

2017-2018 Southwest Elementary School
"Southwest students are respectful, responsible, and safe."



SOUTHWEST ELEMENTARY SCHOOL MISSION STATEMENT

In partnership with home and community, our mission is to create and inspire meaningful learning experiences students need, want, and can achieve and to support and motivate their desire to become life-long learners.

**SOUTHWEST ELEMENTARY SCHOOL
P.O. Box 157
307 West Moss Street
Lawson, Missouri 64062
(816) 580-7272**

**Welcome To
Southwest Elementary School**

Dear Parents and Students,

It is my pleasure to welcome you and your child(ren) to Southwest Elementary School for the 2017-18 school year. The faculty and staff join me in saying we're happy to have you as part of the Southwest family. We plan for this to be a meaningful and successful year for everyone.

The preparation of this handbook is an attempt to place vital information of the elementary school policies and procedures in your hands for ready reference. The pages are filled with important information that parents and students should review together. If you have questions, please call the school office. We feel that open communication between school and home is vital to the success of our educational program. Upon the completion of reviewing this handbook and the policies within, please take the time to read and sign pages 5 and 6 for verification and permission.

We welcome your participation and support this school year. Working together, we will be able to reach goals and celebrate the achievements of our students together.

Holly Simmons
Elementary Principal

School Hours

7:45 a.m.	Building opens to students
8:15 a.m.	School begins
3:15 p.m.	Buses leave school and walkers are dismissed

*Any student remaining after 3:15 p.m. must be under staff supervision.

Office Staff

Mrs. Holly Simmons, Principal
Mrs. Megan Owens, Assistant Principal
Mrs. Lynn DeFries, Secretary
Mrs. Meredith Tucker, Secretary

Office Hours

7:30 a.m. – 3:45 p.m.

www.lawsoncardinals.org

Visit our Facebook page - @swelementaryschool

Lawson R-XIV
2017-18 Calendar

Mon. Aug. 14	Teacher In-service
Tues. Aug. 15	Teacher Meetings/Workday SW Elementary Open House 6-7:00 PM SW Elementary Kindergarten Meeting 7:00 PM
Wed. Aug. 16	Teacher Meetings/Workday
Thurs. Aug. 17	1 st Day of School
Mon. Aug. 21	Solar Eclipse Event in PM at Southwest
Mon. Sept. 4	No School – Labor Day
Fri. Sept. 15	Homecoming – ½ Day Dismiss at 11:30, Parade @ 2:00
Fri. Oct. 13	End of 1 st Quarter
Thurs. Oct. 19	½ Day Dismiss @ 11:30, Parent Teacher Conferences 1:00-8:30
Fri. Oct. 20	No School
Thurs. Nov. 16	28 th Annual Senior Citizen Thanksgiving Dinner 12:30 HS Commons
W-Fri. Nov 22-24	No School – Thanksgiving Break
Wed. Dec. 20	End of 2 nd Quarter and 1 st Semester – Full Day of School
Dec. 21 – Jan 3	No School – Winter Break
Wed. Jan. 3	No School - Teacher Workday
Thurs. Jan. 4	Classes Resume, Begin 3 rd Quarter / 2 nd Semester
Mon. Jan. 15	No School – Martin Luther King , Jr. Day
Fri. Feb. 16	½ Day-Out at 11:30-Teacher In-Service in PM
Mon. Feb. 19	No School – Presidents’ Day
Thurs. March 8	End of 3 rd Quarter-1/2 Day-Out at 11:30; Parent-Teacher Conf. 1-8:30
Fri. March 9	No School
Fri. March 30	No School – Spring Break
Mon. April 2	No School – Spring Break
Tues. May 15	Last Day of School - ½ Day - Dismiss at 11:30
May 16-18	Make up days #1-3
Sun. May 20	High School Graduation Ceremony @ 2:00 pm
May 21-23	Make up Days #4-6
Tues. May 29	1 st Day Summer School
Wed. June 13	End 1 st Session of Summer School
Thurs. June 14	2 nd Session of Summer School Begins
Fri. June 29	Last Day of Summer School

Southwest Elementary School

Student Handbook/School Policy Release Form

I have read the student handbook and understand the policies and procedures for Southwest Elementary for the 2017-18 school year.

Parent Signature _____

Name of Child _____

Date _____

Return this signed form to the classroom teacher.
This form will be kept by the classroom teacher for verification.

LAWSON R-XIV SCHOOL DISTRICT

Permission to use email for communication

SUPERINTENDENT
SPECIAL ED DIRECTOR
PO Box 157
Lawson, MO 64062
Phone: 816-580-7277
FAX: 816-296-7723

SOUTHWEST ELEMENTARY
PO Box 157
Lawson, MO 64062
Phone: 816-580-7272
FAX: 816-296-3202

LAWSON MIDDLE SCHOOL
PO Box 157
Lawson, MO 64062
Phone: 816-580-7279
FAX: 816-296-3164

LAWSON HIGH SCHOOL
PO Box 157
Lawson, MO 64062
Phone: 816-580-7270
FAX: 816-296-3048

Student Legal Name: _____ Date of Birth: _____ Grade: _____

I hereby authorize and provide written consent for Lawson R-XIV School District staff to disclose personally identifiable information via email, regarding any and all issues which arise at school relating to my child. I understand that email is not a secure communication tool and that federal law requires written release by a parent/guardian for release of personally identifying information by District personnel. I also understand that District personnel will use email to communicate with me and with other staff members in order to provide an efficient means communication:

NO YES

District personnel may correspond through email regarding my child, using personally identifying information.

Signature of Parent/Guardian/Student (if 18 or older) Date

Printed name of parent/guardian/student

Email address: _____

Date received by District Personnel

2017-2018 SCHOOL SUPPLY LIST

Southwest Elementary School

Early Childhood

- 1 – Crayola crayons, 24 ct.
- 1 – Crayola thick classic markers, washable, 8 ct.
- 2 – Elmer’s Glue, 4 oz.
- 2 – Glue sticks
- 1 – Pocket only folder (plastic) (plain color)
- 2 – Kleenex tissues, 160 ct.
- 2 – All-purpose Clorox antibacterial wipes, canister
- 1 – Expo dry erase markers (chisel tip, black)
- 1 – Hand sanitizer (pump bottle)
- 1 – Package assorted color construction paper (9x12)
- 1 – Package fragrance-free wet wipes

Cardinal’s Nest (*Please label ALL items with first/last name.)

