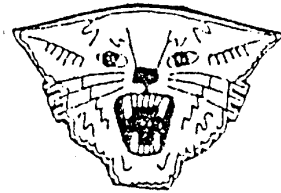


# Southwest Livingston County R-I

## Student Handbook

# SW



Revised: July 2017  
Board Adopted: July 17, 2017

“EDUCATION, SERVICES AND EMPLOYMENT  
ON A NON-DISCRIMINATORY BASIS”

Nondiscrimination Statement  
SouthwestLivingstonCountyR-I School District

It is the policy of the SouthwestLivingstonCountyR-I School District not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in employment, educational programs and activities or admissions. 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 or complaints concerning the SouthwestLivingstonCountyR-I School District’s compliance with the regulations implementing Title II, Title VI, Title VII, Title IX, Section 504 or the American with Disabilities Act (ADA) may be directed to: Superintendent’s Office, SouthwestLivingstonCountyR-I School District, 4944 Hwy DD, Ludlow, Missouri, 64656.  
(660-738-4433)

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### **Educational Philosophy/School District Mission**

We believe...

- That all students should be entitled to a free public education that will allow them to reach their full potential
- The success of students depends on the accountability and cooperation of the school district, community, parents and student.
- Our staff provides a valuable service to society and should be compensated accordingly.
- That learning is a life-long process.
- In education that develops the confidence to explore opportunities and accept challenges in order to learn and achieve goals.
- In education that is relevant to a students to accept responsibility for personal decisions and actions.
- In education that addresses a variety of learning styles and that promotes the individuality of each student.
- In a cooperative approach to curriculum development and implementation.
- In a staff that is knowledgeable of current educational practices and implements those that address the needs of the students.

It is therefore, the mission of the Southwest Livingston County R-I School District in partnership with the community to educate all students, providing each the opportunity to realize his/her fullest potential.

### **High Priority Goals**

1. All students will be given a balanced education that prepares them to be responsible citizens in society by offering and maintaining consistently high quality programs and instructional efforts.
2. Update and maintain technological resources to strengthen and expand the ability of students, staff and Community to process information effectively using technology today and in the future.
3. The District will show positive progress in school/community communication and in the overall perceived image in the community.
4. The District will enhance and/or sustain appropriate finances in order to maintain facility and faculty and provide a safe and positive educational environment.
5. Students will have access to safe, healthy, and accessible facilities, which are properly maintained to house the educational programs of the District.

### **Southwest Students Reach for Excellence in their Actions in that they:**

- ✓ Keep their hands, feet, mouth, and objects to themselves.
- ✓ Respect those in Charge.
- ✓ Do what they are supposed to do whether they want to do it or not.
- ✓ Are where they are supposed to be, with what they are supposed to have, when they are supposed to be there.

## INTRODUCTION

The student handbook is intended to acquaint the student and parents with regulations of the school. These regulations are set forth with the intention of enabling both the faculty and the students to operate in a school where good order, superior school spirit and high purpose prevail.

With good will on the part of all concerned - administration, teachers, students, and parents - rules will not stymie school spirit, rather, they will contribute to the betterment of the overall school program and result in a truly rewarding educational and social program for all students.

All students and parents are urged to read this handbook thoroughly in order to be familiar with the organization, policies, and procedures of the school. It is the duty of every good citizen to know and make themselves aware of the rules by which their society maintains order. As a citizen of this school system, you, the student, will be held accountable for knowing and obeying the rules.

It is suggested that students keep this book for future reference. All previous students' handbooks are invalidated and replaced by this revised edition.

This handbook is subject to revision during the school year if required. Current adopted board policy is always the final word.

### Requirements for Graduation

Minimum Southwest Livingston County R-I School District Graduation Requirements:

<b>Subject</b>	<b>Southwest R-I Requirements</b>
Language Arts .....	4
Mathematics .....	3
Science .....	3
Social Studies* .....	3
Fine Arts.....	1
Practical Arts .....	1
Personal Finance .....	0.5
Health Education .....	0.5
Physical Education .....	1
Electives .....	9
<b>Minimum Units Required .....</b>	<b>26</b>

\*The U.S. Constitution Test, and the Missouri Constitution Test, as required by law, will be studied and tested as part of the 9th grade Government curriculum. Required CPR training will be taught during Health/PE.

Students must maintain 90% or higher attendance rate during their senior year to fully participate in graduation activities/ceremonies.

### Student Classification

Classification of a student as to grade level will be determined by the following schedule.

<b>Number of Units</b>	<b>Classification</b>
0 to 7.....	Freshman
7.5 to 14.....	Sophomore
14.5 to 21.....	Junior
21.5 to 26.....	Senior

### **Granting of Credit Units**

One unit of credit will be granted for the successful completion of any class that meets five days each week for a full school year. One-half unit of credit will be granted for the successful completion of a course that meets five days each week for one semester. Students must pass a core course before enrolling in a subsequent course of the same core course of study (i.e. must pass English I before enrolling in English II).

### **Course Load Requirements**

Students are required to be enrolled for a minimum of 8 units of credit at all times, unless prior approval is granted by administration. The Southwest Livingston County R-I School District requires a student to be enrolled for a total of eight semesters in an accredited high school before a diploma can be granted. There are certain exceptions to this requirement of eight semesters of attendance, one of which is the Fourth-Year Exception Program:

The four-year high school attendance requirement may be modified for a limited number of senior students based upon the following conditions:

1. Students must have completed the minimum units required by the State Department and by the local board of education.
2. Students must have a special need to leave high school in less than eight semesters and must have an appropriately planned educational experience in college, vocational school or on-the-job training in their declared field of interest for the remainder of the eight semesters.
3. Students meeting the above conditions to the satisfaction of school officials may be permitted to leave school before completing eight semesters (but not less than three years) attendance if the school officials feel it is in the best interest of the student, school and community. A transcript shall be given to each student showing the credits earned and the conditions under which a diploma will be granted in the future.
4. Student's successful completion of the approved planned educational experience (as outlined above) shall be eligible to receive their high school diploma with their graduating class.

Southwest Senior High School students must have completed the required units of credit, have finished their junior year, and make application showing their special need to leave high school in less than eight semesters as specified in (2) section above. While excused from attending all or part of their fourth high school year, Southwest students will not be allowed to participate in any extracurricular activities, trips, etc. Students participating in the early release program may not participate in the commencement exercise.

### **Participation in Commencement Exercises**

Participation in commencement exercises is one of the requirements a twelfth grade student must comply with to be eligible for a diploma from Southwest High School. Exceptions to this rule are 5 year students and those students on the early release program.

### **Homebound Instruction**

The Southwest Board of Education recognizes and authorizes the use of homebound instruction when appropriate. Application must be made through the school principal and approved by the superintendent. While students are receiving homebound services, they are not eligible to participate in extra-curricular or school activities, except under certain extenuating circumstances and approval by school administration.

