their children in the cafeteria; please do not travel to the classroom.

Lunch and Breakfast – Free/Reduced

A family may complete an application for free and reduced lunches in the office of the elementary building. Approval or denial will be made by the elementary principal based on national guidelines. After application has been turned in, the family will receive notification of approval or denial. If you have not received this notification within five (5) days, please contact the office. It is the parent's responsibility to see that the applications have been turned in and approved by the school. **A new application must be completed each school year.**

Make Up Work Policy

It is the students and parents' responsibility to contact the teacher for make-up work immediately when returning to school. Students will have the number of days absent plus 1 day to make up their assignments unless other arrangements have been made. To pick up a student's homework, please inform the office in the morning. The homework will be available after 2:30 p.m. in the office. This will eliminate disruptions during class.

Notice of Non-Discrimination

The Southwest R-V School District does not discriminate on the basis of race, color, religion, gender, national origin, sex, age, or disability, in its programs, activities, or employment practices as required by Title 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.

Inquiries and complaints should be directed to the school district's non-discrimination coordinator. The following person has been designated to handle inquiries and complaints regarding the non-discrimination policies:

Superintendent of Schools
Southwest R-V School District
529 East Pineville Road
Washburn, MO 65772
Phone: 417-826-5410

Off-Limit Area for Students

Students are not allowed to purchase carbonated beverages (pop) from the vending machine in the elementary.

Parent-Teacher Conferences

We welcome your requests for conferences. It is very important that you know what is going on with your child at school. Please schedule all conferences by calling the office at 417-826-5411. At this time, the secretary will assist you in arranging a conference with your child's teacher.

Southwest Elementary will request a conference with all parents at the end of the first and third quarter of each year. Teacher will send an appointment schedule home with the students during this time. Southwest Elementary strives for 100% attendance for fall (1st quarter) and spring conferences (3rd quarter).



Parties and Organizations

The principal is responsible for setting up a definite plan for operating and guiding organizations and parties. All extra-curricular activities will comply with Board of Education policies. Four school parties may be held each year: Fall, Christmas, Valentine's Day, and Spring. The last hour of the school day is given to this activity. Parents may bring a treat that is simple (a single

item and/or drink) for the student to share on their birthday with the whole class. Please visit with the teacher before the student's birthday. We do not deliver invitations to parties at school. Traditionally, if everyone in the class is invited, we will allow students to hand out invitations, however, we will not allow a student to go to another class and hand out invitations. Parents who do not want their children to participate in these parties should communicate that to their child's teacher **in writing**. The school encourages such parents to pick up their child(ren) from school before the parties begin so the child(ren) will not feel left out.

PDA on School Grounds

Students should always conduct themselves in a proper manner. This means that there shall be no hand holding, embracing, kissing, or unrepresentable action on school grounds. This also pertains to the hallways and parking areas. This policy also covers student behavior at any school activity. Students disregarding this policy should expect disciplinary action from the principal.

Placement of Students

Biological siblings will not be placed in the same classroom. Students related to a specific teacher will not be placed in their classroom.

Recess

Southwest Elementary has recess every day. The students will go outside unless:

- It is raining.
- The wind chill is 32 degrees or lower.
- There are dangerous weather conditions such as ice, snow, mud, etc.

Whether conditions are appropriate for outside recess is at the discretion of the classroom teacher. When the students do not go out, they remain in pre-designated rooms supervised by an adult.

Rarely do health conditions warrant changing recess policy, although in some cases, it may be necessary. After returning to school from an illness, a written statement from your physician must be obtained to excuse the student from recess or PE. As a rule-of-thumb, we can say a child who is too ill or rundown to take part in the necessary activity of recess he/she should remain at home another day. When students must remain inside, they will be supervised.

Remote Learning:

Mission and Vision

Mission Statement: Provide a comprehensive educational and career experience for each student.

Vision Statement: Educate and prepare leaders of tomorrow, today.

Plan Overview: In response to the COVID-19 global health crisis, Southwest R-V Public Schools has developed this remote learning plan so our students can continue learning while our school buildings are closed. This plan represents Southwest's commitment to making every

effort to ensure that the learning of each and every Southwest student continues to be successful.

This plan is founded on the following principles:

- 1.) supporting continuous instruction
- 2.) providing access for all students
- 3.) maintaining connection to the community.

Throughout school closures, Southwest teachers will continue to provide students with instruction that is designed to build upon the learning trajectory already established in the classroom. They will do so using one of the three remote learning options identified in this plan:

- 1.) Teacher-Led Full Digital Instruction
- 2.) Teacher-Led Hybrid Instruction
- 3.) Printed Materials

Options for Remote Learning

Option 1: Teacher-Led Full Digital Instruction

- Teachers design the sequence of learning based on where they left off and what the students are working on.
- Work can be accessed through Google Classroom (videos no longer than 10 minutes, summarized notes for students who access video)
- Students communicate through Google Classroom, e-mails, and/or phone.
- High school students will still have access to Edgenuity and/or college courses.