- Backpack – large enough for folder
- 2 – Crayola classic markers, washable
- 2 – Crayola Crayons, 24 ct.
- 2 – Boxes of colored pencils
- 4 – Glue Sticks
- 2 – Pocket folders
- 2 – Expo dry erase markers
- 1 – Large box of Kleenex
- 1 – Binder, 1” with plastic slip cover
- 1 – Container “Wet Ones” wipes
- 1 – All-purpose Clorox antibacterial wipes, canister
- 2 – 4 oz. Elmer’s glue
- 1 – Pack asst. colored scrapbook/copy paper (**not** construction paper)
- 1 – 5x8 school box
- 1 – Large beach towel or small blanket
- 1 – School nap mat

Kindergarten

- 1 – Package Ticonderoga Brand #2 Pencils 12 Ct. - Sharpened
- 2 – Crayola thick classic markers, 10 ct.
- 2 – Pocket only folders (plastic)
- 1 – Kleenex tissues, 160 ct. or more
- 1 – Zebra composition books (**\$1.25 at School Store**)*
- 2 – Pack assorted construction paper (approx. 50 ct.)
- 2 – Elmer’s glue, 4 oz.
- 4 – Glue sticks
- 1 – Space maker 8x5 school box (snap shut, not zippered)
- 2 – Expo fine tip dry erase marker, black
- 1 – Blunt scissors, 5”
- 2 – Crayola crayons, regular size, 24 ct.
- 1 – Crayola crayons, regular size (not thick), 8 ct.
- 2 – Pink bevel eraser
- 2 – Pocket & brad folders (3-prong)
- 1 – Regular size towel for rest time (no big beach, oversized towels or blankets)
- 2 – All-purpose antibacterial disinfecting wipes, canister
- 1 – Box Quart size baggies, slide zip (**girls only**)
- 1 – Box Gallon size baggies, slide zip (**boys only**)

1st Grade (** Please do not have students label supplies.)

- 48 – No. 2 Pencils (**sharpened**)
- 2 – Pocket only folders (plastic)
- 2 – Pocket & brad plastic folders (3-prong), 1 for art
- 1 – Kleenex tissues, 160 ct. (**boys only**)
- 2 – Elmer’s glue, 4 oz.
- 2 – Glue sticks
- 2 – Crayola crayons, 24 ct.
- 2 – Crayola thick classic washable markers, wide tip, 8 ct.
- 4 – Expo dry erase markers, fine tip, black
- 2 – Pink bevel eraser
- 1 – Sharp scissors, 5”, pointed tip
- 2 – Spiral notebook, wide rule, 70 pages
- 1 – All-purpose Clorox antibacterial wipes, canister
- 1 – Spacemaker 8x5 school box
- 1 – Hand Sanitizer (**girls only**)
- 1 – Handheld Pencil Sharpener
- 1 – Pair of headphones (no earbuds please)
- 1 – Package asst. color construction paper (9x12)

2nd Grade

- 4 – Plastic pocket folders (must have brads & 3-prong)
- 24 – No. 2 pencils Ticonderoga Brand (sharpened)
- 1 – Kleenex tissues, 160 ct.
- 1 – Elmer’s glue, 4 oz.
- 4 – Glue sticks
- 2 – Yellow Highlighter, chisel tip
- 1 – Box of colored markers, thin
- 1 – Elephant (composition) book (**\$1.25 at School Store**)*
- 1 – Space maker 8x5 school box
- 1 – Crayola Crayons, 24 ct.
- 4 – Expo dry erase markers, chisel tip, black
- 1 – 7” Fiskars scissors, pointed tip
- 5 – 70 ct. spiral notebooks, wide rule
- 1 – Package of notecards (**boys only**)
- 1 – Box Sandwich Baggies (**girls only**)
- 1 – Box Gallon Size Baggies (**boys only**)
- 1 – Hand Sanitizer, pump bottle (**girls only**)
- 1 – All-purpose Clorox antibacterial wipes, canister
- 1 – Pink eraser
- 1 – 3 ring binder, 1”
- 20 – Plastic sleeves
- 2 – Red or blue pens

3rd Grade

- 24 – Pencils #2 (sharpened)
- 2 – Blue pens
- 6 – Pocket and brad folder (plastic 3-prong)
- 6 – 70 ct. spiral notebooks, non-perforated, wide rule (**one must be red, blue, green, yellow, & two colors of your choice**)
- 1 – 3 Ring Binder – 1”
- 20 – Plastic Sleeves
- 2 – Kleenex tissues, 160 ct.
- 1 – Crayola crayons, 24 ct.
- 2 – Glue sticks, .28 oz., washable
- 1 – Space maker 8x5 school box
- 8 – Expo dry erase markers – black only
- 2 – Highlighters, chisel tip, yellow
- 3 – Paper Mate red medium pens
- 1 – 7” scissors, pointed tip
- 1 – 2-pack Post-It notes, 3x3, yellow
- 2 – 100 ct. Index cards
- 1 – Pump bottle hand sanitizer (**boys only**)
- 1 – All-purpose antibacterial wipes, canister (**girls only**)
- 1 – Box Sandwich size baggies, (**girls only**)
- 1 – Box Gallon size baggies, (**boys only**)

4th Grade

- 24 – Pencils #2
- 5 – Pocket & brad folder – plastic only (3-prong)
- 4 – Paper Mate red pens
- 2 – Highlighters, yellow, chisel tip
- 1 – Space maker 8x5 school box
- 8 – Expo dry erase markers, black, fine tip
- 1 – 7” scissors, pointed tip
- 1 – Crayola crayons, 24 ct.
- 1 – 4-pack Post-It notes, 3x3, yellow (**girls only**)
- 2 – Kleenex tissues, 160 count
- 1 – Elmer’s glue, 4 oz.
- 1 – Crayola thin classic markers, 10 ct.
- 6 – 70 ct. spiral notebooks
- 1 – Wide rule filler paper, 120 ct.
- 1 – 3 Ring Binder – 1”
- 20 – Plastic Sleeves
- 2 – Pink bevel eraser
- 4 – Glue stick, washable, .28 oz.
- 1 – All-purpose antibacterial wipes, canister
- 1 – Pump bottle hand sanitizer (**boys only**)
- 1 – ear buds

* Items that are only available at the Southwest School Store (animal notebooks), or hard to find items.

