

**SOUTHWEST  
R-V SCHOOL  
2023-2024  
Student/Parent  
Handbook  
Home of the  
Trojans**

**This Handbook belongs to:** \_\_\_\_\_

**Locker Number:** \_\_\_\_\_ **Seminar Teacher/Advisor:** \_\_\_\_\_

<b>SOUTHWEST R-V</b>	
<b>SCHOOL SONG</b>	<b>STUDENT CREED</b>
<p>A song, a cheer  A yell, we'll give  For Southwest High our School  We'll stand up true  And Honor You,  Dear loyal, Southwest High  We'll conquer and  Prevail for rights  Out motto's victory  Be Faithful and Obedient  To Southwest High, All Hail!!  <i>(Sung to Auld Lang Syne)</i></p>	<p>I am an intelligent and assertive student.  My destiny is in my hands.  I will overcome all obstacles  Which stand in my way.  The decisions I make today  Will affect the rest of my life.  I will have respect for myself and others.  I will also set a good example for my peers.  Education is my ticket to success  If I say it can be done,  I will achieve my goals.  <b>I <u>AM</u> a Southwest High Student.</b></p>
<b>CHARACTER EDUCATION</b>	<b>MISSION STATEMENT</b>
<p>RESPONSIBILITY, RESPECT, CITIZENSHIP,  CARING, FAIRNESS, TRUSTWORTHY,  LEADERSHIP &amp; PATIENCE</p>	<p>The mission of Southwest High School is to graduate students who make a meaningful contribution to society by developing the intellectual, physical, cultural, and social capabilities of students. Southwest students seek excellence, think critically, solve problems efficiently, practice tolerance, and thrive in their partnership with other students, faculty, and community.</p>
<b>VISION STATEMENT</b>	<b>STUDENT VISION</b>
<p>At Southwest High School, our vision is to promote student success through high expectations and a dedication to continuous improvement.</p>	<p>SWHS vision is that all students are active readers and lifelong learners who take responsibility for their actions and show respect toward themselves and others. SWHS students are technologically literate and globally minded who communicate effectively and work cooperatively.</p>
<b>THREE MAIN RULES</b>	
<p>Respect Yourself, Respect Others, and Respect the Building</p>	

# “There’s Nothing Better than being a Trojan”

## Student Daily Class Schedule 2023-2024

### High School Schedule

<u>Regular Schedule</u>	<u>2:00 Out Friday</u>	<u>12:43 Early Out</u>
1st Hour 7:55-8:45	1st Hour 7:55-8:35	1 <sup>st</sup> Hour 7:55-8:28
2nd Hour 8:48-9:38	2nd Hour 8:38-9:18	2 <sup>nd</sup> Hour 8:31-9:04
3rd Hour 9:41-10:31	3rd Hour 9:21-10:01	3 <sup>rd</sup> Hour 9:07-9:40
4th Hour 10:34-11:24	4th Hour 10:04-10:44	4 <sup>th</sup> Hour 9:43-10:16
Jr-Sr Lunch 11:27-11:57 Fr-So 11:57-12:27	Jr-Sr Lunch 10:47-11:12 Fr-So 11:12-11:37	5 <sup>th</sup> Hour 10:19-10:52
5th Hour 12:30-1:20	5th Hour 11:40-12:20	6 <sup>th</sup> Hour 10:55-11:28
6th Hour 1:23-2:13	6th Hour 12:23-1:03	7 <sup>th</sup> Hour 11:31-12:04
7th Hour 2:16-3:06	7th Hour 1:06-1:46	Lunch 12:07-12:43

### Middle School Schedule

<u>5/6 Regular Schedule 7/8</u>	<u>5/6 2:00 Out Friday 7/8</u>	<u>5/6 12:43 Early Out 7/8</u>
1st Hour 8:05-8:54 1st Hour 8:05-9:00	1st Hour 8:05-8:43 1st Hour 8:05-8:49	1st Hour 8:05-8:35 1st Hour 8:05-8:38
2/3 Hours 8:57-10:37 2nd Hour 9:03-9:58	2/3 Hours 8:46-10:06 2nd Hour 8:52-9:36	2/3 Hours 8:38-9:40 2nd Hour 8:41-9:14
4/5 Hours 10:40-12:20 3rd Hour 10:01-10:57	4/5 Hours 10:09-11:29 3rd Hour 9:39-10:23	4/5 Hours 9:43-10:44 3rd Hour 9:17-9:50
Lunch 12:20-12:42 4th Hour- 11:00-11:56	6th Hour 11:32-12:20 4th Hour 10:26-11:09	6/7 Hours 10:47-11:48 4th Hour- 9:53-10:26
6/7 Hours 12:45-2:25 Lunch-11:56-12:18	Lunch 12:20-12:42 5th Hour 11:12-11:56	Lunch 11:51-12:11 5th Hour 10:29-11:02
8 Hour 2:28-3:16 5h Hour 12:21-1:17	7th Hour 12:45-1:17 Lunch 11:56-12:18	8th Hour 12:14-12:43 6th Hour 11:05-11:38
6th Hour 1:20-2:16	8th Hour 1:20-1:56 6th Hour 12:21-1:07	7th Hour 11:41-12:08
7th Hour 2:19-3:16	7th Hour 1:10-1:56	Lunch 12:11-12:31
		7th Hour continued 12:34-12:43

## STUDENT/PARENT/LEGAL GUARDIAN HANDBOOK

### ACADEMICS (SIS Parent Portal):

Students are encouraged to strive to do their best. Southwest Schools offers a parent web-based portal for parents to monitor their student’s academics through the SIS Portal on the Southwest R-5 School District Website. To obtain a log-in and password for the parent portal, email [jtolbert@swr5.net](mailto:jtolbert@swr5.net) or stop by the office to fill out a form to request a password.

### SWH GRADING SCALES (Letter Grades/Percentage/Grade Point):

#### Weighted Grading Scale- High School Only

A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73

#### Non-Weighted Grading Scale

A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73

D+ 67-69  
D 64-66  
D- 60-63  
F 59%

D+ 67-69  
D 64-66  
D- 60-63  
F 59%

Mid-Quarter Progress Reports will be emailed home and only mailed if an email address is not available. Each 9 weeks, parents will receive a grade sheet from the office. If you do not receive one, please call the SWH office (417-826-5413).

Parents are encouraged to keep in contact with their student's teachers. SWH offers two scheduled Parent/Teacher Conferences, but teachers are willing to set-up additional conferences. Please call the office to make an appointment to meet with your student's teacher or email the teacher to ask any questions related to your student's academics.

#### **Quarter/Semester/Mid-Term Dates**

August 21-First Day of Classes/1 <sup>st</sup> Quarter/1 <sup>st</sup> Semester	January 2-School Resumes/3 <sup>rd</sup> Quarter/2 <sup>nd</sup> Semester
September 15—Mid Term-1 <sup>st</sup> Quarter	February 2—Mid Term-3 <sup>rd</sup> Quarter
October 14-End of 1 <sup>st</sup> Quarter	March 8—End of 3 <sup>rd</sup> Quarter
October 19-Parent Pick-up Grade Cards	March 14-Parent Pick-up Grade Cards
<b>October 19—P/T Conference from 1-7 PM</b>	<b>March 14—P/T Conference from 1-7 p.m.</b>
October 16-2 <sup>nd</sup> Quarter Begins	March 16-4 <sup>th</sup> Quarter Begins
November 10—Midterm-2nd Quarter	April 11-Midterm-4th Quarter
December 15-End of 1 <sup>st</sup> Semester/2 <sup>nd</sup> Quarter	May 16-Last Day of School/End of 2 <sup>nd</sup> Semester/4 <sup>th</sup> Qtr

#### **ACCIDENTS/INJURIES:**

Students/Teachers should report any accidents to the office immediately. For insurance purposes, it is essential that any injury or accident be reported to the office on the day it occurs. This includes any injury sustained during any practical arts class or participation in athletic events or practices. **NOTE: NEVER MOVE AN INJURED STUDENT. SEEK HELP AND ALLOW THOSE PEOPLE TO MOVE THE STUDENT.**

#### **A+ SCHOOL PROGRAM (officially designated):**

This is a state funded program designed to assist students with college tuition reimbursement. The Missouri Department of Higher Education (MDHE) administers the post-secondary scholarship component of the A+ program. Since the local high school does not have any control over the tuition reimbursement, once the student has graduated as A+ certified, all decisions are made by the post-secondary institution and the MDHE. Individual students who meet the requirements of this program could be eligible for state reimbursement for the cost of tuition to any Missouri public community college or vocational/technical school as long as state funds are available.

Although A+ funds are specific for community colleges or vocational/technical schools, some Missouri four year institutions provide scholarships which students may apply. Students win with A+ Schools because all students participate in a rigorous program of academic and technical education that will prepare them for the workplace, post-secondary vocational training, or college..

#### **To be eligible, each student must have entered into a written agreement and meet the following requirements:**

- Be a U.S. citizen, permanent resident, or lawfully present in the U.S.
- Enter into a written agreement with your high school prior to graduation.
- Attend a designated A+ high school for 2 consecutive years immediately prior to graduation.
- Graduate with an overall grade point average of 2.5 or higher on a 4.0 scale.
- Have at least a 95% attendance record overall for grades 9-12.
- Perform at least 50 hours of unpaid tutoring or mentoring, of which up to 25% may include job shadowing.
- Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol plus have a signed drug testing consent form on file at the beginning of each school year.

Beginning with the high school senior class of 2018, students must achieve a score of proficient or advanced on the Algebra I end of course exam, 17 on the Math ACT with a 2.5 GPA, 16 on the Math ACT with a 2.8 GPA, or a 15 on Math ACT with a 3.0 GPA.

***Note: All tuition reimbursement is pending on availability of state funds. The A+ MONEY is never guaranteed.***

#### **ANTI-BULLYING INTERVENTION:**

Bullying is defined as repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Students exhibiting acts of inappropriate behavior that could result in bullying/hazing should be referred to the counselor or principal immediately. **(Board Policy JFCF)**

#### **ARRIVAL TIMES:**

Doors will not be opened before 7:30 a.m., at which time students may enter the buildings. Parents are asked to not drop off their children before this time, especially during the winter months. Students are to enter the building on arrival. No loitering in the parking lot.

#### **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. AHERA Specialist of Marionville, Missouri and a certified inspector with the Southwest R-V School District completed the inspection. There are two types of asbestos material, friable, can crumble into fibers, and non-friable, hard non-fibrous material. Friable asbestos may be dangerous if it releases fibers into the air. Non-friable asbestos is safe if black markings in the multipurpose room, the transom above windows, and the furnace venting pipes. These areas will be inspected regularly to ensure they continue to be properly maintained.

#### **ASSEMBLIES/PROGRAMS/GAMES/CONCERTS/PLAYS:**

Assemblies will be held at various times throughout the year and require much hard work by STUCO, Cheerleaders, participants, and staff. Your cooperation is expected and appreciated so that these events are not just successful but also enjoyable for everyone. Disruptive students will be removed and dealt with accordingly under the high school discipline code. Students will sit in the assigned grade level sections under the supervision of their class sponsors.

When attending evening concerts, programs, games, and plays, students are expected to act in a respectful manner. During performances, students are to stay seated and quiet to give the performers complete attention. Students are not to get up and down to go to the restroom or concession stand multiple times during the event. At games or athletic events, students are encouraged to support their team with positive chants and cheers. Students are to refrain from yelling at officials and chanting negative cheers at the opponents. If students are not acting in an appropriate manner, they will be asked to leave the event with possible suspension from future events. Students who are suspended from school are not to be on school property until the suspension is complete, therefore, they are not allowed to attend any school sponsored events.

#### **ATTENDANCE:**

##### **Check-in/Check-out Procedures:**

A student will be counted ABSENT if they are 15 minutes or more late for a class or if they check out 15 minutes or more before class has ended. This will constitute one of the eight allowed absences for the semester class.

Students need to report to the office when arriving late and parent/legal guardians need to sign their students in, unless their delay was caused by a bus problem.

A student must have **documentation** from his/her parent/legal guardian to leave campus any time after arriving. An adult in the principal's office must sign out all students. **STUDENTS ARE NOT ALLOWED TO SIGN THEMSELVES OUT OF SCHOOL.** Students who do not obtain an early dismissal note at the proper time will not be allowed to leave without phone confirmation. **Students are not allowed to leave for lunch as we have a closed campus.** Students who leave school without checking out will be considered truant and will receive the appropriate discipline.