### **Zeros are Not Permitted (ZAP) (MISSING SCHOOL ASSIGNMENTS):**

Students (7-12) will be assigned ZAP for incomplete or missing assignments. The assigning teacher will write an office referral. The student will be required to go to the office to call or contact a parent. The student will be required to turn the assignment in by 8:30 the next day to the teacher who assigned the ZAP. Any student who fails to turn in any assignment when due will be required to stay after school that day to make up the work. No student will be permitted to attend practice or any extra-curricular event until all outstanding work has been completed satisfactorily. If the missing assignment is not completed to the satisfaction of the assigning teacher by the next day the student will be assigned a detention each the assignment is not completed and will not be allowed to participate in any practice or extra-curricular event until it is done. Ten percent of the grade will be deducted for turning in

assignments late the first day. Credit for work not completed the first day is at the discretion of the teacher and principal. Students who accumulate three or more ZAPS in a week will be assigned a Saturday School.

## **A+ Program**

**Southwest School participates in the A+ Program. Detailed information about the A+ program can be found in the A+ Handbook.**

## **Vo-Tech**

### **Students Attending Vocation/Technical School**

Career awareness begins in Kindergarten and continues through Grade 12 in compliance with the Model Guidance program. Other avenues of career awareness are:

- Partners in Education for Elementary Grades
- Exploration classes for Grades 7-8
- Interest Inventory Grade 8
- Mo View
- ASVAB

During individual scheduling in the spring of each year, all High School students are made aware of available classes in the FACS department and offerings in Vocational Agriculture Science for Freshmen and Sophomores.

An administrator from the Grand River Technical School (GRTS) comes to our school in February and presents information to the Sophomore class about vocational programs offered at GRTS for Junior and Senior students. Each Sophomore selects two vocational areas to visit during an afternoon spent at the GRTS.

### **Selection Policy for Freshmen and Sophomores for the Ag. Science Program:**

To enroll in Ag Science I at GRTS, students need to attend Ag orientation as an 8<sup>th</sup> grader, and complete a short essay answering the question “Why do you want to attend GRTS?” Students must meet all minimum requirements before their name will be submitted for board approval. Parents of applicants are notified by letter that their student is being considered for vocational training at the GRTS. The Southwest R-I School Board makes the final decision of which students will attend GRTS based on the budget and rank of applicants at the regularly scheduled meeting in June. The student is notified by letter of the School Board's decision.

#### **Requirements for enrolling in Ag Science I at GRTS, students must:**

- ✓ Have a cumulative GPA of 2.5 or greater
- ✓ Have an attendance rate of 95% or greater
- ✓ Not have received an “F” in the 2 semesters prior to completed Ag application
- ✓ Not exceed more than 2 discipline issues in the 2 semesters prior to completed Ag application\*

#### **Requirements for enrolling in Ag Science II at GRTS, students must:**

- ✓ Have a cumulative GPA of 2.5 or greater
- ✓ Have an attendance rate of 95% or greater
- ✓ Not have received an “F” during the previous school year
- ✓ Not exceed more than 2 discipline issues during the previous school year\*
- ✓ Have earned a Silver Level (or greater) of participation in Ag Science I

\*All discipline issues are at the discretion of the principal.

### **Selection Policy for Junior and Senior GRTS Technical School Programs:**

To enroll in Grand River Technical School's Programs, students need to attend the sophomore tour and then must turn the completed GRTS application in to the counselor on time. Teachers will complete and submit to the counselor a “Vocational-Technical Student Candidate Citizenship Evaluation” for each GRTS candidate they currently have in class.

The individual student data will be compiled to determine a ranking of all applicants. The amount budgeted by the school board will determine the number of students sent to GRTS each year.

#### **Agreement policy for students attending GRTS Technical School Programs:**

- Only attend GRTS as a junior/senior if he /she plan to use the program to work towards a career (Ag/FFA exception: See below for details.) The school counselor and principal will determine the student's sincere interest by reviewing the students' application and completing a personal interview with the student.
- Have a cumulative GPA of 2.5 or greater
- Have an attendance rate of 95% or greater (days & hours)
- Ride the Vo-tech bus to and from GRTS either from Southwest at the designated time (no exceptions to leaving time) or Utica Pick-Up. Personal transportation to and from GRTS strictly forbidden except for project transportation or off-hour meetings, which must be verified by GRTS to our school the previous day.
- No student will ride with another student to or from GRTS for the purpose of the above exceptions without written parental permission specific to that event.
- Late start days--students will report to their 5<sup>th</sup> period class **on time** at 11:26--teacher will record attendance. Student will have to walk around and enter through front door.
- Any student who begins fourth day of suspension (ISS or OSS) in any semester will be considered a poor school citizen; thus, the student will be declared ineligible for attending GRTS the following semester.
- All students will report to the counselor upon arrival at Southwest following Vo-tech.

#### **Returning Second Year Students:**

Students returning for a second year at GRTS will **not** be automatically enrolled in their GRTS program as a senior. These students must maintain the minimum GPA, attendance, bussing requirements, citizenship, and discipline requirements. The counselor and principal will complete an interview to determine the student's sincere interest in the program. Second year returning students' data will be compiled with the first year students' data and will be ranked as well.

#### **AG/FFA exception:**

Students that not have chosen Agriculture as their career path, but would like to remain in FFA will have the opportunity to attend GRTS for 1<sup>st</sup> hour. These students must meet the minimum GPA, attendance, bussing requirements, and discipline requirements. The students must have earned a silver level of participation while in FFA the previous year. **The students' parents will be expected to pay for their child to attend GRTS for the 1<sup>st</sup> hour, as well as provide transportation for their child to get to and from GRTS.**  
(Approved, Southwest Livingston Co. R-1 Board of Education, April 28, 2014)

#### **Finals**

Students who are absent one day or less during a semester, have no office referrals, and have a B+ or better can decide if they want to take their final towards their semester grade. Students in ITV or college credit classes may be required to take finals by their instructors.

#### **Student Transcripts**

A student's cumulative record is a private document entrusted to the care of the school district. The following guidelines are established in honoring a request for copying an individual's records.

Business establishments and/or prospective employers may receive a student's transcript upon request without charge at the request of the student or parent. A transcript release must be signed by the student if he or she is 18



years or older. If the student is less than 18 years old, the legal guardian must sign the transcript release form. A student's transcript is available to the student, but shall be designated as unofficial.

Each transcript request must be recorded on the original record in the record of entries, withdrawals, re-entries and transcripts sent or received area or miscellaneous area of same.

Students must have all school debts paid before transcripts will be sent.

### **Attendance Policy**

All students are expected to attend school regularly and be on time for classes in order to benefit from the instructional programs and to develop habits of punctuality, self discipline and responsibility. There is a direct relationship between poor attendance and class failure. Students having good attendance, generally achieve higher grades, enjoy school and school activities more, and stand a much better chance of becoming employed after leaving high school.

Notes from the parent are required if the student plans on leaving during the school day. Parents or a relative are to pick up the student or he is to drive himself home. Under normal circumstances no one other than family members will be permitted to leave school together.

Students will be allowed a maximum of four (4) days absent per semester. These four days described in this policy are to take care of:

- Personal illness.
- Professional appointments that could not be scheduled outside the regular school day.
- Absence approved by the parents or guardians.