The School Store will be open during Open House and every day before school begins. (Prices are subject to change.)

**** NO BACKPACKS ON WHEELS ****

LAWSON R-XIV SCHOOL DISTRICT NOTICES & INFORMATION

EDUCATIONAL PHILOSOPHY

A philosophy of education is the foundation on which a school district is built and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Lawson R-XIV School District and the Board of Education thereof shall be a guide in determining the policy, rules and regulations of the school district.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his/her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his/her capacities.

We believe that in a democratic society, education must help the student realize his/her worth as an individual and should lead him/her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values, which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of his/her capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote, through teaching and example, the principles of the democratic way of life.

We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school and they need to impart this confidence to the students. The parent/guardian may do this by cooperating to the fullest with the schools, by encouraging the student to give his/her best efforts to his/her daily school responsibilities and by participating in school activities.

We believe that the student must have responsibilities in the educational program of his/her community. Most important of these is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained

personnel to help the student become a contributing member of society.

We believe that the foundation of the district's education program is based on the development of competencies in the basic fundamentals of reading, oral written communication and mathematics.

It is therefore the responsibility of the Lawson Board of Education to provide an educational environment for children of the district, which will foster and accelerate their intellectual, physical, social and career development.

PARENT/GUARDIAN NOTIFICATION OF EMERGENCY SAFETY INFORMATION

The safety plan directs that, if administrators have reason to believe that the safety of students is at risk, then administrators should first take immediate action to ensure the safety of students and contact law enforcement. After the safety of students was assured and law enforcement had been contacted, administrators will disseminate information to parents. Further, Administrative Procedure EBC-AP1 directs that "announcements will ... be made if the opening of any or all schools will be delayed or if any schools will be dismissed due to weather conditions and/or other emergencies."

NOTICE OF NONDISCRIMINATION

The Lawson R-XIV School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities and provides equal access to the Boy Scouts and other designated youth groups. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law.

The Board designates the following individual to act as the district's compliance officer: Pam Alberti, Director of Special Services / 401 N. Allison, PO Box 157, Lawson, MO 64062 / Phone: (816)-580-7277/Fax: (816)-296-7723

This notice will be provided in native languages as appropriate.

PARENT/GUARDIAN REQUEST FOR IDENTIFIABLE INFORMATION REGARDING OTHER STUDENTS

FERPA prohibits school officials from sharing student education records, and student record information, with anyone other than the student's parent/guardian and school officials with a legitimate educational interest. This prohibition is explained in Policy and Administrative Procedure JO (Student Records). Student discipline records and discipline information are considered to be educational records. Thus, under FERPA, school officials may not disseminate information to parents concerning discipline that was imposed on students for bullying or other behaviors (the information may only be conveyed to the disciplined student's parents). Further, school officials may not simply disseminate student information and redact the student's name, due to the risk that the identity of the student can be readily discovered. The Family Policy Compliance Office, the federal office responsible for compliance issues involving FERPA, has determined that school districts cannot release individually identifiable student record information if third parties are likely to be able to discern the identity of the student from the information disclosed.---

PARENT/GUARDIAN NOTIFICATION OF DISCIPLINE INCIDENTS

Minor discipline incidents occur on a daily basis in classrooms and, as a practical matter, administrators and teachers cannot contact parents every time a minor incident occurs. However, parents are informed any time discipline is imposed on their child, any time their child is injured at school, and any time an administrator or a teacher has concerns about a child's academic progress, developmental progress, or emotional state. Parents are welcome to contact administrators and teachers any time they have a question or concern regarding their child. Staff members respond in a timely fashion to all parent phone calls and e-mails that are received.---

DISTRICT STUDENT HEALTH SCREENING PLAN

Parents/Guardians will be notified in writing at the beginning of the school year of scheduled health screenings. Parents/Guardians will be given the opportunity to exclude their child from any of the screenings by returning the form indicating which screening is to be excluded. Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere with a student's progress or health.

The following screenings will be offered:

Vision:

- New Students (PreK-Kindergarten) at the beginning of the school year
- Grades 5, 7, 9 and 11 as time and resources permit
- Any student upon parent/guardian request
- Special education evaluations with parental/guardian consent

Hearing:

- New Students (PreK-Kindergarten) at the beginning of the school year
- Grades 1, 2 and 3 at the beginning of the school year
- Any student upon parent/guardian request
- Special education evaluations with parental/guardian consent

Spinal:

- Girls in grade 6 in the Spring
- Boys in grade 8 in the Fall or Spring (during PE)

Dental:

- Grades K-7 as time and resources permit for those that do not report routine dental care
- Grades 9-12 as time and resources permit for those that do not report routine dental care

NOTICE TO PARENTS – PPRA

Protection of Pupil Rights Amendment affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. (Refer to 20 U.S.C., Policy JHDA)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Lawson School District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Lawson School District to amend a record should write the building principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff

and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Lawson School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

Model Notice 02/07/12

LAWSON R-XIV PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, English as a second language students, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Lawson R-XIV School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Lawson R-XIV School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Lawson R-XIV School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Lawson R-XIV School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities

Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the office of the Superintendent of Schools, 4th & Allison, Lawson, Missouri, 64062, during regular school hours on days school is in session.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Pam Alberti, Director of Special Services, 816-580-7277.

Lawson R-XIV School District is in compliance with all laws and procedures regarding nondiscrimination. The Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. In addition, there are policies in place that insure equal opportunity of employment, nondiscrimination on the basis of sex, disability, age, or religion. The school district will also provide an environment free of sexual harassment. All such policies include grievance procedures. Should a student, parent, staff member, or community person have reason to believe they have been discriminated against or sexually harassed, they should refer to the grievance procedure outlined in the Board of Education policy. All inquiries regarding implementation of any guidelines of these programs should be directed to Roger Schmitz, Superintendent of Schools, PO Box 157/4th & Allison, Lawson, Missouri, 64062, phone 816-580-7277.

This notice will be provided in native languages as appropriate.

Rev.9/14/07

SOUTHWEST ELEMENTARY

ARRIVAL

Being on time is an important responsibility for young people to learn. The school day begins when the bell rings at 8:15 a.m. Parents that escort their child to the classroom, may walk them to the classroom door. Students are expected to be in their seats and ready to work by 8:15 a.m. Please note that in order to provide adequate supervision for children arriving early, we ask those children arriving before the first bus (7:50 a.m.) and who are not participating in the Latchkey program, to wait for the first bell in the main office hallway. Latchkey services are available at a nominal fee for students who arrive prior to 7:30 a.m. If LK services are not utilized, students will not be allowed to enter the building prior to 7:30am. For additional information regarding Latchkey enrollment please call the office.