Truancy means not being present without the prior knowledge and permission of the parent/legal guardian or the school. All such absences will be considered as discipline matters and a reasonable penalty will be enforced. Continued truancy may result in the notification of law enforcement or other agencies.

After students arrive at school, they are not to leave campus without permission of the office. Students may not leave and go to town, snack shops, grocery stores, etc. without permission from the office. If students are staying after school for extracurricular activities and/or academic recovery, students have to remain supervised.

If a student is absent from school for any reason other than a school activity, the parent/legal guardian must send a note (parent/legal guardian note, doctor note, or court appearance note) so that the student's absence is verified and documented. **Students going home with other students shall have a note from parent/legal guardian stating this, and the student bringing someone home shall have a note stating this as well. The office will give the student a yellow bus slip for the bus driver. The bus driver will not allow visitors to ride the bus without an approved yellow bus slip.**

#### **Policy and Procedures:**

Prompt and regular attendance is essential if students are to do their best work in school. Students who attend school on a regular basis make better grades, have higher levels of achievement, and are better prepared to pursue their careers after high school. Frequent absences adversely affect a student's progress. The rationale behind the attendance policy is that students must have regular school attendance in order to receive credit (Carnegie Unit) toward graduation for the subjects given. If class credit is lost due to absences, grade point average will drop, as "No Credit" will reflect the same as an "F," negatively affecting a student's G.P.A. For the student with frequent absences, the benefit of regular classroom instruction is lost, will not be regained even with extra instruction, and only average/below average academic success can be achieved. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual.

The Southwest R-V Board of Education and Administration have implemented the following attendance policy and procedures.

This policy designates EIGHT (8) days of absences in any class, each semester as the maximum allowed for a class period. If these limits are exceeded in any class period, the student could receive no credit for the semester in that particular class. The student is allowed to make-up all missed work during days absent for all reasons except truancy/skipping school. An absence slip stating the date, hours missed, and the reason for absence is obtained from the principal's office prior to admission to any class period missed.

Parent/legal guardian is responsible for notifying the principal's office when their son/daughter is to be absent from school. When a student is absent, upon the first day the student returns to school, the student is required to bring a note to the office explaining the reason for the absence(s).

Prearranged absences for extended days must be approved by the office by Mr. Ferguson or Mrs. Hermansen.

When a student returns to school after an absence, he/she must present a written statement from the student's parent/legal guardian. Presentation of a statement signed by someone other than a parent/legal guardian will result in suspension. The writer, if another student, is also subject to suspension.

**On the day the student returns to class, he/she must arrange with his/her teachers for make-up assignments. Students will have the number of days absent plus one (1) day to make up their assignments unless other arrangements are made.**

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).

During any out-of-school suspension, students **may not participate** in any extracurricular activities or attend any school sponsored activities during suspension but **are allowed to make-up all assignments at a 70% rate**. All assignments are due on the students 1<sup>st</sup> day back to school or the late work policy goes into effect.

A student absent from school may not be a participant in school-sponsored activities unless student checks in before 11:30 a.m. with the proper documentation or the building principal was notified prior to the absence and the student was given authorization by the principal to check in after the 11:30 a.m. deadline and participate. These situations are at the discretion of the principal.

Extenuating circumstances such as chronic illness or hospitalization may be cause for consideration in extending the limit of allowed absences. Prolonged illnesses will require a doctor's verification.

If a student exceeds the allowed days absent, they can submit an “**Attendance Request for Review**” form. An **Attendance Review Committee** will exist to review any student’s absentee records upon the request of the principal. The committee will consist of one administrator, and two members from the Certified Staff. Parents/legal guardians will be informed by the principal, in writing, as to the decision of the student’s attendance problems within ten school days of the appeal.

**EXCESSIVE ABSENCES** could result in notification of the **COUNTY PROSECUTING ATTORNEY** and/or other legal agencies. The result of a student having excessive absences could be juvenile detention of the student and/or prosecution of the parent/legal guardian for **EDUCATIONAL NEGLECT**.

State guidelines require that all students be in attendance 90% of time. 5th through 12th grade students who take individual courses during separate class periods, must attend each class period 90% of the days that they are enrolled in our district. It should also be understood that arriving more than 15 minutes late to a class period constitutes an absence. If a student fails to achieve 90% or more attendance in a particular class period, he/she may receive no credit/no grade for the course. In addition, the office of the County Prosecuting Attorney and/or any other appropriate agency may be notified of students who are excessively absent from school.

#### **BUS PROCEDURE (INCLUDING SRTC TRANSPORTATION):**

Southwest R-V School District is pleased to provide bus transportation each day for students though not compelled by law to do so. Proper behavior is necessary for the safe operation of school buses. It is the student’s responsibility to observe all rules, obey the driver, and show courtesy and respect for others. Misconduct on the bus or upon entering or exiting the bus could be subject to regular school discipline policies for the violation and suspension from bus services. No balloons are allowed on the school buses due to safety issues. A parent/legal guardian must pick up florist arrangements with balloons.

#### **Bus Conduct:**

The bus is an extension of the classroom and all discipline incidents will be reviewed just as if they occurred in the classroom. There are to be no bottles or other items thrown from the bus. There are to be no gestures made from the bus toward pedestrians or other vehicles. Students are to keep their head, arms, etc. inside the bus at all times. **If a student’s actions while riding the bus assist with or cause an accident with a pedestrian or other vehicle, all liability is on the student to pay for damages caused by those actions.**

Students are to **obey the bus driver** just as any other school person. They are to sit in the assigned seat and treat the driver with the utmost respect. In addition, the students are to **respect one another**. If there is a problem on the bus, it should be **reported to the driver, the parent, and the Administrator of Transportation so that the appropriate actions are taken to stop the problem**. Yelling, moving from seat to seat, passing items, etc. can all be a distraction to the driver. These types of actions are not needed on the school bus, can cause an unsafe bus ride, and will be disciplined.

Southwest R-V School District provides bus transportation each day for those students participating in the Scott Regional Technical Center (SRTC) in Monett, MO. The bus will leave according to the schedule and students are expected to be on time to ride the bus. Students **MAY NOT DRIVE** themselves to and/from those classes. If a student misses the bus they are to report to the office. Students missing the bus **MAY NOT DRIVE** to SRTC. It is important that you report to the office so that we can give you credit for being at SWH, and you will not receive an absence at SRTC.

Bus transportation is a privilege and students are expected to follow the following safety rules.

Students may only ride the bus they have been assigned. For students to change their regular after school routine or bus route, a parent/guardian must call and send a note. If there are two parties involved both parents/guardians must send notes. The students obtain a yellow bus slip from the office before being permitted to ride another bus.

The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly at all times.

No balloons are allowed on school buses due to safety issues. Florist arrangements with balloons will have to be picked up by a parent/legal guardian.

Pupils should obey and respect the orders of the monitors or staff on duty.

Pupils must be on time; the bus cannot wait beyond its regular schedule for those tardy.

Pupils should never stand in the roadway while waiting for the bus.

Unnecessary conversation with the bus driver is prohibited.

Classroom conduct is to be observed by pupils while riding on the bus except for ordinary conversation.

The use of tobacco is prohibited.

Pupils must not throw waste paper or other rubbish on the floor or out of the windows on the bus.

Pupils must not, at any time, extend arms or head out of the bus windows.

Pupils must not try to get on or off the bus, or move about within the bus while it is in motion.

Pupils must observe directions of the driver and staff when leaving the bus.

Any damage to the bus should be reported at once to the driver.

Major discipline problems will be handled by the principal.

Students are required to stay seated while the bus is in motion at all times.

All bus incidents will be handled with the same discipline as if they happened in the classroom.

### **CAFETERIA FACILITIES (LUNCH/BREAKFAST PROCEDURES AND PRICES):**

It is very important you place your breakfast/lunch money in a school provided envelope with the front completed explaining where the money is to go.

Students who leave messes in the cafeteria will be required to clean the cafeteria. There is no excuse for not picking up after yourself.

Parents will be notified when the account is nearing \$10.00 or over. Due to the large amount of debt because of unpaid breakfast and lunch charges, it is tremendously important that you assist with keeping your account paid. Students who have not paid by their graduation date will not walk at graduation until the account is settled.

Each student will receive a student ID that will be utilized daily for lunches. Students without a student ID will be placed at the back of the lunch line. The first card is provided for each student free of charge and each replacement student ID thereafter will be \$3.00.

Southwest High School has a closed campus lunch period. The school cafeteria provides breakfast and the choice of a hot lunch or salad bar and ala carte items. No food or drinks will be taken from the cafeteria.

Southwest R-V School District participates in the National School Meal Program. Southwest R-V School District has set its policy for free and reduced lunches and breakfasts for those students unable to pay the full price for meals according to the National School Lunch and School Breakfast program. Applications have been placed in orientation packets and are available at the high school office. Families are urged to complete applications and return them to the high school office.

**While on campus, students should only possess beverages that they have permission to purchase at school, with one exception: Soft drinks that are part of a student's lunch may be brought, provided they are in factory sealed, unopened containers. No cups, glasses, or previously opened bottles/cans are to be brought anywhere on campus. Only clear water bottles will be allowed down the hall to classrooms. Teacher discretion on classroom use is suggested.**

### **Free and Reduced Lunches:**

Families may have an application for free and reduced lunches in the high school office. The high school principal will make approval or denial. After the application has been turned into the office, the family will receive notification of approval or denial. If you have not received this notification within five days, please contact the office.

### **CALENDAR (ALL DISTRICT ACTIVITIES):**

On the district website ([www.swr5.net](http://www.swr5.net)), there is a link in the left column titled "SWR5 Events Calendar." To view this calendar in an agenda format, click agenda in the right corner of the calendar.

### **CARE OF BOOKS AND SCHOOL PROPERTY (INCLUDING SPORTS UNIFORMS):**

All books are the property of the school and should be kept in good condition. **Lost, torn, or damaged books beyond regular use will be charged to the student.** Students must report all lost and defaced books to the teacher and/or principal. If a book is lost or defaced, the student **could be fined up to the full cost of the book.** Since we are a high school, many of the textbooks range from \$125.00 to \$200.00. Students are not to have more than one book for each course in their possession at any time. Students are not to use other student's books or share books with other students. **The book is the responsibility of the student whom it was checked-out.** Report cards will be withheld until payment is made. **Students will not be allowed to walk at graduation until all fines and fees are paid in full** unless prior arrangements are made with Mr. Ferguson or Mrs. Hermansen.



Everyone is held responsible for the care of school property. Any students found defacing school property must be reported to the principal. Every person who willfully injure or destroy any school building or any furniture, fixtures or apparatus shall be fined the cost of the damages (Reference: R.S. 1929, S.B. 1041, Missouri School Laws, and Section 166.040).

Care of school property is a shared responsibility among all who use the school's desks, books, audio-visual aids, and physical education equipment. Fines equal to repair or replacement costs will be imposed for loss or damage to school property resulting from carelessness, negligence, or disregard for school regulations. Accidental damage to property of value must be reimbursed as part of the student's social responsibility.

Students will fill out a **“Book Fine Card”** at the beginning of the school year for each book which they check-out. This card will contain information about the condition of the book. The student will not be responsible for any damages on the book prior to them receiving the book. It is tremendously important that the student/teacher thoroughly look the book over so that there is proper documentation. There will be quarterly book checks so that fines can be assessed as early as possible. For seniors, there will be a final book check and equipment check prior to graduation so there won't be as much time to plan for paying those fines and fees.

#### **CARS (STUDENT USE OF CAR): High School Only**

Students must park their cars in the designated student parking lot directly in front of the high school building.

Students are not permitted to return to their cars or move them until the end of the day unless the student is properly signed out to go to a previously arranged appointment, or if an emergency arises during the school day.

Students are not allowed to use the school parking lot as a gathering place. Students must enter the building upon arrival. No loitering in the parking lot.

Students may only leave their cars in the parking lot if they are out on a school-sponsored trip.

Any driving infractions occurring before school or after school hours are considered a violation of driving policy.

School personnel may legally search vehicles if there is reasonable suspicion.

All vehicles driven to school must be licensed and insured. Parking permits are required and may be purchased from the high school office at a cost of \$ 5.00.