Resources needed: Pop-up wifi stations in all areas of the district

Option 2: Teacher-Led Hybrid Instruction

- A model of instruction that can occur at any time-kids self-pace their learning each week once teachers share their resources.
- Teachers select and provide digital and printed materials including printed packets, short videos, and other supplemental materials through Google Classroom.
- Students communicate through Google Classroom, e-mails, and/or phone.

Resources needed: Printed packets will be delivered via bus routes with food delivery or can be picked up in the school office. Packet drop offs can be returned to staff on bus route or drop-off box located in front of elementary cafeteria and pop-up wifi.

Option 3: Printed Materials

- A model of instruction that can occur at any time-kids self-pace their learning each week using printed packets.
- Teachers select and provide printed materials located at pick-up/drop-off stations.
- Students communicate through Google Classroom, e-mails, drop-off notes, and/or phone.

Resources needed: Printed packets located at pick-up/drop-off stations.

Best Practices for Remote Learning

Primary Goal: Provide students with opportunities to continue their trajectory of learning (through options 1-3 listed above).

Establish Structure: Begin by orienting students and families to the new environment and creating structure with a focus on maintaining human interaction.

Continuous Improvement: Maintain a focus on continuous improvement. Practices should evolve and improve as we continue to learn.

Support:

- School leaders should work to ensure all teachers should have the resources, support, and flexibility needed to promote student learning to the best of their ability.
- Teachers should be flexible regarding expectations and processes for student learning, with an understanding that online learning conditions will vary across students.

Special Education: The school must ensure that students with disabilities also have equal access to the same opportunities. Schools must implement the IEP of a student with a disability to the greatest extent possible. This means every attempt possible has been tried and documented to ensure equitable access for students with a disability.

Roles in Supporting Remote Learning

Students: Students will prepare for remote learning by:

- Engaging in remote learning activities being offered by their teachers, school, and/or the District.
- Ensuring that they know the usernames and passwords for instructional resources that are accessible via the district portal and/or website.
- Ensuring they set up a remote workspace and calendar to manage their time.

Families: Families will prepare for learning by:

- Assuring that a device and internet access are available at home (complete the school survey to indicate the need for a device and/or internet access for at-home use if needed).
- Ensuring that they are monitoring District communication for up-to-date information regarding school closures and instructional continuation plans.
- Encouraging their students' participation in remote learning content.
- Reviewing the appropriate grade-level information linked within the District website.
- Ensuring that they know their students' usernames and passwords for instructional resources that are accessible via the District portal and/or this website.

Teachers: Teachers will prepare for remote learning by:

- Determining which remote learning option is best for them in collaboration with their leader. providing instructional resources and materials through remote means such as Google Classroom and Google Meet.
- Reviewing district-supplied remote learning materials.
- Setting office hours to connect with students and support their learning remotely.
- Participating in group professional learning and attending virtual learning sessions intended to support remote learning.

- Ensuring that they are monitoring District communication for up-to-date information regarding school closures and remote learning.

Leaders: Leaders will prepare for remote learning by:

- Providing socio-emotional support and an overall positive remote school culture.
- Supporting teachers to provide instructional resources and materials through remote means such as Google Classroom and Google Meet.
- Reviewing district-supplied remote learning materials.
- Setting office hours to connect with parents to support remote learning for students.
- Participating in leader professional learning and attending virtual learning sessions intended to support leading in a remote environment.
- Ensuring that they are monitoring District communication for up-to-date information regarding school closures and remote learning plans to then ensure communication systems are created and implemented for families.

Checklist for Parents and Families:

Complete the tech survey (devices will be distributed the beginning of the school year in Aug.)

Work with your school on expectations for:

Device

Remote learning plan and available resources

Communicate with your child's teacher/teacher's.

Access parent portal:

If needed, create an account

Student Data Privacy: At Southwest R-V Public Schools, we take Data Privacy for our students and staff very seriously, and we have implemented the use of Google Classroom and Zoom/Google Meet to ensure that our families can digitally meet with each student's teacher.

Internet Access: If internet is not an option in your home, we would like to provide our students and their parents/caregivers with access at different points within the district.

- 1.) Extension in High School Parking Lot
- 2.) Seligman First Baptist Church Parking Lot

Remote Learning Home Support Survey

The school enrollment packet filled out at the beginning of the school year

Reports to Parents

Reports to parents serve as useful instruments for personalizing education and guiding students. Much thought must be given to the marks and to the statements made on these reports. All teachers should keep records of student achievement and evidence should be accumulated to determine period markings. Progress reports are sent to parents during the mid-quarter and report cards are due on Friday after each 9-week quarter.