Once school is in session, all parents and visitors will need to enter through the EAST Door (covered awning entryway) and report to the office. Follow security procedures of the building site. The North (circle drive) and Southeast (by gym doors) entryways will be locked from the outside only, once the school day has begun. This is to ensure the safety and security of our children and staff. All students entering the building **after 8:15** must be checked in by a parent/guardian through the office and will be counted tardy. All students leaving the building **before 3:00 p.m.** are required to check out through the office and will be marked tardy. Teachers have been instructed not to release students without going through the office first.

ATTENDANCE

Regular attendance is necessary for children to do their best work in school. An absence from class can never be fully made up as he/she will have missed class discussion, teacher presentation and the opportunity to participate in the learning activities. Class participation is part of the student's daily grade. Regular attendance in school promotes habits of punctuality, responsibility, and self discipline. Students who have good attendance generally achieve higher grades and enjoy the school experience more.

Parents have a tremendous impact upon their children's attendance by leaving no doubt in their child's mind that students are expected to be in school. Good attendance is rewarded with various incentives throughout the school year. Perfect attendance (no tardies or absences) is rewarded at the end of each quarter and at the end of the school year. Students who have excessive tardies and/or absences, will have their situation referred to the Principal. Parents are requested to phone the school office the morning of the student's absence. This lets the school know the student is home and nothing has happened to them on the way to school. If you know your child will be absent from or late for school, please call the office (580-7272) *no later than 9:00 a.m.*

CAFETERIA

The Lawson R-XIV School District contracts with OPAA Food Service for all meal programs. Kim Andrae serves as the food service manager and can be reached at 580-7270. Information on menus is found at: menus.opaafood.com.

To promote healthier eating habits among our students, we strongly discourage any carbonated beverages in the cafeteria during breakfast and lunch times. If you send a lunch with your child, please pack fruit juices/drinks, sports drinks, water, etc.

BREAKFAST

Breakfast is served between 7:50 a.m. and 8:10 a.m. Students use a student ID number each time they access school meal services. All monies for breakfast and lunch are entered into a single student account. We ask that parents pay weekly or monthly for breakfast and lunch and extra meals.

LUNCH

A monthly lunch menu is sent home with students throughout the year and is also published in the Lawson Review. Lunch may be paid weekly or monthly. We encourage parents to write a check for the amount being pre-paid. Parents should send all money for meals in a sealed envelope. Please indicate on the envelope your child's name and the amount enclosed. Lunches should not be charged but on occasion when it is necessary to charge, please pay by the next day. Students will not be allowed to charge for more than \$10.00 without payment. Third and fourth grade students may order a double entrée lunch at an additional cost of \$1.50. Double entrée lunches will not be available to those students who need to charge. Students are expected to use a quiet voice and good manners in the lunchroom. They are to clean up any trash they have left on the tables or on the floor. Students are to follow the lunchroom rules and procedures.

Student Breakfast	\$1.50	Adult Breakfast	\$1.83
Student Lunch	\$1.80	Adult Lunch	\$2.98
Milk	.35		

Free and reduced lunch/breakfast forms will be sent home on the first day of school. If a student was on free and reduced lunch at the end of the 2016-17 school year, they may start this year on the same program; however, a new form is required every year. To continue receiving free or reduced lunch / breakfast it will be necessary to return the completed form to the office or the Superintendent's office. The cost of reduced breakfast for students is 30 cents; reduced lunch is 40 cents.

EXTRAS

Milk is included in the cost of a cafeteria lunch, but an extra milk can be purchased for an additional 35 cents. Extra lunch entrees are available for purchase to any 3rd and 4th grade student; however the extra entree cannot be charged. Prices are listed in the section "lunch", before this.

PARENTS - PLEASE MAKE RESERVATIONS

In most cases, parents and/or relatives may eat breakfast or lunch with their child(ren). We do ask that visitor's sit with the student's at their assigned tables. Adult breakfasts are \$1.83 and lunches are \$2.98. If you do plan to dine with your child, we ask that you let us know on what day to expect you and which lunch menu choice you would prefer.

ALLERGY CONTROLLED ENVIRONMENT

At Southwest Elementary we have many students with peanut and nut allergies. For some students this can be life threatening. Strict avoidance of peanuts, nuts, and nut products is the only way to prevent a life threatening reaction. We are asking for your assistance in providing the students with a safe learning environment.

- **Please DO NOT send any peanut or nut containing products for your child to eat for lunch or snack in school.**
- Exposure to peanuts or nuts through contact or ingestion can cause a severe life-threatening reaction to those who are allergic to them. If your child has eaten peanuts or nut containing products, please be sure your child's hands have thoroughly been washed prior to entering the school.

Thank you in advance for your cooperation, as we work together to keep our school safe for all students.

KINDERGARTEN SNACK:

\$148.00 will be collected from each kindergarten student for the school year. This can be paid in full, in semester installments of \$74.00 each, or in quarterly installments of \$37.00 each. A reminder will be sent home each semester for those choosing this option. The amount charged for Kindergarten Snack is determined by the average attendance rates. This is a non-refundable charge. This is a service for parents and if you do not want your child to participate, then please notify the teacher.

SNACK MACHINES

Snack machines are open before and after school. Snacks offered in the machines follow the recommended nutrition guidelines adopted by the district Wellness Committee which are consistent with the Missouri Eat Smart nutrition guidelines. Students may use the machines during the day with teacher permission for special occasions and related class activities.

CANCELLATION OF SCHOOL

If weather conditions become such that early dismissal or cancellation of school is necessary, the School District notifies local radio and television stations with authorization for announcements to that effect. Parents are also encouraged to sign up for **LAWSON@lerts** and get important information about Lawson Schools sent as text messages directly to your mobile phone or email address.

On early dismissal days, students will be transported to their usual locations. The Lawson Latchkey Program will be available any time school is dismissed early because of inclement weather. Further information can be obtained through the office at Southwest at 580-7272. *In case of school cancellation due to inclement weather, all days will be made up as outlined in the district school calendar.