All drivers must provide a copy of their driver's license, vehicle license number, and a signed parent/legal guardian consent form when they purchase their parking permit.

Parking permits must be displayed hanging from the rear view mirror while parked on campus.

Once a student pulls onto campus, they have reported for the school day and may not leave again.

Students may not cruise the parking lot before or after school.

Students may not at any time give or accept rides with other students once they have arrived on campus.

Spinning tires and throwing gravel in anyway may result in loss of driving privileges.

Reckless or careless driving on campus may result in the loss of driving privileges.

Driving through the back road into the area of the bus barn may result in a loss of driving privileges.

**Students are not allowed to drive to any other building or the baseball/softball field during the school day unless approved by the principal under extremely special circumstances.**

The first offense of driving privileges will result in the immediate suspension of driving privileges for five days. The second offense will result in the loss of driving privileges for ten days. Any offense beyond the second will result in the loss of driving privileges for the remainder of the school year.

#### **CELL PHONE AND OTHER ELECTRONIC DEVICES:**

The biggest problem with the use of cell phones and other electronic devices at school is the interruption in the learning process.

Cell phones and other electronic devices will be confiscated if seen or heard whether they are being used or not in the classrooms anytime during the class period from the first bell to the last bell of each class.

Students are allowed to use cell phones and other electronic devices on the school bus to and from school, before school during breakfast time, during lunch in the common's area, between classes in the hallways, and after school for activities, BUT ARE NOT TO BE USED DURING ANY INSTRUCTIONAL TIME. They are to be placed in the wall mounted holders at the beginning of each class.

**You are not to video during school and/or post anything day or night that disrupts the learning process. In some instances it is against the law.** When a cell phone or other electronic device is confiscated, the phone or other electronic

device will be turned into the office until the end of the day. Continued infractions will result in the phone being kept until a parent/ legal guardian picks up the phone or other electronic device.

Failure to turn in the phone will result in further discipline.

Cell phones and other electronic devices are privileges that can be kept or lost according to student behavior.

**Note: Since cell phones and other electronic devices at school are a privilege, misuse of cell phones and other electronic devices that results in disruption of the learning environment can result in this privilege being revoked at any time at administrative discretion of the principal.**

### **CHANGING CLASS SCHEDULES:**

Before schedule changes are made, it will be necessary to conference with the counselor and parent/legal guardian. The principal will be called if needed. No schedules will be changed after the beginning of the semester. Students will be given an opportunity to review schedules prior to the end of the semester and must request changes at that time. Only in extreme circumstances will schedules be changed after the semester has begun.

### **CHECKING OUT OF SCHOOL DURING THE SCHOOL DAY:**

Students are not permitted to leave the school campus once they have arrived at school or while school is in session without the direct approval and knowledge of the principal and their parent/legal guardian.

The following procedures will be followed:

The student will have a written note from their parent/legal guardian to receive permission from the principal to leave school grounds during the school day.

If a parent/guardian is not available, see the Principal regarding the reason for checking-out.

Students are required to be signed out by an adult when departing campus and signed back in by an adult immediately upon return to campus if during the school day.

If a parent/legal guardian sends a note or calls the office for the student to leave school, the office will serve as the adult to sign out the student.

Students who leave campus without a note from their parent/legal guardian AND permission from the principal and/or not properly signing out will be considered truant.

### **CHROMEBOOKS**

If a student damages or steals a Chromebook, they may be prosecuted and/or required to pay for the device.

### **CLASSROOM CONDUCT AND BEHAVIOR:**

If a student does any of the following actions, the student will be written-up for defiance and truancy.

No students are to be in the halls for any reason during class time. If a student is allowed to leave the classroom, the student must have a planner with them and must sign out on the sheet posted in the classroom.

No students are allowed to go and visit another teacher, go to their locker, go to the nurse or the restroom without permission from the teacher or the office.

Students do not have the authority to leave the classroom without the teacher's permission. No student has the right to get up and leave the classroom.

Students are to respect the teacher and are to do what the teacher asks unless it is immoral, illegal, or unethical.

### **CLASS RANK: (Valedictorian/Salutatorian)**

Class rank will be determined by overall grade point average as computed at the end of the eighth semester of the senior year. Valedictorian/salutatorian will also be determined at the end of eight semesters of high school.

In order to be considered for Valedictorian or Salutatorian of the graduating class, a student must have attended Southwest High School a minimum of five semesters.

The school will extend the number of digits past the decimal point to four in determining class rankings.

### **CLOSED CAMPUS:**

The Southwest High School observes a closed-campus policy. Failure to comply with these procedures may result in discipline for truancy.

Students are to remain on the campus from the time they arrive at school until school is dismissed.

No visitors are allowed during the lunch period except Youth Ministers or parents/legal guardians.

All visitors must sign in at the office and obtain a Visitor's Pass before being permitted into the cafeteria or any part of the school building.

Students are not permitted to go to vehicles during the day without permission from the principal's office.

**Students are not allowed to be checked out by phone or a note during their lunch.**

**Students are not allowed to leave, pick up lunch, and bring it back to school during the lunch period.**

Students are not allowed to bring visitors to school for any reason.

No former students are allowed to disrupt class to visit a teacher during instructional time.

### **COLLEGE VISIT PROCEDURES:**

Juniors are allowed two (2) college visits each year, the absence will count as school business, and seniors are allowed two (2) college visits that will count as school business. College visits that are taken as a field trip with the school will not count toward those numbers.

The counseling office must be notified two weeks prior to the date of the college visit or as soon as the visit is scheduled unless Mr. Ferguson gives approval under special circumstances.

The student is required to bring back documentation from the college verifying the visit.

### **CONFLICT RESOLUTION:**

In high school, students face many conflicts. In many cases, conflict just seems to be a part of a teenager's life. At times, people with different goals/needs have come into conflict resulting in personal animosity. As your principal, I prefer an active approach to assisting students resolving conflicts. There are a couple of terms to define before any type of conflict resolution can happen.

#### **Tattling or Ratting Out:**

These are terms used by students when they want to avoid telling on another person or disclosing information about a situation.

There is nothing wrong with telling someone in an authority position (teacher, principal, or parent/legal guardian) so that assistance can occur in handling the situation and making the situation better.

The only way tattling is wrong is if you are doing this so that another person will get into more trouble.

#### **Steps to Resolving Conflicts:**

Tell the student to stop.

Tell a teacher or adult in the building.

Tell the principal and call the parent/legal guardian.

Tell your parent/legal guardian if it does not stop.

Have your parent/legal guardian call the principal.

At Southwest High School and Middle School, Mr. Ferguson and Mrs. Hermansen has an open door policy and wants to assist you in being a productive student. Come and talk to Mr. Ferguson or Mrs. Hermansen when you are having problems so that he can assist you in resolving them or making sense of the situation.

### **CONTACT NUMBERS:**

High School Office	826-5413	Kenny Ferguson, Principal/JoAnn Tolbert, Secretary/Jordi Miller, Counselor
Athletic Director	826-5413	Kenny Ferguson, HS AND MS
High School Cafeteria	826-9837	Carrie Hendrix, Director
District Office	826-5410	Tosha Tilford, Superintendent/Judy Brooks, Secretary/Kelly Howard, Receptionist
Middle School	826-5050	Christy Hermansen, Principal/Brandy Burkholder, Secretary
Elementary School	826-5411	Jeff Payne, Principal/Debbie Hall, Secretary
Special Services	826-5167	Lauren Forste, Director
Maintenance	826-5166	Mark Lawrence, Director
Transportation	826-5166	Keith Hendrix, Director
Nurse's Office	826-5652	, School Nurse

### **COUNSELING AND GUIDANCE:**

Comprehensive counseling services are available for all students. Students are encouraged to seek information and assistance regarding class scheduling, college and career readiness, general counseling services and accessing outside resources.

Students are expected to make arrangements for meeting with the counselor that do not interfere with classroom instructional time. Parents who would like to schedule a counseling appointment or desire further information or assistance regarding counseling services should contact the high school office.

The guidance and counseling program provides services to students, teachers, parents/legal guardians, and community members.

It is developmental by design and includes activities organized and implemented by certified professional school counselors with the support of teachers, administrators, students, and parents/legal guardians.

Services available in the counseling office range from individual planning (to help the students manage their own learning as well as their personal and career development), to responsive services (including individual and group counseling, and consultation with parent/legal guardian, teachers and related community resources).

### **CREDIT RECOVERY:**

The Southwest R-V High School recognizes that each child is unique, with individual learning styles and interests. For that reason, SWH takes pride in offering a variety of non-traditional learning tools to help students succeed. One program the high school offers is a credit recovery program called EDGENUITY. This program allows students who have failed a course the opportunity to retake that course through an online virtual learning lab. EDGENUITY is a great way for students to stay on track; it helps students recover missed credits while still taking mandatory grade level courses. Students have a higher level of autonomy through EDGENUITY but can always ask for assistance from a supervising teacher. It is important to note that all students are not eligible. Students must consult with Mrs. Watson to determine if they are eligible for the program and how to enroll.

### **CYBER-BULLYING:**

#### **Bullying and Cyber-bullying (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, 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.

Students will not be disciplined for speech in situations where the speech is protected by law.

Since what happens outside of school can affect the learning environment of students, SWH has the right to discipline the student for actions taken off-campus. These actions can be taken if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school.

In addition, "any act that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, use of the district Internet system, use of a personal digital device on campus, or off-campus activities that cause or threaten to cause a substantial and material disruption at school or interference with the rights of students to be secure" will be disciplined with possible suspension, the parent/legal guardian will be called, and law enforcement might be notified according to the severity of the harassment.

**Missouri Law (Megan Meier Act):** The suicide of a 13-year old girl Megan Meier who was the victim of an internet hoax greatly raised the awareness of cyber bullying and its consequences in the state of Missouri. Governor Matt Blunt went so far as to create a task force whose sole purpose was to study and create laws regarding cyber bullying. As a result, the Internet Harassment Task Force now stands as a shining example for other states around the country.

### **DAILY ANNOUNCEMENTS/BULLETINS:**

Daily announcements will be given to the classroom teachers each morning either through SIS K-12 or by memo to be read and posted in the classroom. The office will post a copy in the front window of the office. Any individual or organization wishing to place an announcement in the daily announcements must submit it in writing, with an advisor's signature, to the high school office by 8:00 am.

### **DANCES/ACTIVITIES/DANCE GUEST:**

The Southwest School STUCO and other organizations hold dances throughout the year. Admission prices will vary with each dance. The dance door will be closed 30 minutes after the dance begins. Students leaving the dance (or any school sponsored event or game) **MAY NOT RE-ENTER**. The faculty and staff at SWH recognize and respect the fact that dances are a social event that students attend to have fun. Mature and respectful behavior is expected during all school activities and dances. **Since these activities are an extension of the school day, all school rules apply.**

Students who are absent from school on the day of a social activity, athletic contest or any school-sponsored activity will not be allowed to attend that activity during the day or evening, unless prior arrangements have been made through the principal's office.

Out-of-school dates must be signed up in the principal's office on a sign-up sheet before being permitted to any school dance including prom.

Guests must be currently enrolled in high school or a high school graduate within the last three years and under 21 years of age unless previously introduced to and approved by the principal.

**Students who have dropped out of school, MOCAP, or who are junior high school age are ineligible to attend dances as a date of a high school student.**

### **DIRECT (IMMEDIATE) BEHAVIORAL REFERRALS:**

Behaviors such as major classroom disturbances, disrespectful conduct or speech, fighting, harassment, threats, etc., will be a direct (immediate) referral.

The staff member should complete a referral form and escort/send the form and the student to the office.

The direct referrals will have three (3) copies, one (1) for the student, one (1) for the office, and one (1) for the teacher.

A direct referral is a situation requiring immediate consequences.

In the office, the high school or middle school principal will deal with the situation.

The principal will work with the student to discuss the punishment and call the parent/legal guardian.

Students will take a copy home for their parent/legal guardian to read and sign.

The student is responsible for returning the referral the next school day.

### **After School Detention/Lunch Detention : High School and Middle School**

An After School Detention Program (ASD) and Lunch Detention (LD) will now also be utilized as a component in student discipline. This detention will be in half-hour or one hour increments and will be used at the principals discretion. The time and days will be utilized in accordance with the severity of the offense and also at the principals discretion. If a student is assigned ASD and is absent without consulting the principal to explore the possibility of changing days. it will result in extended ASD or OSS. Students are required to bring work to the detention.