Respect

Students should show respect to each other and to adults in the school. This is an extremely important virtue. We are very serious about students learning how to be respectful while they are in this school. Appropriate disciplinary action will be taken with offenders.

Reading Improvement Plan - Senate Bill 319

Beginning with the 2002-2003 school year and in compliance with Senate Bill 319, Southwest Elementary will develop an individual Reading Improvement Plan to be implemented during grade 4, for any third grader who was determined to be reading below a 2.5 grade level. The plan must include a minimum 40 hours of additional instruction or tutoring (given by a certified staff member) outside the regular school day during the fourth-grade year. Such instruction may be provided during the summer (if available) or during the regular school term. Our reading plan will include the following components and goals:

- * Read at or above grade level at the end of third grade.
- * Increase student-reading time with adults, peers and family.
- * Increase student reading self-confidence.
- * Motivate students to score in the advanced and proficient range of the MAP

Communications Arts Assessment.

School Bus Rules and Offenses

Riding a school bus is a privilege and not a right. Students who disregard the rules will have this privilege suspended. Riders are required to follow bus safety rules at all times.

The following behaviors are not permitted:

- a. disobeying the instructions of the bus driver;
- b. physical or verbal abuse of the driver or displays of disrespect;
- c. physical or verbal abuse of another student;
- d. riding a bus other than that assigned;
- e. riding a bus when the student has been suspended;
- f. possession of weapons or other dangerous objects;
- g. possession of drugs, alcohol, lighters or other ignitable;
- h. possession of tape-player, record player, radio, pager, telephone, or other telecommunications device;
- i. leaving a seat while the bus is in motion;
- j. failure to sit properly in seat;
- k. failure to sit in assigned seat;
- l. throwing objects on the bus or out the windows;

- m. placing any part of one's body outside bus windows;
- n. yelling out of windows;
- o. fighting;
- p. eating or drinking;
- q. selling candy, etc.
- r. horseplay;
- s. spitting;
- t. using profanity;
- u. making obscene gestures;
- v. making excessive noise or engaging in disruptive behavior;
- w. using or playing with any kind of aerosol spray;
- x. failure to cross road as directed by driver;
- y. failure to move away from bus after getting off; and
- z. getting on/off at an improper stop.

Minor safety offenses, which included those actions that may cause the driver to stop the bus in order to correct the situation or those actions that may cause the driver to lose concentration or take his/her eyes off the road, will generally result in the following consequences:

- 1st Offense: Warning or other appropriate consequence
- 2nd Offense: 1-day suspension from the bus and parent notification
- 3rd Offense: 3 days suspension from the bus and parent notification
- 4th Offense: 5 days off the bus with a parent conference at the school for reinstatement of bus privileges. The offense is not corrected after 4th offense, permanent suspension may be recommended.

Some misconduct that usually results in immediate suspension of a student from the bus include:

- a. fighting;
- b. physical or verbal abuse or sexual harassment of students or driver;
- c. smoking;
- d. playing with matches or lighters;
- e. throwing objects on the bus or out of the windows;
- f. possession of drugs, alcohol, weapons or dangerous objects;
- g. riding another bus while under suspension.

Students involved in fighting or inappropriate (major) behavior on a school bus will not be allowed to ride the bus for the following length of time;

- 1st Offense: suspended from the bus for 3 – 10 days
- 2nd Offense: suspended from the bus for 5 – 10 days
- 3rd Offense: suspended from the bus for 10 days
- 4th Offense: recommended for permanent suspension from riding the bus.

It will be the responsibility of the parent or guardian to see that the student is transported to and from school during times when a student has been suspended from the bus.

Students and parents are reminded they should not attempt to discuss bus rule violations or bus

suspensions with the driver at a bus stop. Students who attempt to board the bus while suspended or adults who attempt to board or interfere with the operation of the bus may be prosecuted under applicable Missouri law by Southwest School.

School Insurance

Supplemental insurance is available on a voluntary basis for each student in school. This insurance provides for coverage of injury while at school or at a school sponsored event. (You are not covered to and from school if you drive or ride with someone.) You must be on the school bus to be covered.

School Pictures

Pictures are taken in color each fall and spring. A picture of each child is needed to use in the office for identification and permanent records. All children should have a picture taken, but no parent is required to purchase pictures.

Standards-Based Grading

Understanding Standards-Based Grading

What is Standards-Based Grading?

Standards-based grading, sometimes called proficiency grading, is a method for teachers to measure how students are doing in meeting the learning goals for their grade as determined by their state's standards. Learning goals, sometimes called learning standards, are the academic skills your child should know or be able to do for his/her grade level by the end of the school year.