None of the days are to be used as skip days.

The 4 days allowed per semester are NOT accumulative and may not be added to another semester.

The principal will take the following actions if a student exceeds the four days:

5<sup>th</sup> absence. Parents notified, student will lose privilege of participation in any extra-curricular or co-curricular activities until the student makes up the prescribed number of hours for seat time. Students will be required to make up five (5) hours in detention or Saturday School for each day absent in excess of four in a given semester.

6<sup>th</sup> absence Parents notified and report sent to the Juvenile Office and/or Division of Family Services. Additional absences: Report sent to the Juvenile Office and/or Division of Family Services. Students will be required to make up five (5) hours in detention or Saturday School for each day absent in excess of four in a given semester.

7<sup>th</sup> absence: In addition to the above, parents will be required to conference with the principal to set up a plan of action or to discuss extenuating circumstances for consideration of extending the limits.

**Seniors must have attendance hours completed to be eligible to participate in Commencement exercises. Undergraduates with attendance hours must have them completed before the next semester. As a result of excessive absences, a student may receive an incomplete grade; failure to make up the seat time will result in the loss of credits for the semester.**

In the event of absences:, parents should follow the following steps:

1. Notify the school by 8:30 a.m. or send a note with another child to explain the absence.

2. Homework may be requested to be picked up after 2:30 p.m. It is the student's responsibility to make up all missed assignments-assignments that are not made up will be reflected as zeros in your child's grade. A student has one extra day to make up work for each day absent.

Students who are absent from school without parent's knowledge or permission will be considered truant and dealt with accordingly.

School sponsored or school sanctioned activities are exempt from and will not count toward the total of 4 absences.

#### **Tardy Policy**

Tardiness creates a classroom disruption by interrupting the educational process. Thus, tardies will be considered as a disciplinary referral and will be dealt with accordingly.

- Students will be allowed two (2) tardies per semester without penalty.
- Students who receive their third tardy during a given semester and every tardy thereafter, will result in a one hour detention to be served after school

#### **Late Arrival Tardy Policy**

- An arrival tardy will be defined as arriving at school any time after the tardy bell has rung for first period. Arrival tardiness will be recorded at the office and handled according to school policy.
- Students are expected to be in their assigned seat, ready to work, when the bell rings. Paper and pencils will be made available in every room for students.
- Students who do not use school bus transportation will be responsible for arriving at school on time.
- Students arriving late for class will report to the office through the front secure door then go directly to class.
- NO arrival tardiness is marked as excused. Notification by the parent is not deemed an excuse for the tardy.
- The amount of arrival tardy time will be kept by the office. It will be added to the days of school missed in support of the attendance policy. (Only the time late to the school building will be totaled.)

#### **Absence on the day of Extracurricular Activities and Practice**

Students must be in attendance at school for at least four periods to be eligible to participate in any extra-curricular activity that day...this includes practice for extracurricular activities. A student who is not present at least four periods on Friday will not be permitted to participate in any Saturday activity. Exceptions to this rule will not be allowed except by the school principal and then only because of extenuating circumstances. Students that participate in an extra-curricular activity must arrive at school on time the following day. Any tardiness will result in the loss of playing time in the next activity for which the student is eligible.

#### **Student Dismissal from Class**

Any student, who for any reason has been dismissed from class by a teacher, must report immediately to the principal or in his absence the superintendent. The student shall then give a complete account and discussion as to why he is out of class.

#### **Passes**

No student is allowed to leave the classroom to go to any room in the building during class time without a building pass, issued by the instructor in the class the student is leaving. Students who wish to have a conference with a teacher during their teacher's conference hour should obtain a pass from that teacher.

#### **Leaving the School Building**

No student may leave the school building during the school day without the permission of the principal. No student may leave the building during the day, unless a parent or other responsible adult picks up the student or the parent makes prior arrangements with the principal. Students are to exit only through designated doors.

### **School Closings Due to Weather or other Conditions**

Winter weather conditions, flooding, or other factors may cause the superintendent to cancel school for the day. Notification will be made as early as possible; however, sometimes rapidly changing weather conditions may cause a last-minute cancellation. Notification of school closing will be made through the school's text system and the school's FaceBook page. Parents can also listen to KCHI and KMZU radio stations. Information is also sent to the Kansas City television stations KCTV5, FOX 4, NBC 9; please be aware that even though we may send in the information, it may not be broadcast. If school is cancelled for the day, any scheduled night activities (home or away) are also cancelled, EXCEPT under extenuating circumstances. If school goes ahead with an activity, a separate text and FaceBook announcement will be made.

### **Late Starts**

Occasionally, the weather is bad early in the morning but expected to improve a few hours later. Or the school could have another issue, such as no heat, water or electricity, any of which could be repaired to allow school to be held. In such instances, the superintendent may call for a late start. In a late start, school starts two hours later than normal. Bus routes run two hours late...for instance, if you get on the bus at 7:00 normally, you would get on the bus at 9:00. Notification of late starts will be made the same way as school closings. In the case of late starts, breakfast will not be served, preschool will NOT be in session, and students who are dropped off should not arrive prior to 9:45. School will start at 10:00 and dismiss at normal time. Any regularly scheduled evening activities will still be held, unless you are notified differently. **THE VO-TECH BUS WILL RUN ITS NORMAL ROUTE ON LATE START DAYS UNLESS YOU RECEIVE A TEXT STATING IT WILL NOT RUN.**

### **Open Containers**

No open containers are to be brought into the school building. Drinks must be sealed if brought to lunch or authorized activity. **All food and drinks must stay in the lunchroom. They will not be allowed in the classrooms or lockers.** Clear water bottles 20 oz or smaller containing only water with no additives will be permitted at the discretion of the teacher, exception being when computers or electronic devices are being used.

### **Student Dress Code**

Students are expected to act like ladies and gentlemen at all time. It is most difficult to describe in detail, the proper dress for all occasions. Students should use good taste and avoid being extreme in manner of dress and personal appearance. Most students have a sincere desire to represent their school in the best possible manner. The general appearance of the students does much to reflect the kind of school we have. The school administration recommends that each student be well groomed at all times. It is important that young men and women develop proper grooming habits at an early age. Students are encouraged to attend school, clean and appropriately dressed for the purpose of participating in the instructional program of Southwest School. Cleanliness and proper dress is a key factor in the building of morale and thereby contributing to the success of the individual and our school. This, in turn, will reflect a pride in our school and our community.