CHANGE OF ADDRESS/TELEPHONE

It is very important that an up-to-date record, including address and telephone number and emergency notification information, be maintained in the school office on each Southwest student. Please notify the school immediately if, at any time during the school year, you have a change of address or telephone at home or at work.

CHECKING INTO/OUT OF SCHOOL-

STUDENTS AND PARENTS WILL NEED TO FOLLOW BUILDING SECURITY PROCEDURES

When a student arrives at school to begin the day at a time after the normal 8:15 a.m. starting time, he/she should go immediately to the school office where a parent/guardian **will sign them in**. When a student must leave school during the school day for any reason [including illness] or is leaving for the day prior to the close of the school day at 3:00 p.m., the parent/guardian picking up the child **must sign out** the student in the school office. When the *sign-out sheet* has been filled out, the child will be called down to the office and released from school. We strongly encourage parents to pick their children up after school following the dismissal procedure of using the circle drive. Students miss valuable learning time in the afternoons when they are picked up before the end of the day.

COUNSELOR

Southwest's full-time counselor makes classroom visits on a regular basis and conducts lessons on character education, social skills and emotional development. Additionally, the counselor can schedule individual visits with a child, as requested by the teacher, student and/or the parents.

DISCIPLINE

DISTRICT WIDE DISCIPLINE POLICIES AND PROCEDURES (as of publication date of handbook)

Southwest Elementary enforces all district policies. For additional policies and procedures please see the Lawson R-XIV District Policies. School board policies are subject to change throughout the year, so please refer to the district website for up-to-date information at (<http://www.lawsoncardinals.org>) or copies are available in the library, school office, and superintendent's office.

INTERNET ACCEPTABLE USE POLICY

The Lawson R-XIV School District is pleased to bring Internet access to our schools. We believe the Internet offers vast, diverse and unique resources to the students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication. Acceptable use of the Lawson R-XIV School District network and Internet connection is use that is consistent with the educational objectives of the district. Student use of the network must support the educational and operational policies and procedures of the School District. Use of this network is a privilege. Any improper use, which is defined as but not limited to use that is unlawful, copyright violations, plagiarism, libel, hacking, stalking, or accessing a service for which a fee is charged will result in one or more of the following consequences: loss of privileges; disciplinary action by teacher or administrator including warnings, 8th hours, in-school suspension, out of school suspension, expulsion, restitution for damages, and legal action in a court of law. Students must have a signed acceptable use policy on file prior to using the Internet. A complete Acceptable Use Policy is available at any district administrative office or the Lawson 5-12 and Community Library.

STUDENT DRESS AND GROOMING

Dress Code Policy: Students are encouraged to dress in such a way that will not disrupt the educational environment. Students who persist in creating a disturbance, and/or denying the opportunity for the school district to carry out state missions will be subject to disciplinary action. **Building principals will use their own discretion in dealing with dress situations which may not be specifically referenced in policy JFCA and JFCA-AP.** The intent of this policy is not to list every single dress code violation, but to give a general overview as to how policy JFCA and JFCA-AP will be used.

Building principals will be given the authority to enforce the board approved dress code policy. Initially, students in violation of dress code will be asked to make corrections. Students refusing to comply with dress code will be considered insubordinate, and dealt with accordingly.

The rights of individuals to dress and groom according to personal preference is recognized, but only within the framework where dress and grooming does not disrupt the educational environment or raise safety or health concerns. Dress code considerations include:

1. No hats worn inside the building during the normal school day. Students are expected to take hats off upon entering the building and keep them off until they leave the building at the conclusion of the school day. Anything worn on or around the head is considered a hat.
2. T-shirts or other apparel will not disrupt the educational environment.
3. No tank tops, "short" shorts, mid-cut T-shirts/shirts will be allowed. Clothing worn should conform to a standard of dress which reflects respect for the institution and educational environment and should in no way be provocative or disruptive.
4. No chains may be worn as belts or to attach billfolds. Other clothing (to include accessories) that might be used as a weapon shall not be allowed.
5. Students are not allowed to use portable/cell phones, beepers, IPOD, CD players during the regular school day. **Cell phones are to be turned off and put away upon entering the building for the beginning of the school day.** Non-Compliance shall result in confiscation of the device and a parent/guardian will need to pick up in office. Second and subsequent non-compliance shall result in confiscation and/or In School Suspension 1-180 days or Out of School Suspension 1-180 days.
6. District coaches and sponsors may impose additional dress code considerations for those individuals who are involved in the activity they are responsible for.
7. All students must wear shoes, boots or other types of footwear.

SEXUAL HARASSMENT

The School District is committed to providing an environment free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and / or expulsion of the student or suspension and / or termination of the employee.

STUDENT ALCOHOL/DRUG ABUSE

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend the Lawson R-XIV School District. The use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo.

All medications prescribed by a physician, as well as all non-prescription medications, will be cleared with the school nurse or respective principal or superintendent before being taken. In the absence of a physician's instructions, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the district.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with Board Policy JFG.

SAFE SCHOOLS ACT

This legislation outlines several policy requirements focusing on promoting safe school environments. Local boards of education of each school district are required to establish a written discipline policy, including specifying the districts' policy on corporal punishment and procedures in which punishment will be applied. Pupils and their parents or legal guardians must be provided a copy of the disciplinary policy. All employees of the district are to receive annual instruction on the content of the disciplinary policy.

Reporting Requirements: District administrators are required to report acts of school violence to teachers and other school employees who have direct responsibility for the child's education or interact with the student on professional basis. The section defines 'acts of school violence' and 'violent behavior' including a list of felonies that are required to be reported. Any portion of a child's IEP relating to demonstrated or potentially violent behavior must be reported to any teacher or district employee who is directly responsible for the child's education or who interacts with the student within the scope of their duties.

Student Suspension: Current law requires a minimum of a one-year suspension for a student bringing a weapon to school. The amendment allows the suspension to be either one year or an expulsion and expands the definition of a weapon. Civil war era weapons, when used for a civil war reenactment on school property, are exempted.

Discipline Records: Districts are required to compile and maintain records of any 'serious violation' of district policy. Records will be made available to district personnel with the need to know based upon their assigned duties and shall also be sent to any district a student subsequently attends.

Abuse Investigations: This section outlines investigations of alleged abuse based upon the use of corporal punishment within the district. The amendment authorizes the juvenile officer to designate another law enforcement officer to investigate these allegations in conjunction with school personnel.