Standards-based report cards give a grade for each learning goal, so students receive multiple grades in each subject area. In 2nd grade English/Language Arts, for example, you'll see the subject broken into several categories, such as reading, reading foundations, language, etc. Under each category, you'll see a list of skills your child should be able to do, as well as a grade showing how your child is doing.

Work habits—educators may call this learning behavior or success attributes—are graded separately to provide an accurate picture of your child's academic achievement. Behavior includes aspects like completing tasks on time, going to class prepared, and contributing positively to class discussions.



How does Standards-Based Grading differ from traditional grading?

Providing grades for academic proficiency and work habits gives parents more information about the areas in which their child needs to improve than the traditional letter grading system. The traditional grading system combines many elements—test scores, quizzes, completed homework, classroom participation, coming to school on time, extra credit—and averages the semester's work into a percentage that correlates with a letter grade.

One teacher explains letter grades this way: "One student might bring home a B because she did all the work, turned in all her homework, and participated in class but didn't quite understand the concepts. Another student might bring home a B because he aced all the tests and quizzes but didn't do any of the homework and didn't participate in class," he says. "Each student earns the same grade but for very different reasons, and the grade doesn't tell parents very much about what the student knows."

Because standards-based report cards separate the two, you can see if your child needs help with an academic concept or can't remember to turn in homework. Both should be addressed. An overarching goal in education these days is to develop students who not only master academic content but also demonstrate attributes for successful learning beyond school.

How progress is measured....

Schools vary in their report card scales and terminology, but at Southwest ours is the following:

A - Advanced (4 points)
(Consistently Exceeding Expectations)

P - Proficient (3 points)
(Consistently Demonstrates Expectations)

D - Developing (2 points)
(Approaching Expectations)

E - Emerging (1 point)

The big switch with standards-based grading is that teachers work by levels, not percentages. It's more useful to know that your child has met a standard than that she has a B with 84 percent. Each grade on the report card represents a skill or knowledge standard your child has had the opportunity to learn, so it's a meaningful snapshot of academic achievement.

Please keep in mind that students are measured against year-end standards and they mostly earn 1s and 2s in the first grading period, 2s during the second, and then the 3s and 4s begin to appear as they master the learning targets.

As the grading system becomes familiar, you'll get more comfortable. The important thing is that your child is learning and making progress. Please be sure to ask your child's teacher if you have questions.

How will I know if my child needs help?

Receiving a 1, 2, on an assignment or report card can be a sign that a student is in need of extra support in the areas where they are receiving low marks. This is one benefit of a standards-based report card, areas in need of support are clearly evident.



Student Dress Code

No form of dress will be permitted which distracts from the educational process of the school or adversely affects health and/or the safety of the students. Any decision concerning questionable dress will be made by the administration.

Hats, caps, and non-prescription sunglasses are not to be worn inside the building. Any kind of head cover is to be removed when any student enters the building. Any garment with decorations, patches, lettering, advertisements, or with double meaning slogans, etc., that may be considered obscene, offensive or inappropriate is not to be worn to school. This includes any garment or accessory with any drug emblem, tobacco product, or alcoholic beverage, nudity or improper language. Shorts, in good taste, may be worn during the school year.

Compression/biker shorts are not acceptable. Shorts and miniskirts must be fingertip length (approximately mid-thigh) when the student is standing straight. No jeans will have holes higher than mid-thigh. While ear piercing is acceptable, lip, tongue, eyebrow, and other visible forms of piercing should use a clear spacer.

Any form of mesh or see through clothing will be considered inappropriate. Shirts with excessive side openings are not permitted. Tank tops, tube tops, spaghetti strap dresses/tops or strapless dresses without a covering shirt, blouse, or jacket are considered inappropriate. Bare midriffs are not allowed. Shirts and blouses must cover the entire torso at all times, even in movement.

Jewelry, chains, etc. that are disruptive to the educational process or that could be considered dangerous and could injure someone if used as a weapon, or could be damaging to property, will not be allowed at school.

Maintaining one's hair in an appropriate manner is essential to being a well-groomed student. Hair should be kept clean, neat, out of the face, and away from the eyes. In addition, students should not color their hair with any tones that may be distracting. However softer, more acceptable colors may be allowed. Any natural hair color will be permissible, but before students modify their hair with some other color (that is not considered a natural tone) they should confer with their building principal.

Suicide Policy

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Southwest R-V School District is committed to maintaining a safe environment to protect the health, safety and welfare of students.

This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide. **(School Board Policy JHDF-AP-1)**

Tobacco

The possession or use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity is prohibited. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

Toys, Radios, Tape, CD Players and MP3 Players, etc.