### **Student Dress Code**

#### **Students in grades PK-12 will not be allowed to wear:**

- Halter tops or tank tops
- Shirts that advertise or promote alcoholic beverages, tobacco products, contain obscene or offensive language, or depict or promote the use of drugs/drug culture. School appropriateness of clothing is at the discretion of school administration.
- Summer dresses or blouses with spaghetti straps (less than 1" in width) or strapless.
- Low cut blouse or tops that expose cleavage. The cut out of the hand (width) will be placed at the collar bone and should have material from the top or blouse under the hand.
- Undershirts style shirts must not expose pectoral region or below (no cut-out armholes)
- Clothing which show under garments
- Clothing with gang related symbols
- "Sagging" pants or shorts
- Pajama pants (except on authorized School Spirit Days)

**Other guidelines include:**

- Biker shorts, leggings, tights or any type of form-fitting stretch pants can be worn only with shorts over them, or with a top that covers the entire hip area and extends to mid-thigh.
- **Appropriate** shorts may be worn. The length of any garment worn below the waist will be no shorter than **6 inch inseam**. This rule applies to any garment worn below the waist, including but not limited to dresses, skirts, and shorts. The shortest point of the garment must be used for measurement - such as any piece of clothing that has slits, holes, tears, and/or cutouts; therefore, any holes or tears in jeans must not be above this designated length. The appropriate garment length applies to both the front and back of the garment.
  - To help you shop. To measure the inseams simply begin exactly at the crotch where the two seams cross each other and measure to the end of the pant leg.
- The only allowed body piercing are earrings in ears.
- Tattoos must be kept covered during school day or school activities.
- Hair color should be as close to a natural hair color as possible (no shock or neon colors)
- Hats, hoods, dew rags, sunglasses or ANY other head coverings are not to be worn in the building at any time, except during authorized spirit days.
- Students are not permitted to wear or take blankets, afghans, etc. into classrooms or gym.
- Good bodily hygiene should be practiced by all students, such as maintaining clean hair.
- Boys must be clean shaven, both during the school day and at extra-curricular events.
- 

Anytime a teacher or a student observes a student who is dressing himself in such a way that the educational process is being disrupted, the student will be sent to the principal for counseling and/or general disciplinary actions. If you question whether your dress is allowed please visit the principal or counselor prior to wearing it to school.

## **GENERAL RULES**

### **Care of Building, Equipment and Grounds**

Let's preserve the tradition of our school. We have one of the nicest looking schools in North Missouri and this is because of the pride and citizenship of the student body. If you should carelessly mar or otherwise deface the furniture or building, others will add other marks, sometimes unconsciously, and the appearance becomes unattractive. The school property is provided for the use of the students enrolled in this school. The school will call upon any student or the parents of the said student who willfully damages or defaces school property to replace or pay for said property.

### **Use of Telephone**

The telephone in the office is placed there for school business only. Parents should phone pupils only when it is absolutely necessary. Messages telephoned by parents or responsible adults to students will be delivered during the next period class break after the call is received. No telephone calls are to be made by students during class time.

### **Electronic Device Usage**

Cell phones and/or electronic devices NOT specifically authorized by the school are not allowed to be used during school instructional time. Students are asked to either leave their cell phones and electronic devices in a locked locker, OR, if the student chooses to carry the device, it must be surrendered at the door of each classroom to be stored during that class. All phones must be set to silent or turned off. Electronic devices may only be retrieved at the end of class as students are exiting the room. Electronic devices include, but are not limited to portable radios, tape, CD, DVD, mp3 players, audio recorders, two-way radios, tablets, and cell phones. Failure to surrender electronic devices as described or failure to silence the device will result in the device being confiscated and delivered to the principal. Student disciplinary action may be assigned at that time, and may require parent or guardian retrieval of the device.

Students taking online courses will be asked to use school devices in the ITV room during the school day.

## Lockers

Lockers are assigned at the beginning of the school year for students in grades 7-12. They are provided for students as depository for their books, coats and personal items. Cash should never be left in a locker. The school will not assume responsibility for any valuables left in your locker. Lockers should be locked at all times. The locker should be neat at all times and the display of vulgar or unsightly pictures or writing within the locker is not permitted. Students are held responsible for any damage to the locker assigned to them. No student should use a locker not assigned to him by the school. Only the student has the combination to this locker. Often a student will give their combination to other students. The locker then becomes unsafe to store materials. When things disappear from a locker, it is usually due to the locker left unlocked or someone else having the combination. The school assumes no responsibility for personal property stored in lockers. It should be understood that lockers remain the property of the school and may be opened and the contents thereof may be inspected by school officials.

## Drills:

The school has specific plans for dealing with emergency situations such as tornado, fire, earthquakes, bus evacuation or intruders. Scheduled and non-scheduled drills will be held throughout the school year.

## Report of Student Progress (Grade Cards)

A report card will be issued to each student at the end of each nine-week grading period. They do not have to be returned to the school. Each student is responsible for seeing that he receives a report card for each grading period. Teachers shall inform students the fifth week of the quarter of their current progress. Progress reports will be sent to parents the fifth week of each quarter. The school encourages parents to make an appointment with teachers and other school personnel regarding their child's progress.

## Grading Scale

The following grading scale has been adopted by the Board of Education, and is to be used for all grades/classes K-12, except those considered ungraded. Preschool will use a checklist.

A.....	96% - 100%	C.....	73% - 76%
A-.....	90% - 95%	C-.....	70% - 72%
B+.....	87% - 89%	D+.....	67% - 69%
B.....	83% - 86%	D.....	63% - 66%
B-.....	80% - 82%	D-.....	60% - 62%
C+.....	77% - 79%	F.....	0% - 59%

The grading scale for all ungraded classes is as follows:

E.....	Excels
S.....	Satisfactory
N.....	Needs Improvement
U.....	Unsatisfactory

## Honor Roll

The honor roll for grades 7-12 is determined by a student grade point average (GPA). To be eligible for the honor roll, a student must have a GPA of 8.0 for the quarter or semester. To be eligible for the "A" honor roll, a student must have a GPA of 10.0. All courses will be included in determining eligibility. The following points will be given for each full grade unit earned:

A.....	11	C.....	5
A-.....	10	C-.....	4
B+.....	9	D+.....	3
B.....	8	D.....	2
B-.....	7	D-.....	1
C+.....	6	F.....	0

\* Weighted classes for honor roll are weighted at 1.25 points extra per semester for each grade.

### **Academic Letter**

Each high school student in grades 9 - 12 will be eligible to earn an academic letter each school year. The qualifications for earning the academic letter will be that the student must have a first semester and third quarter average of 9.5 on an 11-point scale. The same guidelines for honor roll membership will also apply to the academic lettering. Those students earning their academic letter will receive a letter the first year, if they have not previously lettered, and a bar for each year after. The letter will be awarded on a yearly basis. The grade point must be maintained for each year. Those students earning the academic letter will be invited to the Academic Recognition Night, which will be held in the spring of the current school year.

### **Length of School Day**

The length of a school day is six hours. It starts at 8:10 a.m. and is over at 3:05 p.m. There are eight class periods of at least 46 minutes each and 3 minute breaks between classes. Buses and students are to arrive at school no earlier than 7:45 a.m. unless special permission is granted for extenuating circumstances.

### **Leaving the Building at Games or Activities**

We cannot see any reason for students who are supporting their teams or attending school activities to leave the building after their arrival, except in emergencies. Students doing so injure their reputations and subject themselves to suspicion in cases of vandalism. Therefore, do not leave the building, except with the permission of the doorkeepers or sponsors at any time, and then only in an emergency. Any student leaving the building will be denied re-admittance and their parents will be advised of their actions by telephone or letter or both.