### **Out-of-School Suspension:**

A principal may suspend a student for a period not exceeding ten (10) school days.

During a suspension, any canceled school days whether scheduled or unscheduled do not count towards the suspension time. Students under suspension are not eligible to represent the school in any activity, nor may a student who is suspended be on school grounds for any activities.

Students who are on OSS are allowed to make-up all assignments which are due on the students 1st day back to school or the late work policy goes into effect. Work will receive a 70% maximum. For other Suspensions/Expulsions refer to BOE Policy JGD.

### **Corporal Punishment:**

According to the Southwest R-V Board of Education, corporal punishment can be administered by the principal when a parent/legal guardian requests. When a student's consequences for inappropriate actions results in ASD or OSS, a parent may authorize, by written permission, for a student to receive corporal punishment in place of the original consequences.

### **DISCIPLINE PROGRAM:**

The principal of the school shall be directly in charge of the discipline with constant assistance of all faculty members. Proper order shall be maintained at all times so that the educational environment is not disrupted. Students are expected to show proper respect to all teachers and all staff and obey their instructions. Students may be suspended from school by the

principal for continually breaking rules and disrupting classes. Refer to the last pages of the handbook under SWH Discipline Code.

### **Trading and Selling:**

There will be no trading and/or selling between students of any items, personal or otherwise. (Cell phones, toys, games, cards, etc.) This includes, but not limited to, items being sold by non-school organizations.

### **Planners:**

A student planner is issued to each student FREE at the beginning of the year and will be used as a communication tool between home and school and to organize assignments. Students will be responsible for recording daily assignments and use the planner as a hall pass. If lost the student will need to purchase a new planner in the office for \$5.00. Planners are to be treated as an instructional tool. Any student without a planner in class could receive a tardy for not being prepared for class.

**Without a planner, a student may not leave the classroom.**

### **Public Display of Affection (PDA):**

Students should conduct themselves in a proper manner at all times. This means that there shall be no embracing, kissing, or inappropriate action on school grounds. This also pertains to the hallways, common areas, and the parking areas.

Students who cannot control their PDA will be assigned ASD/LD or OSS.

### **DRESS CODE:**

**Hair:** 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 unnatural tones or anything that may be distracting. **Natural hair color will be permissible.**

**Shirts/Tops:** Students may not wear clothing that advertises drugs, alcoholic beverages, or sex symbols.

See through clothing or narrow cut clothing that exposes any form of underwear or under garments is not permitted.

Suggestive/revealing tops or tops that have low enough fronts or sides making any part of the chest visible or undergarments are not allowed.

Cut off t-shirts, muscle shirts, t-shirts commonly referred to as "wife beaters," tank tops/muscle shirts, t-shirts with sleeves that have been cut away and/or enlarged arm holed t-shirts are not allowed.

Excessively tight fitting tops are inappropriate for school.

All shirts must have at least a two inch strap over the shoulders, must not be cut too deeply on the sides, and length must extend beyond the waistband of the pants, skirt, or shorts.

Absolutely no midriffs and undergarments can be shown.

The hood on sweaters/sweatshirts/jackets must be worn down while inside the buildings.

**Hats:** Hats, Bandanas, Do Rags, etc are not permitted to be worn in any of the buildings on campus during regular school hours, including the gym, vocational building, lunchroom, etc. During the regular school day, students are not allowed to wear headwear while inside our buildings. They may wear them to and from school, and when they are traveling between buildings. When students are inside their main buildings, **all headwear must remain in their lockers.**

### **Pants/Skirts/Shorts:**

Shorts may be worn year round.

Shorts, slacks, pants, dresses, slits in skirts can be no shorter than the end of the student's middle finger when the student's hands are at their sides.

Pants are to be worn appropriately above the waist. Loose fitting slacks, jeans, and shorts must be belted or tied.

Any sagging pants could be zip-tied by the principal.

Pants may not have holes above mid-thigh.

No blankets or throws to be brought or worn at school.

### **Accessories:**

Sunglasses are to be worn outside only.

Chains of any kind including wallet chains need to be worn at the waist and not used improperly (unsafely).

Any items worn as accessories including safety pins, fishing hooks and/or any items with spikes should not be worn. Bracelets denoting personal sexual behaviors or tendencies may not be worn. While ear piercing is acceptable, the earrings must meet established criteria for safety reasons. Lip, tongue, eyebrow, piercings plus any other visible forms of piercing are only permitted if the pierced ring, hoop, chain, spike, etc. is removed and a clear spacer or small stud is inserted. Students disregarding any of the above policies or anything else that may be disruptive to the learning environment will be punished as deemed inappropriate by the building administrator. Violations thereafter will result in disciplinary action.

### **DUE PROCESS:**

All students at Southwest High School have the right to an education but also rights guaranteed by the Constitution. In situations, involving student infractions of district or building policies that may result in punishment, the following due process procedures apply. Students will be given prompt and adequate notice of the charges, an opportunity to respond to the charges, and a decision arrived at after hearing the charge and response to the charge.

### **ELIGIBILITY TO PARTICIPATE PER SOUTHWEST R-5 SCHOOL DISTRICT:**

#### **Missouri State High School Activities Association Requirements:**

- Must be a full time Southwest High or Middle School student
- Must pass 6 of 7 classes in the previous semester
- Be a good citizen in good standing with the school and community
- Have a current physical on file and proof of health insurance.
- Student Accident Insurance can be purchased by the parent/legal guardian (See the school office for a brochure).
- Parent/ legal guardian consent to participate on file.

#### **Southwest High or Middle School Additional Requirements:**

- Meet all MSHSAA requirements
- Have a signed Drug Testing consent form on file.

#### **Leaving School/participating in an Activity:**

Students will not be allowed to participate in an activity and/or leave school or miss instructional time, or to participate in any activity or go on any trips if he/she is:

- On the F List on Monday morning or the first day of the week
- Not in good standing with the attendance policy
- Absent/suspended from school the school day before the trip

When a student is leaving school for a school event and going to miss the class which the assignment is due, they are allowed to turn in all assignments due the day of the trip the next school day without penalty. Otherwise all assignments are due on the regular assigned day and the student is responsible for turning in the assignments to the teacher or the office which will place the assignment in the teacher's mailbox in the office.

#### **No Participation/Travel List:**

- Anyone with a Quarter F on a grade card will be ineligible until the following Progress Report. If there are no F's the Athlete becomes eligible. If the Athlete has an F at that time in any class they then would follow the weekly grade check policy until the end of the quarter.
- On the third Monday of each quarter we will start running a weekly F list. Any student on the F list at that time will be ineligible for the whole week. (Principal's Discretion)
- MSHSAA rules will also be followed.

### **FIELD TRIPS:**

Field trips are school sponsored activities, and to participate, students must meet whatever criteria are established by the administration. Failure to do so can result in not being allowed to attend this activity, regardless of whether or not fees have been paid or tickets have been purchased. If a student loses his/her privilege of participating after money has been collected,

every attempt will be made to secure a refund. If unsuccessful, these funds will be forfeited. **Same rules apply for field trips as stated in above activities.**

STUDENTS ARE TO RIDE TO AND FROM EVENTS ON SCHOOL TRANSPORTATION UNLESS PREVIOUSLY AUTHORIZED BETWEEN THE PARENTS/LEGAL GUARDIAN AND THE PRINCIPAL.

### **EMERGENCY PROCEDURES:**

The instructions for fire and storm drills will be posted on the bulletin board in each room. In case of a lockdown situation, refer to procedures in each classroom.

#### **Fire Drills:**

In case of fire or fire drill, remember these directions and your teacher's directions precisely. The ALARM SIGNAL with a call on the intercom and the ALL CLEAR SIGNAL will be stated over the intercom. All windows and doors must be shut. DO NOT use the windows for evacuation unless your classroom door is blocked by fire.

#### **Tornado Drills:**

The signal for a tornado drill and the all clear will be made with an announcement over the intercom.

#### **Intruder Alert:**

Office Procedures:

- Announce the lockdown.
- Radio the district superintendent's office
- Call 911

Classroom Procedures:

- Remember all classroom doors are to be locked.
- The intercom announcement signal, "Lock-Down."
- If your door is open or unlocked, check immediately outside your door gather any kids in the immediate vicinity of your classroom door, lock door (if not already locked)
- Secure the room by turning off the lights and hiding your students out of sight of the window in the door. If the intruder is outside or there is more than one who is outside, follow the same procedures, but close the blinds to the windows and get the student under the windows out of sight. The door window will need to be covered in both situations.
- If in the gym, go to the weight room and follow the same procedures as above.
- Do not open the door for anyone including the principal, other administration, or law enforcement. Do not open the door per an announcement over the intercom.
- When the building is secured by law enforcement and everyone is safe, the door will be unlocked with a key. In the event there is no key available, law enforcement may have to break down the door, but under no circumstances do you open it for anyone.
- Any students or teachers not in a classroom are to go to the nearest restroom and hide in a locked stall with their feet up on the seat of the toilet.

### **END-OF-COURSE EXAMS: High School Only**

At Southwest School, you will be given End-of-Course Exams, which will indicate to the State of Missouri your common knowledge of a variety of subject areas.

Test results at Southwest High School are worth 10% of the student's second semester grade.

### **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.

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

**EXTRA CREDIT:**

Teachers work to make all assignments relevant to the student's success in school. Students need to complete the required assignments and not get in the habit of relying on extra credit to pass the class. With this said, there is no individual extra credit work given to students unless all other assignments have been completed. There may be special circumstances that the student body can earn bonus points.

**FINAL EXAMS:**

Final exams are required in all high school courses and account for 10% of the semester grade. Courses which give an End-of-Course Exam are to use the adjusted score to calculate the score the student earned on the final exam. A final exam is a comprehensive exam given to students at the end of a course of study. The purpose of the test is to make a final review of the topics covered and assessment of each student's knowledge of the subject. Not all courses or curricula culminate in a paper final exam format. The teacher may assign a term paper or final project in some courses. In other courses, a take-home final could be used. These are usually too long or complex to be completed in a single session as an in-class final. There is usually a deadline for completion, such as within one or two weeks of the end of the semester.

**FOOD OR DRINKS:**

No food or drinks are allowed in the lockers before, during, or after school or in the classroom during class time.

If food or drinks are brought to class, the student will be asked to throw them away.

If the student refuses, this will be considered defiance. This includes water and sports drinks.

If a class earns a reward, the teacher can reward the students with a party or class snack.

If a student is under the medical advice of a doctor and is required to have water or other beverages with them in class, the student/parent must visit with the principal so that an exception can be made. The principal will email the teachers so that there will not be an issue in class.

Clear plastic water bottle will be the only food/drink allowed down the hallway. No cups, glasses, or previously opened bottles/cans are to be brought anywhere on campus.

**GENERAL CLASSROOM EXPECTATIONS FOR STUDENTS**

Teachers will communicate their specific classroom expectations to the students at the start of the school year/semester. The student will be expected to exhibit appropriate classroom behaviors as outlined by each teacher. All students are expected to:

**Make school attendance a priority.**

**Be prepared for and participate in class.**

**Respect other people and their property.**

**Carry your Student Handbook and lunch card at all times.**

**GRADE REPORTING:**

Student's report cards are issued at the close of each nine-week period, a mid-term progress report, and a weekly grade check notice for students who are failing to meet adequate progress.

Only semester grades are entered on the permanent records/transcript.

Communication about student achievement between parent/legal guardian and school is essential to the success of the students.

**GRADUATION COMMENCEMENT CEREMONY PARTICIPATION REQUIREMENTS: High School Only**

No student may graduate or take part in the graduation ceremony before all requirements for graduation are satisfied. In addition to credits, this will include completion of all disciplinary consequences, and all financial responsibilities owed to the school for fines, lost books, returned school uniforms or equipment, etc.

The counselor will notify the parent/legal guardian of any student in danger of not graduating with his/her class as soon as the possibility is recognized.

Students who fail to graduate with their class may return to school during the summer and/or the following school year to meet graduation requirements.