Toys, radios, tape, CD or MP3 players brought to school create too much disturbance in the classrooms and cafeteria. Such belongings can be lost or broken at school. Hereafter these items are not to be brought to school. (August 19, 1985)

Trading and Selling

There will be no trading and/or selling between students of any items, personal or otherwise. (Toys, cell phones, games, etc.) This includes items being sold by non-school organizations.

Transfers and Withdrawal

Students whose parents are moving out of the Southwest District must be checked out through the office and obtain a withdrawal slip.

No records will be given to the student or provided to the other school unless all bills are paid to Southwest R-V School.

New students to Southwest will be placed in classes on probation, based on the information provided by the student at entry. As soon as official records are received and evaluated, the student will be classified and placed in a class group (by credit requirement) and final classes based on need to meet Missouri and District requirements for students.

Parents must accompany new students upon registration. A state issued birth certificate, immunization records, and proof of residency must be presented when a new student enrolls and before a student can begin.

Use of Telephone

We have one telephone line for over 400 people. Please call only in emergencies. Students will not be called to the telephone. Emergency messages prior to 2:00 PM will be delivered to the students. Students must get permission from the principal to use the office phone. Daily plans need to be made before your child leaves home.

Visitors

We encourage parents to visit the school. All visitors to the school must go to the office and sign in to obtain a visitor's pass during the following hours: 8:06 AM. – 2:50 PM. All adults must check in at the office and receive a visitor's pass before allowed in the classrooms, cafeteria or playground. Students are not allowed to bring visitors to school with them during the school day. Parents/guardians are invited to visit the school for scheduled conferences. During parties

and special days – visitor passes will not be required.

Weapons

Knives, guns and/or other sharp objects considered dangerous are NOT to be brought to school. Students are hereby informed that guns or any item intended to be used as a weapon will not be allowed at school. This includes pocket knives and other sharp items. Students who bring dangerous items to school will be dealt with according to school district policy, Missouri Safe School Act (HB 1301 and 1298) states that any student bringing firearms to school will be expelled from school for a period of not less than one (1) year.

Weather - Forced School Closing

It is presupposed that no days will be lost because of snow, ice, or other emergency conditions. If such unforeseen conditions should arise which would necessitate the temporary closing of school, the news at 6:30 AM and 7:30 AM will be heard over radio and television. School patrons and students should listen/watch local stations when weather is inclement. Families may also be contacted by the automatic dialing system. Please update phone numbers in the office. Please do not contact school officials unless it is an emergency.



Wellness Guidelines

Parents and Teachers are encouraged to limit soda and candy to no more than 50 percent of the food offered at snack time or special holiday parties. The remaining 50 percent of party foods offered should meet two of the criteria listed below;

- Provide 3 grams or more fiber
- Provide 35 percent or fewer calories from fat or less than 10 percent calories from saturated fat
- Provide less than 16 grams sugar per serving; and make a “significant nutrition contribution” as defined by providing 20 percent daily value of one or more of calcium, vitamin A, vitamin C or iron or five or more grams of protein.
- Beverage items could include the following - milk, flavored milk, 100 percent juice, electrolyte replacement drinks, water, and flavored water.

Southwest Elementary Discipline Code

*The Principal has the authority to assign a different consequence at any time.

Referral Issue	1st Offense	2nd or Subsequent Offense	3rd or Subsequent Offense
Academic Dishonesty (Cheating) copying answers from another student's work or using other fraudulent methods to gain answers: plagiarism	Nullification of Document	Nullification of Document	Nullification of Document
Arson – Starting or attempting to start a fire or causing or attempting to cause an explosion	1-180 day suspension and notification of legal officials restitution or OSS, expulsion	1-180 day suspension, recommendation for expulsion & notification of legal officials restitution	
Assault – Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person	OSS Notification of legal officials	OSS Notification of legal officials	
Assault of Staff -- strikes, slaps, kicks at any staff member	10–180 day suspension Notification of legal officials	11-180 day suspension Notification of legal officials	
Bullying – Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: cyber bullying , physical violence, verbal taunts, name-calling and putdown, threats, extortion or theft, damaging property, an exclusion from a peer group (see Board Policy JFCF)	OSS	OSS	
Bus Misbehavior	Warning/Conference/ 3Day Bus Suspension	Conference/ 3 Day Bus Suspension	6 Day Bus Suspension, 9 Day Bus Suspension, 10+
Cell phone usage – cell phone usage, although convenient, is a deterrent to the educational process in the classroom; cell phone usage in the middle school is prohibited. Parent/guardian and student are required to sign a cell phone usage contract.	School personnel will confiscate and bring to the office. Student will receive warning. Student may pick up cell phone at the end of the day.	Confiscated Office will hold for parent to pick up	Confiscated Office will hold for parent to pick up; Corporal punishment with parent consent.
Cyberbullying (see Board policy JFCF) – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats;	Detention Or 1-180 days of OSS	1-180 days of OSS	

threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.			
Dishonesty – Any act of lying or deception, whether verbal or written, including forgery	Nullification of document Detention	Nullification of document 1-180 days OSS	
Disrespectful or Disruptive Conduct or Speech -- Verbal, written, pictorial or symbolic language that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions	Warning Lunch Detention	Conference 1-180 day OSS Expulsion	
Dress Code Violation -	Alternative placement; parent contact	OSS 1- 10 Days	1-180 Days OSS
Drugs/Alcohol -- sale, purchase, or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation	1-180 days OSS Notification of Legal authorities	1-180 days OSS Expulsion Notification of Legal Authorities	
Drugs/Alcohol – Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act	1-180 days out of school suspension Notification of legal authorities	1-180 days out of school suspension or expulsion Notification of legal authorities	
Drugs/Alcohol – Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II,	1-180 days out of school suspension or expulsion Notification of legal authorities	1-180 days out of school suspension or expulsion Notification of legal authorities	

III, IV or V in section 202 of the Controlled Substances Act			
Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.	1-10 days OSS Notification of legal authorities	1-180 day suspension Notification of legal authorities	
Failure to Care for or Return District Property Loss of, failure to return, or damage to district property including, but not limited to books, computers, calculators, uniforms, and sporting and instructional equipment.	Restitution Conference Detention,	Restitution Detention	
Failure to Meet Conditions of Suspension – Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. Consideration shall be given to whether the student poses a threat to the safety of any child or school employee or if disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy	Verbal warning 1-180 days OSS Expulsion	1-180 days OSS Expulsion	
False Alarms – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting the educational environment or causing the evacuation or closure of school property.	Restitution 1-180 days OSS; Expulsion	Restitution 1-180 days OSS; Expulsion	
Fighting -- Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.	1-180 days OSS	1-180 days OSS, Expulsion	
Hazing – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club, or athletic team. Hazing may occur even when all students involved are willing participants.	1-180 days OSS	1-180 days OSS Expulsion	

Horseplay – Includes wrestling, scuffling, tripping, punching, hitting and harassment	Warning, Conference, Detention; OSS	1-10 days OSS	
Incendiary Devices or Fireworks – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff: possessing or using fireworks	Confiscation ,warning, Detention	Confiscation ,warning, detention, OSS	
Insubordination – Open defiance toward any staff member	Conference, Detention 1-3 days OSS	OSS	
Nuisance Items – Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.	Confiscation, warning, detention	Confiscation, detention, OSS	
Obscene/Offensive language, gestures, profanity, writing or distribution of materials	Warning/Conference	1-180 day suspension OSS	
Obscene/Offensive language and gestures – Directed at staff members	5 days OSS	10 days OSS	11-180 days OSS
Public Display of Affection – Physical contact that is inappropriate for the school setting, including but not limited to hugging, kissing, groping and/or any sexual activities.	Conference OSS	OSS	
Sexual Harassment – Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment, including but not limited to sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances	Warning/Conference 1-180 days OSS Notification of Authorities	1-180 days OSS Expulsion Notification of Authorities	
Sexual Harassment – Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment	1-180 days OSS Expulsion	1-180 days OSS Expulsion	

environment; including inappropriate touching			
Tardy – per quarter per class	3 rd tardy – Code of Conduct	4 th Tardy and 5 th Tardy Teacher assigned lunch detention.	6 th Tardy
Technology Misconduct - Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.	Loss of privileges for a quarter. Loss of privileges for a semester.	Loss of privileges for a semester.	Refer to Board Policy JG-R pages 9 & 10
Theft – Theft, attempted theft or knowing possession of stolen property	Warning/Conference 1-180 days OSS Notification of legal officials	1-180 days OSS Notification of legal officials	
Threats or Verbal Assault – verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage	Warning/Conference 1-180 days OSS Notification of legal officials	1-180 days OSS Notification of legal officials	
Threats toward any staff member	5 days OSS	10 days OSS	11-180 days OSS
Tobacco – possession of any tobacco product, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medication s used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.	Confiscation of tobacco product In school suspension 1-3 days OSS	Confiscation of tobacco product 4-10 days OSS Notification of legal officials	
Tobacco – use of any tobacco product, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medication s used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.	Confiscation of tobacco product 3 days OSS Notification of legal officials	Confiscation of tobacco product 4-10 days of OSS Notification of legal officials	
Truancy – Absence from school without the knowledge and consent of parent/legal guardian and/or the school administration;	Warning/Parent Contact	Warning/Parent Contact	

excessive non-justifiable absences, even with the consent of parent/legal guardian (See Board policy JEDA)			
Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance	1-180 days OSS	1-180 days OSS Expulsion	
Vandalism – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students (See Board policy ECA)	Restitution ISS 1-180 days OSS Expulsion	Restitution 1-180 days OSS Expulsion	
Weapons – Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. 921, 18 U.S.C. 930 (g) (2) or 571.010 RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person	1-180 days OSS Expulsion Notification of legal officials	1-180 days OSS Expulsion Notification of legal officials	
Weapons – Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010 RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930 (g) (2)	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent Notification of legal officials	Expulsion Notification of legal officials	