### **Remaining at School**

No student will remain after school except:

- Students who have made arrangements with the principal or sponsoring teacher.
- Athletes who are participating under the supervision of a coach.
- Students who are participating in an organization under the supervision of their sponsor.
- Students who have written permission from the principal or superintendent.

Under no circumstances will anyone else remain. All students are to vacate the building before the sponsoring faculty members leave.

### **Visitors**

All visitors to our school must be cleared through the principal's office. Student visits will be limited to the lunch period. (No visitors during the last two weeks of each semester.) Since we bus all of our students, we cannot provide transportation legally or physically for visitors or guests of students. Parents are always welcome, but should check in at the office as a matter of courtesy.

### **Class Officers and Sponsors**

- Class officers shall consist of president, vice-president, secretary, and treasurer.
- Officers must have a C+ scholastic accumulative average to be elected and maintain this average to remain in office.
- Class sponsors will supervise all class meetings.
- Class dues are not approved.

### **School Breakfast and Lunch Program**

Southwest School will provide a free, universal breakfast to all students during the 17-18 school year. The price of a school GUEST or ADDITIONAL breakfast in PK-6 grade is \$1.10 and 7-12 grade is \$1.35 per meal. The price of a school lunch is PK-6 grade is \$2.45 and 7-12 grade is \$3.00 a meal. Extra milk is \$0.35. It is requested that all students participate in the school breakfast and lunch program. Each student will receive a meal meeting and

surpassing the standards of the Missouri State Lunch Program and will be better suited to meet the physical demands of school life.

### **Breakfast and Lunch Regulations**

- Elementary students will report directly to their classroom upon arrival at school each morning.
- Secondary students will report directly to the cafeteria upon arrival.
- Students will not go to the classrooms unless they need tutoring or instructional guidance, and with permission only.
- Students will go to lunch by classes.
  
- Students who finish their lunch before the end of their lunch period will return to their seat and wait until the end of their lunch period.
- Students must request permission from supervising teacher to leave the cafeteria.
- Those who do not eat lunch will be seated in the lunchroom until the lunch period is over.

### **School Lunch Charge Policy**

A breakfast and hot lunch program is provided for elementary and high school students at Southwest Livingston County R-I School District. The Southwest Livingston County Board of Education recognizes that, on occasion, younger students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and to minimize the fiscal burden on the district, the school shall follow guidelines with regard to meal charges.

#### **Grades PK– 6:**

- No more than three meals per student may be charged
- After 2 charges, a call to the home will be made
- Only regular meals may be charged, that is, only what is on the menu
- A computer-generated point of sale system shall be used for identifying and recording all charged meals, as well as for collecting repayments
- A student may have charges on their account but if they have cash to pay for their meal, the cashier must take the money for the meal and then remind the student that they have charges on their account. The cashier may take the change, if any, up to \$10.00 and put it against the charges on the student's account.

This policy applies to all PK-6 paying students whether they are paying full-price or reduced-price. A student who abuses this policy may be denied a meal. If school authorities suspect that a student may be abusing this policy, they must first provide written notice to the parent that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

#### **Grades 7-12:**

- There is not a charge program for high school students. Money may be deposited into your students meal account by sending cash or personal checks to the high school office.

Students will not be able to participate in any extra-curricular activities until all fines/fees are paid, this includes lunch fees. Extra-curricular activities include: sports, student council, dances, etc...anything that is not academically graded.

The school district shall send a letter home to all parents on an annual basis, prior to the opening day of school, notifying them of the requirements of this policy.

The school shall maintain a system for accounting for charged meals that follows state guidelines.

### **Student Council**

From the Preamble of the Southwest R-I School Student Council Constitution: "We the students of Southwest High School do hereby establish this constitution in order to secure greater cooperation between students and faculty, to raise the standards of the school, to uphold school traditions, and to better the scholarship and citizenship of the students."

Requirements for membership, eligibility, scope, function and duties of the Student Council are to be found with the body of the Council Constitution, as amended.

### **Organizations**

Any group wishing to form an organization, which is of educational value or of a service nature to the school or community, may do so by contacting the principal. All organizations functioning within the school must have on file in the principal's office, a copy of its constitution and by-laws. All such organizations must then be approved by the superintendent, who will then present the organization to the school board for final approval. All school activities and/or organizations must be sponsored by a faculty member or board approved sponsor, and membership is limited to Southwest Junior and Senior High students. The scheduling of all events must be approved by the faculty sponsor and the principal or superintendent.

Posters and bulletins regarding activities of school organizations may be posted AFTER clearing with the principal. Posters unrelated to school activities will not be posted without explicit approval by the superintendent.

### **Fundraising**

All fundraisers that are district or student initiated must be approved first by the principal and superintendent and must comply with district policy and fund management rules. Any group whose funds are deposited within the school accounts fall under these two categories. Fundraising by other groups may not occur during the school day or class time. **A group may only use the name, logo or mascot of the district or of a district school in reference to a fundraiser if the fundraiser has been approved by the superintendent or designee or the School Board and the funds raised go to the district as represented in the advertising.** (Policy IGDF)

### **Transportation**

The school system provides transportation to and from school by bus for your convenience. Buses are provided for students who live more than a mile from campus. **Deviations from approved bus routes and stops are not permitted.** Students are not permitted to move from their seat while the bus is in motion. Students are to obey the driver concerning conduct on the bus. Student conduct on buses should be the same as school classrooms. Routes are scheduled so students arrive at approximately 7:45 a.m. and leave the school at approximately 3:15 p.m.

### **Riding to and from School on another Bus**

No student will be allowed to ride to or from school on any bus other than the one they are assigned to ride without the prior knowledge and approval of administration. Approval will be granted only after a written statement from a parent or guardian has been presented **at least three hours** before leaving the school, stating parental approval and only then if such a change won't cause an overloading of the school bus. No student will be granted approval no matter what the reason if such a change will violate Missouri State Statutes concerning school bus transportation.

### **Picking up and Dropping off Students**

To ensure the safety of the children and keeping records for attendance, ALL parents/guardians are to enter the building through the secured front door entry and are to check in at the principal's office before going to any classroom or office. If the parent/guardian is picking up the student early or arriving late the parent/guardian must report in and out of the office. Students who do not ride the school bus should not arrive at school prior to 7:45 a.m. Student need to be picked up no later than 3:10 p.m. unless they are participating in a school activity.

### **Vehicle Regulations**

In order to operate a vehicle on school property you must first obtain a parking permit and display it in the vehicle while on school grounds. Parking permits are available at the principal's office for 5 dollars non-refundable. You have the privilege of driving an automobile to school, only as long as the responsibility is accepted which goes with the privilege of driving. The first and foremost rule is SAFETY.

- The speed limit on school property will be ten miles per hour.
- No student or other person will be permitted to operate a vehicle on school property that does not have in his or her possession a bona fide driver's license, valid vehicle license, and liability insurance on the vehicle being driven. Violators are subject to the laws of the State of Missouri.