Children with Disabilities: Section 162.680 RSMo. contains the state prohibition on denial of educational services based upon the child's disability. This section is amended to provide that if violent behavior of a child with a disability causes a substantial likelihood of injury, the school shall initiate procedures to change the student's educational placement.

Residency Issues: Prior to registration a pupil, parent or legal guardian must establish proof of residency in a school district. A procedure is defined for requesting a waiver of proof of residency, including authorizing a hearing before the local board of education. Athletic ability is prohibited as a basis for the issuance of the waiver. Submitting false information relating to residency is defined as a class A misdemeanor. School districts are authorized to file a civil action to recover costs of education for any pupil whose registration was based on false information.

Transfer of Documents: School officials enrolling the pupil must request within forty-eight (48) hours a transfer of documents from all school districts the pupil attended within the previous twelve (12) months. Any school district receiving that request shall respond within five (5) business days of receipt of that request. The request must include the disciplinary records required under this legislation. Transfer of school records is prohibited to persons not employed by the school district or employed by another school district or to any governmental entity other than a school district, juvenile or family court, unless written permission is granted by the parent, guardian or student if the student is eighteen (18) years of age or older. Violation of this subsection is a Class B misdemeanor and a civil action is authorized based upon a district's failure to comply. The State Board of Education is authorized to establish rules relating to the enforcement of this section.

Removal of Students: Districts are authorized to immediately remove a pupil posing a threat to themselves or others. Prior disciplinary action may not be the sole basis for such removal. Removal of a pupil with a disability is subject to state and federal procedural rights. Boards are required to make a good faith effort to have the parent or other custodian present at the suspension or expulsion hearings.

Readmission Conference: Section 167.171 RSMo. outlines the procedural requirements relating to the suspension or expulsion of students. A new subsection requires a conference prior to readmission of a student suspended for more than ten (10) days for an act of school violence, or where the pupil poses a threat or harm to themselves or others. Written notice of the conference shall go to the parent or guardian. The section specifically prohibits readmission of a student convicted or indicted of specified criminal acts. An exception is provided for children with disabilities as identified under state eligibility criteria. A conference is also required if a student attempts to enroll in one district during a suspension or expulsion from a second district. The second school district may recognize the disciplinary action if it is determined that the behavior would be subject to suspension or expulsion in that district.

Communication with Juvenile Officers: Juvenile officers must notify school officials when students have committed certain specified criminal acts. The notification must include a description of the conduct and the dates when the conduct occurred, but shall not include the name of the victim. This report shall be shared with teachers or other district employees with a need to know based upon the scope of their assigned duties. The superintendent is required to notify the appropriate juvenile or family court upon the suspension of any student within the jurisdiction of the court when the suspension is in excess of ten (10) days.

Notice of Violent Acts: Principals are required to notify the superintendent and law enforcement if any person is believed to have committed first, second or third degree assault or deviant sexual assault against a pupil or school employee while on school property, on a school bus, or while involved in a school activity. The principal must all report possession of a controlled substance or a weapon by people in violation of school policy. This section grants good-faith civil immunity for school employees providing information to law enforcement. Refusal by school officials relating to their reporting requirements under this section and Section 160.261 RSMo. is defined as a misdemeanor punishable by a fine of up to \$500 and imprisonment in a county jail not to exceed one (1) year.

Violence Prevention Programs: The Department of Elementary and Secondary Education is authorized to identify programs relating to violence prevention to be administered to the public schools. The State Board of Education is authorized to adopt rules approving such programs. Academic credit may not be offered for participation in these programs. Beginning no later than the 1998-99 school year and thereafter, districts are authorized to administer violence prevention programs for kindergarten through twelfth grade. The Department of Elementary and Secondary Education is authorized to fund programs relating to violence prevention. MO Violence Hotline 1-866-748-7047.

Statement Of Disciplinary History: School districts may require a parent, guardian, or other custodian to provide a statement indicating whether a student was previously expelled, violated board policy on weapons, alcohol or drugs, or willfully inflicted injury on another. Persons making a false statement would be guilty of a Class B misdemeanor. The statement would be maintained as a part of the student's record.

Alternative Education: Suspension or expulsion is stated not to relieve the State or the suspended student's parent or guardian from responsibility to educate the student. Districts are encouraged to provide in-school suspensions or other alternatives to suspensions or expulsions. Districts constituting the domicile for a child for whom alternative education programs are provided shall pay the per pupil cost of that education. School districts may contract with other political subdivisions, public agencies, not-for-profit organizations or private agencies to provide alternative education.

State Board Waivers: This section authorizes the State Board of Education to modify or waive any board rule or policy upon receipt and approval of a proposal from a school district. A proposal for a waiver shall demonstrate that the intent of the particular rule can be locally addressed in a more effective, efficient and economical manner or that the waiver is needed to implement a plan for improved student performance or school improvement. Prior to submitting a waiver application, a school district shall hold a public hearing on the matter. Waivers are limited to a maximum of five school years, but may be renewed upon application by the school district. The State Board of Education may not waive any statutory requirement concerning teacher certification or tenure.

Bus Driver Certificates: Applicants at least 70 years of age must pass an annual medical examination and annual renewal of bus driver permits. Drivers who have pled guilty or have been found guilty of specified crimes are subject to certificate revocation. Current law would require a conviction prior to revocation. The list of crimes upon which revocation can be based is expanded to include violation of drug regulations, endangerment of a child and felony or misdemeanor weapon offenses. The Missouri Highway Patrol is authorized to obtain a FBI criminal record for the purpose of checking and clearing applicants.

Other Provisions: The State Board of Education is authorized to adopt a policy relating to the expungement of disciplinary records. The crime of assault while on school property is defined and classified as a Class D felony. Authorizes a) school district to offer training to students in the administration of CPR and other life saving methods, b) self administration of medication by use of a metered dose inhaler, c) a court to order children adjudicated for nonviolent crimes to participate in a jobs program and to order restitution of damage or loss caused by the offense, and d) to offer a "motivated" section in a class where multiple sections are offered.

Drug free school zones are expanded from 1,000 feet to 2,000 feet of public school property and include school buses within that zone. Possession of substances used to manufacture Methamphetamine or related substances is made a Class D felony. Restrictions are placed on the marketing, selling, distribution, advertising, or labeling of drug products containing ephedrine or related drugs and violation is a Class D felony. School buses used to transport children participating in a federal Head Start Program are authorized to bear the designation Head Start School Bus. Damage to any motor vehicle owned, operated or leased under contract by a school district or private school for the transportation of school children is added to the crime of Institutional vandalism. The crime of making a false bomb report is changed from a Class A misdemeanor to a Class D felony.