ESSA Complaint Procedures

(As revised by Missouri Department of Elementary and Secondary Education April 2017)
The following complaint resolution procedures apply to all programs administered by the Missouri Department of Elementary & Secondary Education (DESE) under the Every Student Succeeds Act of 2015 (ESSA). Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V.

Definition of a Complaint

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

All written complaints regarding programs implemented at Southwest R-V School District shall be made to Tosha Tilford, Superintendent of Schools, 529 E Pineville Road, Washburn MO 65772.

Who May File a Complaint?

Any individual or organization may file a complaint. Complaints may be filed with the local education agency (LEA) or with the Missouri Department of Elementary and Secondary Education (DESE).

Complaints Received by the Local Education Agency (LEA)

Complaints filed with the local district concerning ESSA program operations in the Southwest R-V School District are to be investigated and resolved by the district according to locally developed procedures, when at all possible. Such procedures provide for:

1. Disseminating procedures to all stakeholders annually,
2. Procedures regarding complaint resolution will be available upon request in all administrative offices within the district,
3. Informal complaints will be addressed in a prompt and courteous manner,
4. The state educational agency (DESE) will be notified within 15 days of receipt of written complaints,
5. Timely investigation and processing of complaints will be completed within 30 days, with an additional 30 days if exceptional conditions exist,
6. Complaint findings and resolutions will be disseminated to all parties of the complaint and the local school board within 5 days of the conclusion of the investigation.

A complaint not resolved at the local level may be appealed to the Missouri Department of Elementary and Secondary Education, which will be processed according to the procedures outlined in sections below.

Complaints Received by the Department of Elementary and Secondary Education (DESE)

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
 2. The facts on which the statement is based and the specific requirement allegedly violated.
- The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered a public record and may be made available to parents, teachers, and other members of the general public.

5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).

6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

In addition to the procedures listed above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

Appeals to the Department of Elementary and Secondary Education

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

If a complaint is not resolved at the state level (Department of Elementary and Secondary Education), the complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Procedure Dissemination

1. This procedure will be disseminated annually to all parents in a newsletter.
2. Complaint procedures will be posted on the district website: <http://www.swr5.net/>
3. Complaint procedures will also be available in the Office of the Superintendent, as well as building level offices.
4. Additional information regarding ESSA complaint procedures may be obtained at the state website <http://dese.mo.gov>
5. DESE will keep records of any complaints filed through this policy.

Edgenuity - Enrollment Procedures

The superintendent or designee will establish open enrollment periods and registration deadlines for students to enroll in virtual courses offered by the district such as Edgenuity, our MOCAP option. These enrollment periods and registration deadlines will be strictly enforced unless the superintendent or designee determines that an exception is warranted due to circumstances such

as a change in a student's health or the long-term suspension of a student. Enrollment periods and registration deadlines must align with the district's academic calendar and assessment schedule to the extent practicable.

A student or parent/guardian must notify the student's principal or designee before the student may enroll in a district-sponsored virtual course through the district. The student will be enrolled unless the principal or designee, in consultation with the student's parents/guardians and relevant staff, such as the school counselor or district special education director, determines that there is good cause to refuse the student enrollment in the course. For enrollment in a virtual course, good cause is limited to situations where it is not in the best educational interest of the student to enroll in the course.

Students or parents/guardians who disagree with the principal's or designee's determination about a virtual course can appeal the decision to the Board of Education and the Department of Elementary and Secondary Education (DESE) as detailed later in this policy. For all other virtual courses, students or parents/guardians may appeal the decision to the superintendent or designee, and the superintendent's or designee's decision will be final. The superintendent or designee is authorized to consult the district's attorney prior to making a decision.

STUDENTS WITH DISABILITIES

In general, students with disabilities may enroll in district-sponsored virtual courses using the same approval process applicable to other students. However, in accordance with federal law, if a student receives special education services, the student's individualized education program (IEP) team may determine that a virtual course is not appropriate for the student even if the course has otherwise been approved. Any appeal of that decision must be made through the special education process rather than to the superintendent or designee or the Board.