- Cars will remain parked during the day unless needed for official transportation. Students will refrain from sitting in cars before and after school.
- Drivers of automobiles will yield the walks and right-of-way to pedestrians at all times.
- Students riding to school on the bus will refrain from going home in automobiles unless a written note granting permission to do so, signed by a parent or guardian, is brought to the principal's office. Violations of this rule will lead to loss of the privilege of a student driving his car to school.
- All students will park in the back parking lot and leave/enter through the student drive.

### **Healthcare**

The State of Missouri requires that each student attending a public school have a record of all immunizations and that this information be kept on file at the school. Children may not attend a Missouri school unless properly immunized, or exempted.

### **Over-the-counter Medications**

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian (FORM JHCD-AF2). All over-the-counter medications must be delivered to the school nurse, principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label. Over-the-counter medications are NOT provided by the district...however, the school does maintain a small quantity of wound cleaner, antibiotic ointment, Benadryl gel, Vaseline, saline eye wash, aloe vera gel and Orajel for occasional use only. Permission for your child to receive any of these medications is required on the Health Form (enrollment packet).

### **Prescription Medications**

The district may administer prescription medication to a student upon receipt of a written request and permission to do so by the parent/guardian (FORM JHCD-AF2). All prescription medications must be delivered to the school nurse, principal or designee. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed. *Please note that we cannot administer the **first** dose of any medication.*

### **Possession and Self-Administration of Medication**

The district will permit a student to possess and self-administer medications as required by law, except for substances that are illegal under state or federal law upon receipt of a written request and permission to do so by the parent/guardian (FORM JHCD-AF1).

(Please refer to Policy JHCD, available on the school's website, for full details.)

### **Children with Contagious Disease**

The board of education, administration, or teacher may direct:

1. Children with contagious diseases to be excluded from school if a liability exists that the child may have such a disease.
2. May require a child to be examined by a physician or cause to be examined by a physician.
3. The child is excluded from school if the parent or guardian refuses to have child examined by a physician.
4. This policy is derived from the State of Missouri school law 167.191.

### **Children with Head Lice**

The Board of Education, administration, or teacher may direct:

1. The child to be examined by a qualified employee/school nurse to determine the presence or absence of head lice or nits.

2. The child will be excluded from school if head lice or nits exist. Southwest R-1 has a Nit Free policy.
3. The child must receive head lice treatment.
4. The child who has been treated and is re-entering school after they have been sent home with confirmed head lice or nits, must be accompanied by parent/guardian and examined by a qualified employee/school nurse, before re-entering the classroom or school bus.
5. Infested students to repeat treatment 7-10 days from original treatment.

Head lice and nits are a health nuisance and it is the desire of the Southwest R-1 School District to control such nuisance.

### **SICK CHILD POLICY**

1. If your child has been diagnosed with any communicable infections, please notify the school health office.
2. A child who becomes sick and vomits during the day will be sent home.
3. A child may return to school after they have been free from fever for 24 hours without the use of Tylenol or Motrin or any other antipyretics. If a child develops a fever of 100 degrees or above during the day, she or he will be sent home.
4. A child with uncontrollable diarrhea, (3-4 stools per hour) needs to stay at home.

A sick child will remain in the Health Office outer area until he or she is picked up by a parent or guardian when he or she has a condition that may be considered contagious and easily passed from child to child.

### **Concussions/Traumatic Brain Injury**

Southwest R-1 School District operates under the MSHSAA guidelines of care. If your student has a known or suspected concussion, you must notify the Principal or Superintendent. They will notify appropriate personnel so we are able to monitor your student and provide safe care for them at school.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Grades PK - 12**

The Southwest Board of Education believes that students have rights, which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among those student rights and responsibilities are the following:

#### **Rights**

- have the opportunity for a free education in the most appropriate learning environment
- have the opportunity for freedom of speech and of the press (so long as the exercise of those rights is not disruptive)
- be secure in her/his persons, papers and effects against unreasonable searches and seizures; privacy in regard to her/his personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law or school board policy
- expect that the school will be a safe place with no fear of bodily harm
- expect an appropriate environment conducive to learning
- not be discriminated against on the basis of sex, race, color, religion, national origin or handicap
- expect to be fully informed of school rules and regulations

#### **Responsibilities**

- know and adhere to reasonable rules and regulations established by the local Board of Education and implemented by the school administrators and teachers
- respect human dignity and worth of every other individual
- refrain from libel, slanderous remarks, and obscenity in verbal and written expression
- study diligently and maintain the best possible level of academic achievement

- be punctual and present in the regular school programs
- dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety
- help maintain and improve the school environment, preserve school property and exercise the utmost care while using school facilities
- refrain from gross disobedience, misconduct or other behavior that would lead to any physical harm or to the disruption of the educational process
- respect the reasonable exercises of authority of school administrators and teachers in maintaining discipline in the school and at school sponsored activities
- obey the law and rules so as not to be subjected to ill effects or endanger others by the possession or use of alcohol, illegal drugs and other unauthorized substances
- carry only those materials that are acceptable under the law and accept the consequences for unacceptable articles stored in one's locker

Students who strive to abide by the above rights and responsibilities will make the most of their educational opportunity and develop into a good school citizen.

### **Computing Resource Acceptable Use Policy**

Use of the school's internet access is a privilege. School access is arranged through MOREnet (Missouri Research and Education Network). All users who access the internet through our school must abide by MOREnet's Acceptable Use Policy which follows:

#### **MOREnet ACCEPTABLE USE POLICY**

The primary mission of MOREnet is to provide collaborative networked information services for educational, research, public service, economic development and government purposes to its Consortium members and project participants and those they serve.

### **Acceptable Use Guidelines**

1. Acceptable use of the services:
  - a. Use to access, transmit, receive, manipulate, store or display data in pursuit of the mission of the member organization.
  - b. Use that is compliant with Federal and State law and the MOREnet acceptable use guidelines.
2. Prohibited Uses of the Services:
  - a. Use that violates Federal or State law or use that violates MOREnet Acceptable use guidelines.
  - b. Use that interferes with the proper functioning of the services or that interferes with the ability of others to make use of the services.
  - c. Use which attempts to gain unauthorized access to a computer system or data of another.
  - d. Use that infringes upon the intellectual property rights of others. Use to conduct commercial or for profit business, except as permitted under the mission or policies of the member institution. (See H, Special Use Request for further information.)
3. Compliance
  - a. Violation of Acceptable Use guidelines may result in a denial of access to the Services.
  - b. The above use descriptions are not meant to be exhaustive. The MOREnet Executive Director is responsible for decisions involving acceptable use of the services. Until an issue is resolved, questionable use may be considered unacceptable.

- c. The member is responsible for Acceptable Use compliance by its authorized users.

All network use by MOREnet members, project participants and those connected via MOREnet members or project participants shall be for, or in support of, research; education; local, state or national government affairs; economic development or public service..