STUDENT DISCIPLINE (see Board policy JG-R)

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.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

It is the policy of the Lawson R-XIV School District to report all crimes occurring on school grounds 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 (10) 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 (1) 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 (p. 15).

Prohibited Conduct – (see Board Policy JG-R for additional descriptions)

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 – 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 work, grade reduction, course failure, or removal from extra curricular activities.

Arson–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. 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.

BULLYING – (see board policy JFCF)

Bullying –In order to promote a safe learning environment for all students, the Lawson R-XIV School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students. **Bullying** – In accordance with state law, bullying is defined as 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** – 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. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior. **School Day** – A day on the school calendar when students are required to attend school.

Designated Officials -The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion. The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying - School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident. Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee. If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation - Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director. The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law. If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with

Board policy. The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences - Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate. Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity. District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication - The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education - The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying. The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend. In addition to educating students about the content of this policy, the district will inform students of: 1. The procedure for reporting bullying. 2. The harmful effects of bullying. 3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives. 4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying. School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to: 1. Cultivating the student's self-worth and self-esteem. 2. Teaching the student to defend him- or herself assertively and effectively without violence. 3. Helping the student develop social skills. 4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources - The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Bus or Transportation Misconduct (see Board policy JFCC)--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--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)--Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. 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)

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. **Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.** First Offense: In-school suspension, 1-180 days out-of-school suspension. Subsequent Offense: 11-180 days of out-of-school suspension, or expulsion. **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 of the Controlled Substances Act.** First Offense: 1-180 days out-of-school suspension or expulsion. Subsequent Offense: 11-180 days of out-of-school suspension, or expulsion.

Extortion--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 – Loss of, failure to return, or damage to district property including but not limited to, books, computers, calculators, uniforms, and sporting 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 – 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 of out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled. Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms--Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting 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)--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.

Harassment, including Sexual Harassment (see Board policy AC for additional info)

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 favor and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating, or hostile acts based on a protected characteristic. First Offense : Principal/Student conference, 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 : Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Hazing (see Board policy JFCG)-- In order to promote a safe learning environment for all students, the Lawson R-XIV School District prohibits all forms of hazing. For purposes of this policy, hazing is defined as any activity, on or off school grounds, 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 include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization. District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official. The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing. The district shall annually inform students, parents/guardians, district staff and volunteers that hazing is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by a coach or sponsor at the start of a season or program. The reader is encouraged to check the index at the beginning of this section for other policy info and review of procedures and updates.

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

Nuisance Items – Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes. First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension. Subsequent Offenses: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Public Display of Affection--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.

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

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 electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch. 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 of Board policy EHB and procedure EHB-AP other than those listed in (1) or (2) above. 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--Theft, attempted theft or knowing possession of stolen property. First Offense: Return of or restitution for property. Principal/Student conference, detention, or in-school suspension. Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assaults--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 on district property, district transportation or at any district activity. 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 on district grounds, district transportation or at any district activity. 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 procedures JED-API and JED-AP2)-- 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, or 1-3 days in-school suspension. Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

Unauthorized Entry - Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance. First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Vandalism (see Board policy ECA)--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) Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person. 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. **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 (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent. Subsequent Offense: Expulsion. **Possession or use of ammunition or a component of a weapon.** First offense: In-school suspension, 1-180 days of out-of-school suspension, or expulsion. Subsequent offense: 1-180 days out-of school suspension, or expulsion.

DISCIPLINE REPORTING AND RECORDING (see Board Policy JGF)

In compliance with state law, the Board of Education establishes explicit channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors that endanger the welfare or safety of students, staff or patrons of the district.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024 RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

All discipline rules apply to students while they are on school grounds or attending school events and activities. Situations involving students away from school grounds, not involved in a school related activity, but directed toward an employee of the school district may also be treated as a school discipline matter.

It is understood that the information outlined in policy JG-R is intended as guidelines in terms of student discipline, it is not intended to cover every possible discipline situation. Situations not specifically listed are not immune from disciplinary action.

Students are not allowed to make up work during out-of-school suspension. Students are allowed to make up work during in-school suspension.

1. Unless specifically given that option by the administration, students (or parents/guardians) are not allowed to select their own punishment or make decisions regarding whether or not they will accept a particular disciplinary action. For example, students are not allowed to skip an ISS by refusing to serve. In such a case, the student might be suspended from school, for refusing to serve the ISS or staying on task in ISS, but upon returning to school is expected to serve the original ISS.
2. **Any student suspended from school three times during one semester will be recommended for suspension for the remainder of that semester. Should that same student be suspended in the following semester (from which they were given three suspensions and thus, suspended for the remainder of semester), he or she may be recommended for suspension for the remainder of that semester as well. Students are not allowed to make up work during their suspension.**
3. In all matters involving student discipline, the student committing the offense may be charged a dollar amount to compensate the school district or other individuals for property loss due to the offense.
4. Due to the possibility of injury and/or damage to the school property, any student found in possession or use of fireworks of any type on school property may be suspended for three days or assigned to ISS.

Attending School Activities: While a student is under suspension from school, the student shall forfeit the right to attend school and school activities, either as a participant or a spectator. The student is not to be on school property during the time of suspension. This is true of all school activities to include (but not be limited to): dances, plays, athletic contests, field trips, assemblies, graduation exercises, music performances.

General Conditions: The listing of student actions requiring disciplinary action is an example, and is not intended to be comprehensive. Certain student actions will require disciplinary action regardless of whether they are listed or not. In every case, school administrators may require a conference with parents or guardians as a requirement for the student in question to resume attendance.

(GENERAL) DISCIPLINE - SOUTHWEST ELEMENTARY

Discipline and appropriate classroom behavior is required for learning to take place in the classroom. The Discipline Policy is designed to foster **student responsibility, respect for the rights of others,** and to **ensure the orderly and safe operation of our school.** No policy can be expected to list each and every offense which may result in the imposition of a specific consequence. The list is not intended to be comprehensive-certain student actions will require disciplinary action regardless of whether they are listed. In dealing with elementary

students, situations vary a great deal. Our policies are meant to serve as guidelines for administering disciplinary action, and not so much mandated punishments. During the first two weeks of school, **all** Southwest students have the opportunity to learn the school and classroom rules. Teachers will take the time to teach, discuss, model, and have students practice appropriate behavior in all areas of the school.