### **EARLY GRADUATE GUIDELINES**

Early Graduates include any student who has completed all of the requirements set by the Southwest Board of Education and the Missouri Department of Education prior to the end of the eighth semester of high school attendance. Students may be granted Early Graduation for approved reasons such as college entrance, medical necessity, or hardship. Requests for early graduation are to be submitted to the high school principal by November 1st of each year. To receive approval, students must have completed and passed the academic requirements of Southwest High School as set forth by the Board of Education and the State of Missouri prior to being allowed to participate in graduation ceremonies.

Individuals who graduate early will no longer be associated directly with Southwest High School as a student and therefore may not attend functions and activities designed specifically for high school students except for spring graduation ceremonies, baccalaureate, academic social night, and prom. Early Graduates (semester) are not allowed to participate in any sports or MSHSAA sponsored activities, any competitions, concerts, and plays. **Senior trip is not allowed** for early graduates (both early and semester). Students may still apply for local scholarships and attend Project Graduation per the decision of the parental committee coordinating the event.

**Early Graduates forfeit their class ranking eligibility.** Final class rank is determined by overall grade point average as computed at the end of the eighth semester of the senior year. **Valedictorian/Salutatorian and Top Ten** will also be determined at the end of eight semesters of high school. In order to be considered for Valedictorian, Salutatorian, or Top Ten of the graduating class, a student must have attended Southwest High School a minimum of five semesters. The school will extend the number of digits past the decimal point to four in determining class rankings

### **GRADUATION SUGGESTED COURSE PLANNING: High School Only**

9 <sup>th</sup> Grade	10 <sup>th</sup> grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
Physical Science	Biology	Chemistry/Anatomy/Zoo	Elective Science
Algebra I	Geometry	Algebra II	Senior Math or Higher
Communication Arts I	Communication Arts II	Communication Arts III	Communication Arts IV
American History	World History	Government	Elective Social Studies
Health/Computer Apps	Physical Education	Personal Finance/Speech	Elective-Peer Tutoring
Practical Art	Elective	Elective	Elective
Fine Art	Elective	Elective	Elective

### **GRIEVANCE POLICY:**

The district provides procedures in the event there is a grievance. This procedure is posted in each building and is available in any administrative office.

### **HAZING (Missouri Hazing Law):**

"Hazing", a willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm.

### **Acts of hazing shall include:**

Any activity which recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance or forced smoking or chewing of tobacco products; or

Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress inducing activity; or

Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.

Hazing is a class A misdemeanor, unless the act creates a substantial risk to the life of the student in which case it is a class C felony. Consent is not a defense to hazing and does not apply to hazing cases arising out of hazing activity. If a student or students are found in the situation of hazing another student, discipline will occur with possible suspension, removal from the activity, and a report will be made to law enforcement.

#### **HEALTH STANDARDS:**

No pupil shall attend school while infected 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 health office and a decision reached there as to calling parent/legal guardian, doctor, etc.

The decision regarding medical treatment should always be the responsibility of the parent/legal guardian.

#### **Immunization:**

As required by Section 167.181 of Missouri School Laws, it shall be the duty of the parent/legal guardian of every pupil hereafter entering or attending public school, to furnish the school with satisfactory proof that the pupil has been immunized or that the immunization process is being accomplished in accordance with the rules and regulations of the State Department. No student will be enrolled in school until all state immunizations requirements are met.

#### **Missouri law allows two legal reasons for exempting students from immunizations:**

Medical exemptions – written certification by a licensed doctor of medicine or doctor of osteopathy that the immunization would seriously endanger either the child's health has documentation of laboratory evidence of immunity to the disease.

Religious exemptions – if one parent/legal guardian objects in writing to the school that immunization of that child violates his/her religious beliefs.

In the event of an outbreak of any of the immunization-preventable diseases, students inadequately immunized due to the above medical or religious reasons will be excluded from school until the Department of Health deems it safe for them to return.

#### **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.

The medication must be in the prescription bottle marked with the student's name and name of the medication. Multiple medications must be brought in separate bottles.

Over the counter medication may not be administered without orders from a doctor except Acetaminophen, Ibuprofen, and antacids (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.

The parent/legal guardian may come to the health office and pick up the medication during school hours.

A record of any administration of medication will be kept.

#### **Head Lice:**

In keeping with the Southwest Barry County R-V School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infections.

Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment.

Procedures to follow are available through the school nurse at 417-826-5050 or on the school website [www.swr5.k12.mo.us](http://www.swr5.k12.mo.us) click on High School Homepage.

#### **Over-the-Counter Medicine:**

Students may come to the high school office to receive a small amount of acetaminophen (Tylenol), ibuprofen (Advil), or antacid tablets.

The student may not share this medicine with anyone and must take it in the office itself.

### **HOSTILE ENVIRONMENT – “HARASSMENT”:**

Harassment can be defined as a behavior that causes the school or work environment to become permeated with intimidation, ridicule, and insult that is sufficiently severe or pervasive to alter the conditions of a student’s participation in the district’s programs and activities. Any such intimidation is to be reported to the principal or the superintendent. (See Board Policy AC and regulation AC-R)

### **INDEPENDENT STUDENT STATUS: High School Only**

Any students that have reached the age of 18, and no longer living at home, may talk to the principal to discuss becoming an independent student.

The arrangement is specifically designed for students who are married, are receiving no financial support from home, or are living independently.

Independent students are required to report to the principal before signing himself or herself out.

Independent students are also required to report to the principal concerning the reason for their absence when they return to school before returning to class.

### **INTERROGATIONS, INTERVIEWS AND SEARCHES:**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students. They may be subject to periodic inspection without notice.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student’s automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles.

Law enforcement officials may be contacted in any case involving a violation of law when a student refuses to allow a search or where the search cannot safely be conducted. Parents/legal guardians will also be contacted. Refer to Policy JFG.

### **LACK OF EFFORT:**

Any student attending is expected to attempt to succeed.

The high school staff and administration shall not condone failure.

Persistent lack of effort to complete or turn in assigned class work will not be accepted.

Failure to make full use of before and after school tutoring by students is not acceptable.

In addition, a failure to have required materials or a failure to dress for physical education may result in disciplinary action if the problem persists. Discipline may range from a conference, extended instructional time, to long-term suspension.

### **LIBRARY/LIBRARY BOOKS:**

All students are required to have a library book so they can read when other assignments are complete. Communication Arts classes will go to the library every other week. Students who are not in a communication arts class on campus are to find time to go to the library and get a book. There is no excuse for students not to have a book to read when all other work is completed. **If a book is not returned by the end of the current school year, the student is liable for the cost of the book.**

### **LOCKERS:**

All students are provided with a locker.

These lockers are for the storage of books and school supplies and are to be kept in an orderly condition.

Lockers are owned by the school. Therefore, the school may legally search them should the need arise.

You are responsible for the locker that is assigned to you.

You may not switch lockers without administrative approval.

**If your locker is abused, you must pay for the damages. This includes adhesive stickers.**

Students are to keep their lockers clean and lockers are to be cleaned out at the end of the semester. Students that deposit trash in their locker will be subjected to the discipline code.

The school is not responsible for any items left in lockers after school is dismissed.  
Valuable items should not be brought to school. The school cannot be responsible for the loss of any items.  
Lockers are to be kept clean at all times so that the doors can easily close and open.

**LOITERING BY SUSPENDED STUDENTS:**

A suspended student is prohibited from being on school property or at any school activities. Suspended students found on school grounds are subject to serious disciplinary actions.

**LOITERING ON SCHOOL GROUND:**

The presence on campus during school hours of persons not enrolled in school is prohibited. Violators will be warned.  
Failure to leave could result in a call to the police.

**LOST AND FOUND:**

Articles found in and around the school grounds should be taken to the office.  
Lost and found items will be donated to a needy organization at the end of each semester if items are not claimed before that date. 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 principal's office and discuss the information.

**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**

**PARENT NOTIFICATION**

1. LEAs must annually disseminate DESE's ESSA Complaint Procedures to parents of students and appropriate nonpublic school officials or representatives. Please see ESSA Complaint Procedures for more information.

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

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

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

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

·Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.

·Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

4. Within 30 days after the beginning of the school year, an LEA must inform parents their child has been identified for participation in a language instruction educational program.

5. Parents/guardians of students enrolled in a persistently dangerous school or students who are victims of violent criminal offense while on school property must be notified of their option to transfer their student to a school that is not designated persistently dangerous.

6. Testing Transparency –LEAs must make available to the public for each grade and each assessment required by the state, the following:

- a. the subject matter assessed;
- b. the purpose for which the assessment is designed and used;
- c. the source of the requirement for the assessment (statutory cite);
- d. the amount of time spent on the assessment;
- e. the schedule for administering the assessment; and,
- f. the time and format for disseminating results.

#### **PLANNERS:**

A student planner is issued to each student FREE at the beginning of the year and will be used as a communication tool between home and school and to organize assignments. Students will be responsible for recording daily assignments and use the planner as a hall pass. If lost the student will need to purchase a new planner in the office for \$5.00. Planners are to be treated as an instructional tool. Any student without a planner in class could receive a tardy for not being prepared for class.

**Without a planner, a student may not leave the classroom.**

#### **PUBLIC NOTICE FOR SPECIAL EDUCATION:**

All public schools are required to provide a free and appropriate public education to all students, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability.

Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders, language disorders, visually impaired, hearing impaired, physical/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

#### **RANDOM DRUG TESTING POLICY:**

Southwest High School will follow the Southwest R-V School District Random Drug Testing Policy for all extra-curricular activities. A copy of the complete drug testing policy, as well as procedures and rules, will be distributed to all Southwest High School students.

#### **Southwest High School Activities and Organizations Subject to Random Drug Testing:**

Academic Team	FBLA	NHS	SWLT
Art Club	FCA	Science Club	Track
Baseball	FCCLA	Trap Team	Spanish Club
Basketball (B/G)	FFA	Softball	SRTC
Driving Privilege	Student Council	Volleyball	Cross Country (B/G)

## **REMOTE LEARNING PLAN**

### **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: Popup 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 work space 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 at 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 City Hall Parking Lot (limited time frame)
- 3.) Mission Baptist Church Parking Lot (limited time frame)

### **Remote Learning Home Support Survey**

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

### **SCHOOL CLOSING (WEATHER OR EMERGENCY):**

School closings will be broadcasted over radio KTTS, KWTO at Springfield, KAMO, Rogers, Arkansas, KIX 104, FM 94.3, FM 98.3, KJEM 95, and KRMO, Monett. School patrons and students should listen to any of the above stations when weather is inclement.

Television stations listed closings are KYTV, KODE, and KOLR.

### **SCHOOL SPONSORED TRIPS (INCLUDING SENIOR TRIP):**

Students must realize that they are representatives of our school and community when they go on school sponsored trips. These trips are an extension of the classroom and proper conduct is expected.

Students who misbehave on school sponsored trips or on the bus to and from those trips will be subject to disciplinary action. Disciplinary actions may include suspensions from further activity trips and/or ASD or OSS.

Students absent from school for school-sponsored activities should contact their teachers and arrange for make-up work before they leave for the trip.

Students are reminded that some assignments may be required to be turned in prior to leaving for the activity.

Other assignments are due immediately upon return from the trip or the late work procedures go into place.

Students on the "No Participation/Travel List" are not allowed to go on school sponsored trips and miss any instructional time.

Seniors who do not sign up for Random Drug Testing will be ineligible to go on the Senior Trip.

Same attendance rules apply that are used for school activities and field trips.

#### **SEXTING OR INAPPROPRIATE TEXTING:**

Sexting is illegal under federal law where text messages or images of a sexual nature are sent via cell phone.

It falls under the creation, distribution, and possession of child pornography and is a felony offense.

Any possession, creation, or distribution of these types of images will result in immediate contact of law enforcement both those taking the pictures and those possessing them turned over to authorities and suspension from school.

#### **SPORTSMANSHIP:**

Students who participate in the activity programs as either a player or a spectator are reminded that their actions are a direct reflection on Southwest High School.

Students are expected to support their team in a positive manner, accept the decisions of the officials, and maintain self-control at all times.

If a student's actions are lacking sportsmanship, they will be asked to leave the event with possible permanent suspension from school events.

#### **STUDENT DIRECTORY INFORMATION:**

Please be advised that the Southwest R-V School District will release "Directory Information" concerning your child upon request. This will include the following information: the student's name, participation in officially recognized extracurricular activities, height, and weight of members of athletic teams, dates of attendance, diplomas, and awards received photographs and other similar information. If you do not want this type of information about your child released, please send a note to that effect to your child's building principal.