#### **Unacceptable Use**

- Use that violates Federal or State law or use that violates this MOREnet Acceptable Use.
- Use that interferes with the proper functioning of the Services or that interferes with the ability of others to make use of the Services.
- Use which attempts to gain or gains unauthorized access to a computer system or data of another.
- Use that infringes upon the intellectual property rights of others.
- Use to conduct commercial or for-profit business, except as permitted under the mission or policies of the member institution.

#### **Enforcement of Policy**

Each MOREnet member or project participant must make reasonable efforts to publicize the policies of MOREnet and to ensure compliance of those connected through them.

Reported and perceived violations of the Acceptable Use Policy will be reviewed by the MOREnet Executive Director. Violations that are not promptly remedied by the member institution or project participant may result in action including the termination of MOREnet service or the forfeiture of MOREnet membership.

In addition to the unacceptable uses listed by MOREnet, the school defines the following activities to also be unacceptable:

- It is not acceptable to use school resources to view, download or print any material which would be considered to be obscene or pornographic.
- It is not acceptable to use school equipment to participate in “Social Networking” unless as part of a class exercise.
- E-mail messages are legally the property of the person or organization on whose machines they are received and/or sent. It is not acceptable to send e-mail which is offensive or annoying. Be aware that even though e-mail will not be routinely monitored it is possible that messages may not be deliverable in which the system will deliver them to the network administrator.
- Students may not give personal information about themselves to anyone over the internet unless authorized by teacher.
- Students may not make purchases over the internet.
- Students may not make any changes to files or programs that will in any way affect the operation of any equipment or programs.
- Students may not attempt to install programs on school computers unless instructed to do so as part of a class exercise.
- Students may not share their log-in password with another student or leave a computer unattended while still logged-in. You are responsible for anything which is done from a computer on which your account is logged-in.
- Students may not attempt to gain access to files, or programs to which you have not been granted the right. (Hacking)
- Students may not use any storage device without first using the virus scan.

Students in violation of these rules will lose the privilege of having internet access for 10 complete school days (2 weeks) on a first offense, 20 complete school days (4 weeks) on a second offense. A third offense will result in loss of internet access for the remainder of a semester (or 6 weeks if near end of semester). If a student who has lost privileges for more than two weeks is enrolled in a class which his/her grade is dependent upon projects which cannot be completed without use of internet access an alternate assignment will be made.

## **SOUTHWEST SCHOOL DISCIPLINE POLICY**

### **Grades PK-12**

#### **Southwest School Conduct Expectations**

We believe that a well-disciplined school has the highest school spirit and morale and will be approved by students, teachers and patrons. At Southwest School, we have but one aim in regard to discipline ... to maintain an atmosphere conducive to learning. Discipline is not to be regarded as an end in itself. Although discipline is not the primary objective of education, it is necessary if we are to accomplish the educational goals that we consider important.

Schools must prepare students for their responsibilities as adults in a democratic society. To accomplish this goal, there must be respect and mutual trust among parents, teachers and the student. This discipline policy is the tool. Therefore, the discipline policy should be consistent and reasonable and should strive to facilitate the development of students' self-control and self-discipline. In this regard, the student discipline policy becomes an integral component of the education process and a symbol of the commitment of parents, students and administrators to the maintenance of an effective learning environment.

At the elementary level (PK-6), Southwest School utilizes PBS (Positive Behavioral Support) to eliminate challenging behaviors and replace them with prosocial skills. **BE SAFE-BE RESPECTIFUL-BE RESPONSIBLE—BE A WILDCAT.** Refer to the PBS brochure for full details.

#### **Undesirable Student Behaviors Defined Grades PK - 12**

Following are the definitions of those behaviors and actions that are considered inappropriate in school and at school related activities. It is expected that students will obey the rules of the school and their teachers. To meet this general expectation, the following definitions clarify for teachers and students the behaviors to avoid. The Principal has the authority to modify any discipline action:

#### **Student Conduct**

All students are asked to conduct themselves as ladies and gentlemen at all times. **USE OF FOUL OR OBSCENE LANGUAGE OR GESTURES IS GROUNDS FOR SUSPENSION.**

#### **Smoking and use of Tobacco, electronic smoking devices, and imitation tobacco Products**

Students are not permitted to smoke or use tobacco in the school building, on the school grounds, or on a school bus at any time. This includes electronic smoking devices and imitation tobacco products. This rule is provided for by state law and school board policy. (See Discipline section)

#### **Search and Seizure**

The administrators and faculty of the Southwest School District have the right to search the person, clothing, books, or any belongings of a student, including a vehicles, as long as there is reasonable suspicion that the student is concealing materials not belonging to him/her or that are prohibited by law. This may be done during school hours, after school hours, at the school, or at an alternate location. Lockers are property of the school district. They are subject to search at any time with or without student consent.

**Intoxicants**

Unlawful possession, use or distribution of alcohol by students in the school building, on school grounds, on a school bus or at any school sponsored activity is prohibited.

**Drugs**

Unlawful possession, use, or distribution of illicit drugs by students in the school building, on school grounds, on a school bus or at any school sponsored activity is prohibited.

**Guns**

The Southwest Board has adopted and implemented a gun-free school policy for all students.

**Notes Regarding Discipline Policy:****Detention:**

Detention will be an act of keeping students after school as a disciplinary action. Students serving in detention will work on assignments given by either the regular classroom teachers or the teacher supervising detention.

Detention will be assigned for one hour after school. The time of the detention will be determined by the assigning principal or teacher. The school will be responsible for notifying parents their child needs to serve a detention. It will be the parent's responsibility to pick up their child at 4:05 p.m. Detentions for ZAPS will be served the same day they are assigned.

Teachers will report the names of students from their class who will be serving detention to the principal. If a student fails to serve his detention, he/she will be given an additional behavior modification assignment at the discretion of a school administrator

**SaturdaySchool**

Saturday school may be available for students to make-up assignments due to absences and tardiness, classroom disruptions, and consequences for misbehavior.

Saturday school will be from 8:00 a.m. to 12:00noon. Students will bring all necessary materials and assignments. Students will receive assistance in completing assignments but are expected to refrain from visiting with other students or causing any disruption. Students who violate any of the rules or who do not come prepared, or arrive late will be sent home. Any student who misses Saturday school or who is sent home will need to make up that day with an added additional day. In addition, the student will be unable to attend or participate in any extra-curricular functions or other school activities until the Saturday school is attended according to the rules. Transportation will be the responsibility of the parent.

**ISS - "In-School Suspension":**

May earn up to 80% for work completed and/or tests taken for first ISS in semester and up to 60% for work completed and/or tests taken for the second and subsequent ISS's in that semester. Work not completed on time will receive a "0" zero. Saturday school may be assigned in replacement of ISS.

**OSS - "Out-of-School Suspension":**

May earn up to 60% for work completed and is due on the first day back from suspension. Work not turned in on this day will receive a "0" zero.

**Multiple In-School Suspensions:**

Students assigned to in school suspension in grades 7-12, will be given two (2) assignments to in-school-suspension or a total of six (6) days of in-school-suspension before they will be placed automatically on an out-of-school suspension status. Once the student has reached this point they will be suspended out of school for the next violation of the school discipline code. This policy will be in effect for the remainder of the school year.