If a student who is receiving accommodations for a disability under Section 504 of the Rehabilitation Act (Section 504) is enrolled in a virtual course, the student's Section 504 team will determine whether any additional accommodations are necessary for the student.

ATTENDANCE AND COMPLETION

Students who enroll in district-sponsored virtual courses through the district are expected to actively participate in those courses with the goal of completing the course. If a student does not actively participate in a course or is not successful in the course, the district may remove the student from the virtual course and refuse to enroll the student in virtual courses in the future.

Students enrolled in virtual courses are expected to complete all course requirements in the time allotted for the course. Extensions of time to complete a virtual course will be permitted only in situations where the completion of the course in the allotted time would be impossible due to factors not controlled by the student.

Students enrolled in a district-sponsored course through the district will be considered in attendance for state aid purposes in accordance with law. A completed virtual course shall be counted as no less than 95 percent attendance for purposes of A+ eligibility.

END OF COURSE (EOC) EXAMINATIONS

Students are required to take state-required EOC examinations administered by the district regardless of whether the course for which the examination is required was taken virtually or in the traditional classroom.

NOTICE

The district will inform students and parents/guardians in handbooks, registration documents and on the homepage of the district's website of the option to enroll in virtual courses, including courses offered through Edgenuity, as required by law.

MOCAP

In accordance with state law, the district will pay the cost of student enrollment in virtual courses as long as:

1. The student meets eligibility requirements;
2. The student has approval for enrollment in accordance with this policy; and
3. Taking the course does not cause the student to exceed full-time enrollment in the district.

In addition to the requirements listed above and in accordance with law, a student is eligible to enroll in a virtual course through the district if:

1. The student resides in and is enrolled in the district on a full-time basis;
2. The student has attended a public school or charter school for at least one semester immediately prior to enrolling in a virtual course;* and
3. The enrollment is approved by the principal or designee.

*A student will be excused from this requirement if he or she has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the district during the previous semester.

The district is not obligated to provide students computers, equipment or Internet access to take a virtual course unless otherwise required by law to accommodate a student with a disability.

District counselors or certificated staff will develop an individual career and academic plan (ICAP) for district students enrolled in three or more virtual courses. If a student already has an ICAP, the plan will be reviewed and modified as necessary. In accordance with law, school counselors cannot be required to make the final decision regarding a student's enrollment in a virtual course.

APPEAL

If the principal or designee determines that it is not in a student's best educational interest to take a virtual course, the student and the parents/guardians will be notified in writing, provided an explanation for the decision and informed that the student or parents/guardians may appeal the decision to the Board. However, if the student is receiving special education services, the student's IEP team will make the final decision regarding student enrollment in a virtual course in accordance with federal law, and the decision must be appealed through the special education process rather than through the Board.

If the student or parent/guardian appeals to the Board, the principal or designee will provide the Board written reasons for denying the student's enrollment, and the student or parent/guardian will provide written reasons the student should be allowed to take the course. Both documents will be retained by the Board and will be incorporated into the minutes. In addition, the student, parents/guardians and the principal or designee will be allowed to present their arguments at a Board meeting.

The appeal to the Board shall be held in closed session. The Board will consider the information presented and release a written decision within 30 calendar days of the meeting. The student or parents/guardians may appeal the decision to DESE. The appeal to DESE must be filed within seven days of the Board's final decision.

PAYMENT

The district will pay a virtual course provider a monthly prorated amount based on a student's completion of assignments and assessments, subject to the cost limitations in state law. The district will stop making monthly payments if a student discontinues enrollment. The superintendent or designee is authorized to negotiate lower course rates with providers when possible.

MONITORING AND REPORTING

The district will monitor the progress and success of students enrolled in virtual courses. The district may remove a student from a course if it does not meet the educational needs of the student. The district may terminate access to a course or refuse to allow students to enroll in a virtual course if the district determines that the course is not meeting the educational needs of the students enrolled in the course.

All concerns regarding the quality or delivery of a virtual course will be reported to DESE. The district may consider concerns regarding the quality of a course when making approval decisions for other students. In addition, the district will consider recommendations made by DESE regarding continued or future enrollment in virtual courses.

TRANSFERS

The district will accept transfer credits students earn by successfully passing approved virtual courses if the course provider gives the district an official record of the completed course and the grade earned. Students who transfer to the district while enrolled in virtual courses will be allowed to continue enrollment in those courses even if the course provider is not one used by the district.

Requests for virtual courses will follow the district enrollment period. Our enrollment period for the 2019-2020 school year is now closed. Students will be able to request online courses for the 2020-2021 school year during the district's open enrollment which is determined by the superintendent of schools. At this time, any circumstance which falls outside the standard online course request must begin at the student's home school for review.