#### **STUDENT HANDBOOKS/PLANNER:**

The student handbook (planner) will serve several purposes. All absences, tardies and discipline will be logged in the handbook. There will be a \$5.00 charge for replacing the planner. Handbooks are brought to each class. Use of another student's handbook will result in disciplinary actions.

#### **STUDENT IDENTIFICATION (ID) CARDS:**

Students must possess their Student Identification Card at all times.

**Students will have to show their teacher their ID card before they are allowed to leave for lunch.**

These cards will be issued by the office on a yearly basis. They are to be used in the cafeteria, for breakfast/lunch, in the library, etc. Lost or damaged cards will cost \$5.00 each.

#### **STUDENT TRANSFER OR WITHDRAWAL:**

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

Records will not be given to the student or provided to the other school unless all bills are paid to Southwest R-V Schools.

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 the Missouri and District requirements for students.

Parents must accompany new students upon registration.

A state birth certificate, proof of residency, and immunization records are required for student enrollment.

Students must turn in all books and school equipment plus pay all fines and fees before transcripts are released.

### **SUICIDE:**

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 prevention. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding from school. No student will be excluded from school based solely on the districts belief that the student is at risk if suicide.

Type: Administrative Procedure  
Descriptor Code: JHDF-AP(1)  
Title: Suicide Awareness and Prevention  
Status: [https://dss.mo.gov/cb/info/cwmanual/section7/ch1\\_33/sec7ch32.htm](https://dss.mo.gov/cb/info/cwmanual/section7/ch1_33/sec7ch32.htm)

### **SUPPLEMENTAL 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 sponsored events. This insurance does not cover transportation to and from school if you drive or ride with someone. Students need proof of insurance to be on sports teams.

### **SURVEYING, ANALYZING, OR EVALUATING STUDENTS:**

Without written consent of a parent/legal guardian or consent of the student if emancipated, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation that reveals information concerning:

Political affiliations or beliefs of the student or the student's parent/legal guardian.

Mental or psychological problems of the student or the student's family.

Sexual behavior and attitudes.

Illegal, antisocial, self-incriminating, or demeaning behavior.

Critical appraisals of other individuals with whom respondents have close family relationships.

Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.

Religious practices, affiliations, or beliefs of the student or the student's parent/legal guardian.

Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

If a survey covering one (1) or more of the eight (8) listed issues is distributed, regardless of the source of funding, the district will take measures to protect the identification and privacy of the students participating. These measures may include limiting access to the completed surveys and the survey results as allowed by law. Parent/legal guardian has the opportunity to opt the student out of participation in a survey covering one or more of the eight (8) listed issues. Refer to Policy JHDA.

### **TARDY POLICY:**

Tardiness is defined as any student being late beyond the scheduled time that class starts.

Time between classes is three minutes.

At the tardy bell each hour, all classroom doors should be closed and locked.

All tardies will be kept by the assigning teacher on SIS.

See Discipline Chart regarding excessive tardies.

Any student arriving in class without a pass will be considered tardy.

If the classroom teacher allows the student to go to their locker, restroom, or other location with the teacher's permission, the student will be allowed to enter the classroom without a tardy. In other instances, the teacher may state the student can go but will get a tardy if not back before the bell. This could result in a tardy.

Any student who is tardy to school must first check in at the office, Tardy Slip. If a student continues to get excessive tardies, lunch detention, Saturday school, or ASD could be used to discipline the student.

**4 Tardies within a quarter will result in an automatic session of ASD or lunch detention.**

<b>Building Tardy Policy</b>	Every Unexcused Tardy-Students may be required to turn in their phone to the office for the remainder of the day- Mr. Ferguson's or Mrs. Hermansen's discretion.	Buildings will be placed on restriction from phones-Mr. Ferguson's or Mrs. Hermansen's discretion as to how long.	Building on phone and lunch restriction with assigned seating.
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#### **TEACHER'S PRIVACY/CONFIDENTIALITY:**

Students are not to be at the teacher's desk/computer, in the teacher's closet, file cabinet, or office unsupervised.

If a student is found in these areas without permission, discipline will be assigned.

Student's personal items should not be stored in classrooms. Large athletic equipment and band instruments are an exception to this rule.

#### **TOBACCO:**

**Possession** of any tobacco products (including synthetic tobacco), electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity is prohibited on school property. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense Confiscation of tobacco product – principal/student conference, detention, or 1-3 out of school suspension.

Subsequent Offense: Confiscation of tobacco product – principal/student conference, detention, or 1-10 out of school suspension.

**Use of any tobacco products** (synthetic or otherwise), 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.

First Offense Confiscation of tobacco product – principal/student conference, detention, or 1-3 out of school suspension.

Subsequent Offense: Confiscation of tobacco product – principal/student conference, detention, or 1-10 out of school suspension.

#### **TRUANCY:**

Truancy is when a student:

Leaves campus without permission from the office, principal, or assistant principal

Comes to school but does not attend any or all classes or authorized activity.

Is not in school when the parent/legal guardian thinks the student is at school.

Obtains permission from a teacher or the office to go to a certain place on campus but does not go to the designated place.

Brings a parent/legal guardian -signed note that is forged.

Students who are truant from school will not receive any credit for all assignments or tests for the day which the student skipped school.

#### **VIOLATIONS OF TECHNOLOGY USAGE POLICIES AND PROCEDURES:**

Southwest R-5 School District believes that students will benefit from familiarity with today's technology. We have provided resources for students to use for furthering their education. Students should understand the usage of school facilities is not a right, but a privilege, which can be revoked in certain instances.

#### **Misuse of school technology can come in a variety of forms, including:**

Students attempting to access pornography

Student usage of pornographic language or pictures on the internet

Students attempting to gain access to school technology by use of another student's individual password

Students attempting to hack into areas containing school records and information not freely accessible to students or the general public

**First offense:** loss of internet and computer privileges for one quarter or nine (9) weeks.

**Second offense:** loss of internet and computer privileges for one semester from the day of the incident.

**Third offense:** loss of internet and computer privileges for the duration of the student's school years in this district (See Board Policy EHBR)

**VISITORS:**

Students not enrolled in school are not permitted to visit classes during school hours. All visitors must check in at the principal's office upon arrival on campus.

**WEAPONS:**

Knives, guns, and/or other sharp objects considered dangerous are NOT to be brought to school.

Refer to the SWH Discipline Code or Southwest R-V School Board Policies on the school web site or Superintendent's office.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon on school property could be suspended from school for at least one (1) calendar year or expelled and may be referred to the appropriate legal authorities. The superintendent to the Board of Education may modify the suspension or expulsion on a case-by-case basis upon recommendation.

School property is defined as property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place. Refer to Policy JFCJ.

**Important Note to Students/Parents/Guardians:**

There were several different colored forms given to the students the night of the open house that needed to be signed and returned to the High School Office. If you did not receive these forms, please contact JoAnn Tolbert at 417-826-5413.

**FORMS THAT NEED TO BE SIGNED AND RETURNED TO THE HS OFFICE**

Lunch Form	Acceptable Use (Technology) Agreement Form
Emergency Contact	SIS Parent Portal
Student Health Inventory	Insurance Report for MO Health
Driving Permit	Enrollment Questionnaire
Drug Testing Form	

**GENERAL DISCIPLINE POLICY:**

The Southwest R-V School District Board of Education has the legal authority to make all needed policies, rules, and regulations for organizing and governing the school district. This includes the power to suspend those who impair the morale or good conduct of the students, violate the shared values or philosophy of all stakeholders, or compromise the unity of purpose of all stakeholders. These policies, rules, and regulations will apply to all students involved in district instructional and support programs, as well as those at school-sponsored activities and events. Off campus misconduct, which is not school related and which adversely affects the educational climate, will be subject to these policies, rules and regulations. Criminal offense by students may be considered along with the other disciplinary violations in determining appropriate disciplinary actions. Refer to Policy JG.

**CROSS-REFERENCE OF STUDENT DISCIPLINARY REFERRAL AND SWH DISCIPLINE CODE**

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

## Southwest High School Discipline Code

Referral Issue	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Arson</b> – 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	1-180 day suspension, recommendation for expulsion & notification of legal officials restitution	
<b>Assault (Violent Act)</b> – 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	Immediate Removal 1-180 day suspension Notification of legal officials	Immediate Removal 1-180 day suspension or expulsion. Notification of legal officials	
<b>Assault of Staff (Violent Act)</b> -- strikes, slaps, kicks at any staff member	10–180 day suspension Notification of legal officials	11-180 day suspension Notification of legal officials	
<b>Bullying</b> – 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: <b>cyber bullying</b> , physical violence, verbal taunts, name-calling and putdown, threats, extortion or theft, damaging property, an exclusion from a peer group (see Board Policy JFCF)	Immediate Removal ASD 1–180 day suspension	Immediate Removal ASD 1-180 day suspension	
<b>Bus Misbehavior</b>	Warning/Conference/ASD Same as an on campus offense 5 Day Bus Suspension	Conference/ASD Same as an on campus offense 10 Day Bus Suspension	Same as an on campus offense Remainder of Quarter Bus Suspension Remainder of Year Bus Suspension
<b>Cell phone usage/violation (or other electronic devices) during instructional time</b> – cell phone usage, although convenient, is a deterrent to the educational process in the classroom; cell phone usage in the middle school is prohibited. Parents/guardians and students are required to sign a cell phone usage contract.	School personnel will confiscate and bring to the office. Students will receive a warning. Students may pick up their 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; student will receive 1 day of ASD for each occurrence; each reoccurring offense – ASD or OSS
<b>Cheating (ACADEMIC DISHONESTY)</b> – copying answers from another student’s work or using other fraudulent methods to gain answers; plagiarism	Nullification of document and office referral	Nullification of document ASD	Nullification of document 1-10 days ASD/OSS

<b>Cyber bullying (see Board policy JFCF)</b> – Intimidation or harassment of a student or multiple students perpetrated 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. Students will not be disciplined for speech in situations where the speech is protected by law.	ASD Or 1-180 days of OSS	1-180 days of OSS	
<b>Dishonesty</b> – Any act of lying or deception, whether verbal or written, including <b>forgery</b>	Nullification of document and office referral Detention	Nullification of document ASD 1-180 days OSS	
<b>Disrespectful or Disruptive Conduct or Speech (Confrontational Behavior, Disruptive Behavior, Inappropriate Behavior)</b> - Verbal, written, pictorial or symbolic language or gesture 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 Conference ASD	Conference ASD 1-180 day OSS Expulsion	
<b>Dress Code Violation -</b>	Alternative placement; parent contact	ASD OSS 1- 10 Days	OSS 1-180 Days
<b>Drugs/Alcohol</b> - sale, purchase, or distribution of any <b>over-the-counter</b> drug, herbal preparation or <b>imitation drug</b> or herbal preparation	1-180 days OSS Notification of Legal authorities	1-180 days OSS Expulsion, Notification of Legal Authorities	
<b>Drugs/Alcohol – Possession</b> of or attendance while under the influence of or soon after consuming any <b>unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs</b> , imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV/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	



<b>Drugs/Alcohol – Sale, purchase or distribution</b> 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, III, IV or V in section 202 of the Controlled Substances Act	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	
<b>Extortion</b> – Threatening or intimidating any person for the purpose of obtaining money or anything of value	1-10 days OSS Possible notification of legal authorities	1-180 day suspension Notification of legal authorities	
<b>Failure Avoidance</b>	ASD/Saturday School	OSS	Alternative Environment
<b>Failure to Meet Conditions of Suspension</b> – 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 discipline	Verbal warning ASD 1-180 days OSS Expulsion	ASD 1-180 days OSS Expulsion	
<b>False Alarms</b> – 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 ASD 1-180 days OSS; Expulsion	Restitution ASD 1-180 days OSS; Expulsion	
<b>Fighting</b> -- Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.	Immediate Removal 1-180 days OSS	Immediate removal and 1-180 days OSS, Expulsion	
<b>Hazing</b> – 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	ASD 1-180 days OSS	1-180 days OSS Expulsion	
<b>Horseplay (Inappropriate Physical Conduct)</b> – Includes wrestling, scuffling, tripping, punching, hitting and harassment	Warning, Conference, ASD, OSS	ASD 1-10 days OSS	