**Extra-Curricular Activities during ISS or OSS** "CEASE" as soon as school day ends on day of the "OFFENSE" and "RESUME" at the beginning of the school day when the student "RETURNS TO CLASSES". Any student who begins fourth day of suspension (ISS or OSS) in any semester will be considered a poor school citizen thus the student will be declared ineligible for extra-curricular activities for the next 45 school days. The student may become eligible in 22.5 days for good conduct if he/she does NOT receive ANY type of disciplinary action during that time. In addition, students will be unable to attend or participate in any extra-curricular functions or other school activities until any assigned Saturday school is attended according to the rules.

### **Suspension**

Missouri Statutes No.167.171 and School Board Policy:

"The School Board in any district, by general rule and for the causes provided in Section 167.161, may authorize the summary suspension of pupils by principals of schools for not to exceed ten days and by the superintendent of schools for not to exceed one semester. In case of a suspension by the superintendent for more than ten days, the pupil or his parents or other having his custodial care may appeal the decision of the superintendent to the board. Any suspension by a principal shall be immediately reported to the superintendent who may revoke the suspension at any time. In event of an appeal to the board, the superintendent shall promptly transmit to it the full report in writing of the facts relating to the suspension, the action taken by him and the reasons therefore and the board, upon request, shall grant a hearing to the appealing party to be conducted as provided in Section 167.161.11

**Additional** consequences may be implemented by the principal when all listed ones have been utilized. Additional days of OSS, ISS and/or recommendation for expulsion are viable options.

**All Consequences** may carry over into the next school year if necessary.

### **Discipline and the Handicapped Student:**

Handicapped students enrolled at Southwest School, should, to the maximum extent, adhere to the discipline codes established for the general school population. Any variations will be based on the nature and extent of the handicapping condition and the IEP will address the relationship of the student's handicap to disciplinary issues, outlining methods for monitoring and improving behavior.

Federal and state regulations do dictate that before a handicapped student can be suspended, the administration and the child's teacher must review the student's special education placement to determine whether:

1. The behaviors that may lead to suspension are related to the child's handicapping condition.
2. The special education placement is appropriate.

If the review determines that the behaviors are not related to the handicapping condition and the services being provided are appropriate, the school may suspend the student and then return him/her to the same placement. Follow normal district procedures.

If the behaviors are related to the handicapping conditions, then the district must conduct a review of the IEP to determine whether an alternative placement is needed. The district would provide alternative special education services based upon the revised IEP.

The following guidelines are provided:

1. Suspension of handicapped students for ten days or less is permissible and is not considered a change in placement.
2. Successive short-term suspensions may be interrupted as long-term and, therefore, a change in placement.
3. In the case of a long-term suspension/expulsion, an IEP team must meet to determine appropriate services within 10 days of the starting date of the suspension.
4. A district may not cause the complete cessation of services to a handicapped student.

## **STUDENT DISCIPLINE**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

### **Reporting to Law Enforcement**

It is the policy of the Southwest Livingston Co. R-I School Dist to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in ' 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.



If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

**Impact on Grades**

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district=s policy on absences.

**Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**Academic Dishonesty** B Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

**Arson** B Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

**Assault**

- Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

- Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

**Automobile/Vehicle Misuse** B Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense:	Suspension or revocation of parking privileges, detention, or in-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Bullying and Cyberbullying (see Board policy JFCF)** B Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts; Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

First Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Bus or Transportation Misconduct (see Board policy JFCC)** B Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

**Dishonesty** B Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** 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, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

**Extortion B** Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Failure to Care for or Return District Property** B Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Detention or in-school suspension.

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** B Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**False Alarms (see also "Threats or Verbal Assault")** B Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Fighting (see also, "Assault")** B Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Gambling** B Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense:	Principal/Student conference, loss of privileges, detention, or in-school suspension.
Subsequent Offense:	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Harassment, including Sexual Harassment (see Board policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Hazing (see Board policy JFCG)** 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 including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Incendiary Devices or Fireworks** B Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense:	Confiscation. Warning, principal/student conference, detention, or
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	in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Nuisance Items B** Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Public Display of Affection B** Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Detention, in-school suspension, or 1-10 days out-of-school suspension.

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material B** Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Sexual Activity B** Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)**

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other

disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Confiscation, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Theft** B Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

**Threats or Verbal Assault** B Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Tobacco**

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. 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 in-school suspension.
Subsequent Offense:	Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

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

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

**Truancy or Tardiness (see Board policy JED and attendance section in handbook)** B Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/Student conference, detention, Saturday School or 1-3 days in-school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

**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.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent	1-180 days out-of-school suspension or expulsion.



Offense:	
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**Vandalism (see Board policy ECA) B** Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Weapons (see Board policy JFCJ)**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. ' 921, 18 U.S.C. ' 930(g)(2) or ' 571.010, RSMo.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. ' 921 or any instrument or device defined in ' 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. ' 930(g)(2).

First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

3. Possession or use of ammunition or a component of a weapon.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

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Adopted: May 16, 2016

## **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION**

### **General Rule**

The Southwest Livingston Co. R-I School Dist Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Southwest Livingston Co. R-I School Dist is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
  - a) Make complaints of prohibited discrimination or harassment.
  - b) Report prohibited discrimination or harassment.
  - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If discrimination, harassment or retaliation that occurs off district property and that is unrelated to the district's activities negatively impacts the school environment, the district will investigate and address the behavior in accordance with this policy, as allowed by law.

### **Additional Prohibited Behavior**

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

### **Boy Scouts of America Equal Access Act**

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

### **Interim Measures**

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and

initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

### **Consequences and Remedies**

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

### **Definitions**

*Compliance Officer* B The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

*Discrimination* B Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

*Grievance* B A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

*Harassment* B A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

*Sexual Harassment* B A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.

2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

*Working Days* Days on which the district's business offices are open.

During the school year: Monday through Friday 7:30 – 3:30  
 Summer months Monday through Thursday 7:30 – 4:00

### **Compliance Officer**

The Board designates the following individual to act as the district's compliance officer:

Superintendent  
 4944 HWY DD  
 Ludlow, MO 64656  
 660-738-4433  
 Fax 660-738-4441  
 cbarnes@southwest.k12.mo.us

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

School Board President Charles David Jones  
 4944 Hwy. DD Ludlow, MO 64656  
 (Phone) 660-738-4433  
 (Fax) 660-738-4441  
 shjones@greenhills.net

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Southwest Livingston Co. R-I School Dist.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.

5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Perform other duties as assigned by the superintendent.

### **Public Notice**

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Southwest Livingston Co. R-I School Dist does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

### **Reporting**

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the potential victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

## **Student-on-Student Harassment**

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. The administrator will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

### **Investigation**

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

### **Grievance Process Overview**

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

### **Grievance Process**

1. Level I B A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the

appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II B Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

Level III B Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent=s decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

### **Confidentiality and Records**

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district=s attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

### **Training**

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age appropriate instruction to students.