<b>Insubordination (Defiance or Walking Out of Class)</b> – Open defiance toward any staff member	Conference, Detention ASD 1-3 days OSS	ASD 3-10 days OSS	
<b>Missing or Late Assignments</b>	1 day late-25% of Grade Earned	2 days late-50% of Grade	3 or More days late-Zero
<b>No Dress P.E.</b>	Loss of Dressing Out Points for the day and Conference	Teacher call home	ASD
<b>Obscene/Offensive language, gestures, <u>profanity</u>, writing or distribution of materials</b>	Warning/Conference ASD	ASD 1-180 day suspension OSS	
<b>Obscene/Offensive language and gestures (Profanity)</b> – Directed at staff members	ASD 5 days OSS	10 days OSS	11-180 days OSS
<b>Public Display of Affection</b> – Physical contact that is inappropriate for the school setting, including but not limited to hugging, kissing, groping and/or any sexual activities.	Conference ASD/OSS	ASD/OSS	
<b>Sexual Harassment</b> – Use of unwelcome <b>verbal, written or symbolic language</b> 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 ASD 1-180 days OSS Possible Notification of Authorities	ASD 1-180 days OSS Expulsion Notification of Authorities	
<b>Sexual Harassment</b> – Unwelcome <b>physical contact based on gender</b> 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; including inappropriate touching.	ASD 1-180 days OSS Expulsion	1-180 days OSS Expulsion	
<b>Tardy Procedures- Building Tardy Policy</b>	Every Unexcused Tardy-Students may be required to turn in their phone to the office for the remainder of the day- Mr. Ferguson's discretion.	Building may be placed on restriction from phones-Mr. Ferguson's discretion as to how long.	Building on phone and lunch restriction with assigned seating.
<b>Technology Misconduct (Computer Violation)</b> - 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	Loss of privileges for a quarter Loss of privileges for a semester 1-10 Days ASD/OSS	Loss of privileges for a semester 1-10 Days ASD/OSS	Refer to Board Policy JG-R pages 9 & 10

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.			
<b>Theft</b> – Theft, attempted theft or knowing possession of stolen property	Warning/Conference ASD - 1-180 days OSS Notification of legal officials	1-180 days OSS Notification of legal officials	
<b>Threats or Verbal Assault</b> – verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage	Warning/Conference 1-180 days ASD/OSS Notification of legal officials	1-180 days OSS Notification of legal officials	
<b>Threats toward any staff member</b>	10 days OSS Possible referral for long term suspension	Immediate referral for long term suspension	Immediate referral for long term suspension Referral for expulsion
<b>Tobacco/Vaping – possession</b> of any tobacco/vape product on school grounds, school transportation or at any school activity	Confiscation of tobacco or vape product 1-3 days OSS	Confiscation of tobacco or vape product 1-10 days OSS Notification of legal officials	
<b>Tobacco/Vaping – Use</b> of tobacco/vape products on school grounds, school transportation or at any school activity	Confiscation of tobacco or vape product 3 days OSS Notification of legal officials	Confiscation of tobacco or vape product 10 days of OSS Notification of legal officials	
<b>Truancy (Not in Assigned Area)</b> – Absence from school without the knowledge and consent of parent/legal guardian and/or the school administration; excessive non-justifiable absences, even with the consent of parent/legal guardian (See Board policy JEDA)	1-3 Days ASD No credit on any assignments on the truancy day	3-10 Days ASD No credit on any assignments on the truancy day	
<b>Unauthorized Entry</b> – 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	ASD 1-180 days OSS	1-180 days OSS Expulsion	
<b>Vandalism</b> – 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 ASD/OSS 1-180 days Expulsion	Restitution 1-180 days OSS Expulsion	

<b>Vaping-</b> Possession or use on school property or school events, the sale, purchase or distribution of. Vape will be confiscated and possibly tested for THC  <b>Weapons (Violent Action) – Possession or use</b> 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 <b>used for attack or defense against another person;</b> any instrument or device used to inflict physical injury to others	1-180 days OSS Expulsion Notification of legal officials  1-180 days OSS Expulsion Notification of legal officials	1-180 days OSS Expulsion Notification of legal officials  1-180 days OSS Expulsion Notification of legal officials	
<b>Weapons (Violent Actions) – Possession or use</b> 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	

### SW Middle School Behavior Intervention Support Team

As educators, we believe that schools need the right intervention strategies when dealing with the challenges of today's students. Our Behavior Intervention Support Team (BIST) allows caring adults to confront disruptive behavior with grace and accountability. Our common goal is to provide every student with a safe and productive learning environment

#### 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 don’t 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.

## **GENERAL CLASSROOM EXPECTATIONS FOR STUDENT**

Teachers will communicate their specific classroom expectations to students at the start of the school year/semester. The student will be expected to exhibit appropriate classroom behaviors as outlined by each classroom teacher. All students are expected to:

### **Make school attendance a priority.**

Consistent and prompt attendance in every class is critical for successful academic performance.

An absence for truancy will result in no credit for class work that day. For pre-excused/school-related absences students should have work for the day completed prior to being excused. The student should be prepared to take a quiz/test or submit an assignment if it falls on the day returning to school. The tardy policy will be enforced by each classroom teacher. **Random rewards/incentives will take place throughout the year for high attendance marks.**

### **Be prepared for and participate in class.**

Report to class prior to the tardy bell with handbook, pen/pencil, paper, text, notebook/folder, and other materials related to the class. All assignments are to be turned in headed in the top right hand corner with the first and last name, date, and class period plus completed in a neat and legible manner. If missing any of these requirements, the paper could be turned back to the student or could be reflected on the grade earned on the assignment. Achieve maximum performance in class through effort, attitude, and daily attendance. Sleeping in class is not allowed. Items which inhibit academic effort will not be allowed. **MP3 players, earbuds, etc may not be turned on nor headsets worn during class** without teacher permission. Cell phones and other similar communication devices are prohibited during the student’s scheduled class time. Items in use will be confiscated and turned into the office.

### **Respect other people and their property.**

At all times the student should act with courtesy toward teachers, staff members, and students. Both their actions and words should reflect such courtesy. The student is responsible for keeping all school property (books, classroom materials) in good condition.

### **Carry a student ID card and Handbook.**

All students will be required to carry a Southwest Student ID card with them while in school. The ID card is used to check out books, to go through the lunch line, and to use before/after school scheduled computer time. Replacement cards cost \$3.00. **Replacement Handbooks \$5.00.**

### **Leaving class for any reason**

Students are allowed to leave class four times per week collectively . These need to be used sparingly. These are to be documented in SIS. If a student is sent by a teacher to run an errand or called to the office, they need to take a hall

pass. In addition, students must sign out of class before leaving the classroom. The teacher will have a weekly sign out sheet in the classroom for all students to sign in and out when they enter and leave the class during the class period.

**Students should carry their ID card, and all necessary items to class.**

**Get involved in School Activities:**

Sports: Volleyball, Basketball, Softball, Baseball, Track, Cross Country

Activities: Band, Choir, FFA, FBLA, FCCLA, Speech/Debate, Theater

Clubs: Art Club, Science Club, FCA, Drama, Spanish Club, NHS, Cheerleading

## **SOUTHWEST R-V ATHLETIC HANDBOOK**

### **INTRODUCTION**

This handbook is provided to the student athletes to help them understand and to meet the goals and objectives of the Southwest R-5 School District Athletic programs. Please take time to read and understand its contents. Any questions about a particular sport should be directed towards the Athletic Director. This handbook is a general guideline and should be used as such. Each individual coach will have the authority to establish his/her own expectations, guidelines, and rules per individual program.

As a Southwest R-5 School District athlete you are a member of a select group. You will receive more attention in school and in the community because you are a member of the athletic program. It should always be remembered that the athletic program should function for the student body, as part of the total curriculum. It should be remembered that interscholastic sports are extracurricular and are not a substitute for a strong academic program.

### **PHILOSOPHY**

It is the desire of the Southwest R-5 School District to promote the physical, mental/emotional, social, and moral well being of all the participants in the athletic programs provided. Athletics is an effective tool in preparing our youth to enter and contribute to our society in a positive manner.

Due to our society's structure, an individual must understand the need for rules, laws, and regulations in allowing our citizens freedom to remain secure. Athletics is a means to that end. The coaches instill in the athletes the understanding that self-discipline is a necessary quality in the development of a citizen's character and work habits.

It should be stressed that good observance of training rules must come from within the athlete. The rules cannot be forced upon the player by the coach. If an individual in the Southwest R-5 School District Athletic Program breaks these rules, the coach will be forced to discipline the player in the best interest of the team, school, community, and the individual involved.

## **SPORTS OFFERED**

<b><u>High School</u></b>		<b><u>Junior High</u></b>	
<b>Sport</b>	<b>Season</b>	<b>Sport</b>	<b>Season</b>
Cross Country	Fall	Cross Country	Fall
Softball	Spring	Basketball	Fall
Volleyball	Fall	Cheerleading	Fall
Basketball	Winter	Baseball	Spring
Cheerleading	Winter	Volleyball	Spring
Baseball	Fall/Spring	Track	Spring
Track	Spring	Trap	Spring
Trap	Spring/Summer		

## **SOUTHWEST ATHLETIC SPORTSMANSHIP CODE** **For Players, Parents, Guardians, Coaches, Administrators, and Fans**

- A. Maintain pride in yourself and your school.
- B. Strive to keep high standards of conduct.
- C. Cheering is always encouraged for one's own teams.
- D. No taunts, chants, noises, cheers, jeers, songs, profanity, signs or motions directed to the opposing team, coach, school, or officials. Treat everyone with respect.
- E. No disrespect will be shown to the opposing team during introductions.
- F. No noisemakers.
- G. No continuous standing unless in designated areas.
- H. Accept victory or defeat graciously.

## **ADVANTAGES OF EXTRACURRICULAR PARTICIPATION**

- A. Opportunity to participate in an activity which parallels many later life experiences.
- B. Opportunity to develop physical, mental/emotional, and social powers to the fullest.
- C. Develop responsiveness to group discipline.
- D. Develop lasting relationships.
- E. Develop self-discipline.
- F. Develop respect for rules and duly constituted authority.
- G. Opportunities for development of cooperation, resourcefulness, perseverance, sportsmanship, initiative, and unselfishness.
- H. Travel opportunities to see other communities and get acquainted with other types of people.
- I. Increase one's circle of friends and acquaintances.

## **DISADVANTAGES OF EXTRACURRICULAR PARTICIPATION**

- A. One may practice and never make the “team”.
- B. Participation rules may cramp one’s “social style”.
- C. Before and after school practices occur throughout the school year.
- D. Managing Academics to remain eligible.
- E. Some activities require hard, tiresome, and sometimes repetitive activities.
- F. In athletics, some physical injuries are possible.

## **SOUTHWEST ATHLETIC CODE** **While Under Specific Sport Supervision**

- Each athlete should meet the eligibility standards set forth by the Missouri State High School Activities Association (MSHSAA) and Southwest R-5 School District.
- All athletes must be good citizens of the school and community. Athletes must also be in compliance with all school rules and regulations set forth in the Student Handbook and Board of Education Policies.
- Each athlete must have a permission form signed by the athlete and his/her parent/guardian and completed physical form on file with the Athletic Director.
- **Language/Behavior, Theft or Malicious Action, Vaping, Smoking and/or Tobacco, Alcohol, Drugs** — Each athlete is encouraged to conduct him/herself in a proper manner. If an athlete should bring discredit to the Southwest R-5 School District, disciplinary action will result. The Coach, Athletic Director, and/or Principal could also remove them from the team.
- Team rules, the Student Handbook as well as the Southwest R-5 School District Co-Curricular/Extra-Curricular Random Drug Testing Policy will be followed.

## **OUT OF SCHOOL INFRACTIONS ARE COVERED THROUGH THE MSHSAA HANDBOOK**

### **CO-CURRICULAR/EXTRA-CURRICULAR** **GRADE ELIGIBILITY POLICY**

The co-curricular programs of Southwest High School take great pride in the success many have achieved in previous years. These achievements, which were based on an attitude of pride, discipline, and hard work by the members of the organizations, have provided a rich heritage for the Southwest R-5 School District. These same qualities must be ongoing, for they provide not only extra-curricular activity success, but also success in the multi-faceted personal pursuits of life. It is in this spirit that the following guidelines are being established to aid in the successful guidance of student athletes and student participants:

- **ANY STUDENT ON THE F LIST WILL NOT BE ABLE TO PARTICIPATE IN ANY CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITY UNLESS APPROVED BY THE PRINCIPAL.**
- As per MSHSAA rules. Students must maintain no more than one semester F in all classes at semester report card time to be eligible for co-curricular/extra-curricular competition or performances.



- As per MSHSAA rules. Students who fail more than one semester class at semester report time shall be ineligible to compete or perform the following semester beginning on the next calendar day after grades are submitted to the office. Students may participate in practice, but may not compete, perform, or attend special functions related to co-curricular/extra-curricular activities. As per MSHSAA rules. Students will remain ineligible until the next semester.
- Anyone with a Quarter F on a grade card will be ineligible until the following Progress Report. If there are no F's the Athlete becomes eligible. If the Athlete has an F at that time in any class they then would follow the weekly grade check policy until the end of the quarter.
- On the third Monday of each quarter we will start running a weekly F list. Any student on the F list at that time will be ineligible for the whole week. (Principal's Discretion)

## **CO-CURRICULAR/EXTRA-CURRICULAR RANDOM DRUG TESTING POLICY**

The Southwest R-5 School District is committed to a “drug free” learning community. For the betterment of all involved at the Southwest R-5 School District, “Random Drug Testing” began in the 2006-2007 school year. Any student grade 6 thru 12 who will be participating in any Co-Curricular/Extra-Curricular activity will be subject to a random drug test. If the student chooses not to participate in the drug testing program they will not be able to participate in the Co-Curricular/Extra-Curricular activities listed below.

### **Co-Curricular/Extra-Curricular Subject To Random Drug Testing But Not Limited to**

Academic Team	Art Club	Baseball	Basketball Cheerleading
Cross Country	FBLA	FCA FCCLA	FFA MHGC
Science Club	SFFC	Softball	NHS
Student Cabinet	SWAT	SWLT	Track
Trap Team	TSA	Volleyball	Youth Alive
Drama	Driving Privileges	Senior Trip	Music

## **ATTENDANCE**

Students must be in attendance a minimum of **half** of the day to participate in any activity scheduled for that day. Exemptions are granted with **Building Principal or Athletic Director approval only** . Saturday activities will go on Friday's attendance.

A student who has gone out for a sport team but quits on his/her own accord, **will not** be eligible to start practicing for another sport before the end of the competition in the sport that was dropped, unless the head coach (of the sport that was dropped) gives written permission to do so. The student must then meet with the Athletic Director and/or the Principal for final approval.

## **TRANSPORTATION**

- Athletes must travel to away contests in transportation provided by the Southwest R-5 School District. Exceptions will be made only with approval of the Coach, Athletic Director, and Principal in advance.

- Students using transportation provided by the Southwest R-5 School District are under the supervision of the coaches. Inappropriate actions either on the bus or at the contest may result in the loss of transportation privileges as well as other appropriate actions deemed necessary and applicable by the school administration.
- Only high school students will be allowed to ride buses to away varsity and junior varsity contests. Only middle school students will be allowed to ride the bus to away middle school contests.

## **MSHSAA GUIDELINES FOR PARTICIPATION**

The following guidelines are set forth by the Missouri State High School Activities Association (MSHSAA) and the Southwest R-5 School District. Each athlete must meet these requirements to be eligible to participate in athletics.

### **211.0 DEFINITIONS**

- Eligibility to represent a school in interscholastic activities is a privilege to be attained by meeting the standards of eligibility cooperatively set by the member schools through the Association and any additional standards set by a member school for its own students.
- In order to represent the school the individual must be a bona fide student and meet all eligibility requirements. A bona fide student is one who is enrolled in and regularly attends classes at the member school which meet the minimum academic requirements in By-Law 213.

### **212.0 CITIZENSHIP REQUIREMENTS**

A student in the 6-12 grades must have earned, the preceding semester of attendance, a minimum of 3.0 credits and shall currently be enrolled in and regularly attending courses that offer at least 3.0 units of credit. Beginning 6<sup>th</sup> - 9<sup>th</sup> grade students shall have been promoted for their first semester eligibility.

A student must be making satisfactory progress towards graduation as determined by local school policies.

A student who is dual enrolled in college and high school classes, but does not receive high school credit on his/her high school transcript for the college work, may have college hours earned during a regular semester count up to a maximum of 1 unit credit towards determining high school eligibility as follows: ½ unit of high school credit for a 3 credit hour class; 1 unit of high school credit for a 5 hour college credit course.

A student who was academically ineligible the preceding semester, but meets the academic standard at the close of that semester becomes eligible the 5<sup>th</sup> day classes are attended in the succeeding semester.

**Exception:** If an interscholastic contest is played **before** the formal opening of school and a student has become academically eligible for the fall semester and is eligible in all other respects he/she may be eligible to participate under this provision provided the student is properly enrolled in school.

### **231.0 AMATEUR AND AWARDS STANDARDS**

Students may not receive cash for participating in an athletic contest. Any awards presented must be symbolic in nature such as medals, ribbons, merchandise, etc. and the retail value cannot exceed \$250.00.

## **232.0 AGE REQUIREMENTS**

Senior High: A student shall not have reached the age of 19 prior to July 1 preceding the opening of school. If a student reaches the age of 19 on or following July 1, the student may be considered eligible for the ensuing school

Junior High: To be eligible for junior high school competition against teams all in a particular grade classification, the student shall not have reached the following ages prior to June 30 preceding the opening of school: Grade Six—13, Grade Seven—14, Grade Eight—15.

## **235 NON-SCHOOL COMPETITION**

Students **may not** practice for or participate with a non-school team or in any organized non-school athletic competition in the same sport during the same season. Students may participate on a school team and a non-school team in different sports during the same season. Students may not practice with or participate for a non-school team or organized non-school athletic competition on the same day that they practice or participate for the school team without approval of their school administrator.

## **308.0 & 309.0 PARENTAL PERMISSION/PHYSICAL EXAMS & INSURANCE**

Prior to each year of interscholastic athletic participation, a student shall furnish a statement, signed by the student's parents or guardians, which grants permission for the student to participate in interscholastic athletics.

**A.** The school shall require of each student participating in athletics a certificate of an issued physical signed and authorized by a physician, advanced nurse practitioner in written collaborative practice with a physician, or a certified physician's assistant in collaboration with a sponsoring physician stating that individual is physically able to participate in athletic practices and contests of his/her school. A student shall not be permitted to practice or compete for a school until a complete, signed certificate is on file at the school. The medical certificate is valid for the purpose of this rule if issued on or after February 1 of the previous school year.

**B.** A student shall **not** be permitted to practice or compete for a school until it has verification that he/she has basic athletic insurance.

**Both a & b must be completed and on file with the Athletic Director prior to participation in practice.**

## **310.0 CONDITIONING REQUIREMENTS**

Each squad must have 14 days of conditioning practice and each individual must have participated in 14 practices on 14 different days prior to the first contest in all sports. This requirement shall be met if a student has been a member of another school sports squad immediately preceding the sport season, has been actively practicing with the sport squad, has had 14 days of physical conditioning and begins physical conditioning practice with the new sport squad with no more than seven calendar days having passed between the two sports before beginning practice.

## **SPORT PARTICIPATION NUMBERS**

In order to keep our teams competitive and allow for proper attention during practice we have participation limits that would mean in some instances athletes are cut from the team. Not only team success but individual growth and success is a goal. With too many participating, individuals are not afforded the individual attention required and the opportunity for growth.

Limits per Sport/Activity(JH & HS):

Baseball	24	Basketball	24	Softball	24
Volleyball	24	Track 24 Boys 24 Girls		Cheerleading	15
Trap	20	Cross Country 20 Boys 20 Girls			

## **ATHLETIC AWARDS**

### **FIRST YEAR**

To receive a Varsity letter, (SW), in volleyball, basketball, baseball, or softball, the athlete must participate in more than half the varsity games.

To receive a Varsity letter, (SW), in track & cross country, the athlete must participate in more than half of the varsity meets.

To receive a Varsity letter, (SW), in trap shooting, athletes must shoot as a freshman at a 75 average or above, or place at the state level either individually or as a part of a junior squad.

### **SECOND, THIRD, OR FOURTH YEAR (ALL SPORTS LISTED ABOVE)**

Athletes will receive a gold bar for meeting the above requirements.

### **SPECIAL PATCHES**

**INDIVIDUALS**—Students are required to purchase individual patches for All-conference, All-district, & All-area. Southwest school will purchase All-state or other awards received.

**TEAM**— Students are required to purchase team patches for Conference & District. Southwest school will purchase State Champions.

## **ATHLETIC EQUIPMENT**

Athletes are responsible for returning all issued equipment at the end of each sports season and will be responsible for replacement costs of all equipment lost. A list of athletes who owe money or equipment will be given to the principal's office. All debts must be paid before grades or a diploma will be released.

Improper use of equipment and/or facilities causes more rapid depreciation than excessive use. Game and/or practice uniforms are not to be worn as school clothing unless express permission is obtained from the head coach.

## **USE OF SCHOOL FACILITIES**

Southwest Athletes always have precedence for use of school facilities. Non-school or local groups desiring to use school facilities must call the Superintendents office in order to determine availability of and obtain permission for use of school athletic facilities.

## **MULTIPLE SPORT/ACTIVITY PARTICIPATION GUIDELINES FOR ATHLETES/PARTICIPANTS**

Both Coaches/Sponsors must be in agreement for the Athlete/Participants to do both sports/activities at the same time.

Students must choose a Primary Sport/Activity when both Sports/Activities are equal. The chosen primary sport must come first. The Athlete/Participant cannot pick and choose when they will or will not practice. The coach/sponsor will set up a schedule for them to follow.

Team Sports/Activities will take precedence or be the primary sport/activity over or individual Sports/Activities.

Conference, District, and State Sports/Activities will take precedence over regular scheduled Sports/Activities.

**\*\*Athletes/Participants** (Students must understand that playing time or position on the Team/Activity may be reduced due to lack of full time Practice/Participation.

## **PARENT/COACH COMMUNICATION**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to students. As parents, when your student becomes involved in our program, you have the right to understand what expectations are placed on your student. This begins with clear communication from the coach of your student's program.

### **Communication Coaches Expect from Parents**

- Athletes should be the first ones to talk to the coach BEFORE the parent/guardian talks to the coach.
- Notification of any schedule conflicts well in advance.
- Specific concerns in regard to a coach's philosophy and/or expectations.

As your student becomes involved in the program of Southwest R-V Schools, they will experience some of the rewarding moments of their lives. Also, it is important to understand that there may be times when things do not go the way you or your student wishes. At these times discussion with the coach is encouraged.

## Communication You Should Expect From a Coach

- Philosophy of coaching.
- Expectations the coach has for your student as well as all the players on the team.
- Location and times of all practices and contests.
- Team requirements, i.e. fees, special equipment, off-season conditioning.
- Procedure should your student be injured during participation.
- Discipline that results in the denial of your student's participation.

## Appropriate Concerns to Discuss with Coaches

- The treatment of your student mentally and physically
- Ways to help your student improve.
- Concerns about your student's behavior.

It is very difficult to accept your student not playing as much as you may have hoped. As stated previously, the Student Athletes should talk to the coach first BEFORE the Parent/Guardian makes contact with the coach. Coaches are professionals, and they make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your student's coach. Other things, such as those listed next must be left to the discretion of the coach.

## Issues Not Appropriate To Discuss With Coaches

- Playing time.
- Team strategy.
- Play calling
- Other students/athletes/participants.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

## Procedure to Follow if You have a Concern to Discuss

1. Call to set up an appointment with the coach.
2. Please do not attempt to confront a coach before or after a contest or practice. **A parent should not enter a team locker room before or after a contest or practice unless their student athlete has been injured.** These can be emotional times for both the parent and coach. Meetings of this nature usually do not promote a resolution.

## The Next Step

**What a parent is to do if the meeting with the coach did not provide a satisfactory resolution.**

1. Call and set up an appointment with the Athletic Director/Principal to discuss the situation.

2. At this meeting the appropriate next step can be determined.

Since research indicates a student involved in co-curricular activities has a greater chance of success during childhood, these programs have been established. Many of the character traits required to be successful participants are exactly those that will promote a successful life after high school. We hope the information provided within this handbook makes both your student and your experience with the Southwest R-V Athletic Program, less stressful and more enjoyable.