In addition to being respectful, responsible, and safe at all times, we ask the students to adhere to the following school rules:

Hall Rules – Remember '**LINE BASICS**' in the hallways:

1. **Face Forward**
2. **Arms to the side**
3. **Walk without talking**

Cafeteria Rules –

1. **Stay in your seat**
2. **Use good manners**
3. **Talk in a soft voice with your table friends**
4. **Clean up your area before leaving the lunchroom**

Recess Rules –

1. **Follow safety guidelines**
2. **Use equipment appropriately**
3. **Respect students and staff**

CLASSROOM RULES

Classroom rules are developed and enforced in individual classrooms. Every effort is made to provide recognition and approval for appropriate behavior. However, if a student chooses not to follow the school and classroom rules, the student will face the appropriate consequences. Every office referral for discipline is documented.

EMERGENCY SIGNALS

A minimum of one (1) safety drill per month is held at Southwest so that students will become familiar with the proper procedures. These drills include Fire, Crisis, Earthquake and Tornado drills that are held throughout the year to acquaint students with such safety precautions. The signals for drills and procedures to follow are posted in each classroom and hallway. These are reviewed regularly by the teacher with the students. If possible, the intercom will be used for notification of an emergency. The following signals and procedures will be observed: Remain quiet and follow instructions; An all clear signal will be given when you can return to your room.

EARLY DISMISSAL

Requests for student release during the school day should be addressed to the teacher or the principal and we prefer it to be **in writing**. We encourage parents not to pick children up early from school, as the students miss valuable instruction time and will be counted tardy. Emergency requests may be made by telephone. **At no time will a student be dismissed early without a parental request.** When it is necessary for a parent or guardian to pick up children during school, please sign your child out through the office. Students will be called to the office for dismissal. Parents will please wait outside or in the front vestibule for their children. Please do not park in the bus pick up area (circle drive) from 2:45 p.m. until 3:15 p.m.

ENROLLING NEW STUDENTS

New student enrollment is accepted in the office and requires current immunizations, a copy of the student's birth certificate, and two proofs of residency. District enrollment forms must be completed prior to attending classes. Students who are transferring from other schools should complete a release form to be sent to the previous school requesting records. A current report card or any other academic information is helpful when enrolling. Immunization records for all new students must be complete according to Missouri Health Department guidelines.

FIELD TRIPS

Throughout the school year, age-appropriate field trips are scheduled by individual grade levels. Some excursions require student fees as well as sack lunches. Children are transported to and from the event by bus. Notification is provided to parents prior to each field trip and a field trip permission form will have to be signed by the parent/guardian and returned to school. Parents/guardians may be asked to help "chaperone." Parents attending field trips as chaperones are required to have a cleared background check. Classroom teachers will notify parents of scheduled field trips. **Only children within the specific grade level are eligible to attend.**

FOOTBALL GAME EXPECTATIONS

All elementary students attending Lawson Football Games are reminded that personal toys, balls, and similar items **are not allowed** at the game. **Elementary students are asked to stay in designated seating areas and MUST be accompanied by an adult. Any disciplinary or behavior concerns can result in suspension from attending future extracurricular activities for the year.**

FUND-RAISING

Elementary students will not be participating in any fundraising during the school year. Students should not solicit any money door to door under the pretense of a school-related activity.

GUM

Gum is **not** permissible at Southwest Elementary at any time, due to the problem it causes in keeping the building clean and beautiful.

HEALTH ROOM

A health room nurse or assistant is available should your child become ill or injured while at school. To afford your child the best individual treatment and care, it is imperative that the health room have at all times the most current health information on your child. If you change your place of employment or if the emergency numbers you have given us should change, **please notify the school office or health room**

immediately. Prior to the first day of school, please notify the teacher and the health room supervisor of any restrictions in activity or any special health conditions which your child may have.

IMMUNIZATIONS

Students who have not had the immunizations required by the State of Missouri will not be allowed to begin school at Southwest. The only exemptions, broadly described, are for medical or religious reasons or for children in the process of being immunized. For further explanation of these exemptions and to receive the appropriate forms, please contact the school office or the health room supervisor at 580-7272.

INSURANCE PLAN

Student accident insurance information and forms are distributed by the schools at the start of school in the fall. The insurance is **not** provided by the school system but by a private carrier and must be purchased by individual students. The cost is reasonable and provides coverage during interscholastic events during school time.

ITEMS FROM HOME

Students are asked **not** to bring toys, balls, games, toy weapons, electronic devices, etc., from home to school. These include iPods, fidget toys, toy weapons, and other such items. The teacher will collect any of these items and the parent will be asked to pick them up from the classroom teacher. If the student continues to bring these items to school, they will remain in the office until the last day of school. Items such as laser pens are considered dangerous and do not belong in the school environment. The classroom teacher allows students to bring special items under certain circumstances (show and tell, class projects, etc.) with prior arrangements. Further, it is recommended that children leave **anything valuable** to them at home. Staff cannot be responsible for valuables becoming lost or broken which students bring to school.

LATCHKEY PROGRAM (before and after school care)

The Lawson R-XIV School District offers a before and after school care program at the Elementary School called **Lawson Latchkey**. The program offers child care before and after school when it is in session. It will follow the district calendar. Parents may register their child (ren) for before, after, or both **A.M.** and **P.M.** child care. Parents must provide transportation to and from the before and after school day care program. Before school care opens at 6:00 a.m. and after school care closes at 6:00 p.m. The Lawson Latchkey Program will be in session on days when school is dismissed early due to inclement weather. Please check the Latchkey Parent Handbook for specific guidelines regarding the days and hours of operation. Additional information can be obtained by Southwest at 580-7272.

LICE

In keeping with the Lawson RXIV School District's policy of avoiding unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. *For more information see BOE Policy JHC_AP2.*

LOST AND FOUND

A lost and found container is located inside the school cafeteria. Please check there periodically to make sure nothing which belongs to your child (ren) has found its way there. Please label all personal items, including clothing, with your child's name to facilitate returning lost items to their proper owner. Unclaimed items are given to charity on a quarterly basis.

MEDICATION GUIDELINES

Medications will be given during school hours only when absolutely necessary. We encourage dosage schedules which allow medicine to be taken before or after school. **Because of the Safe Schools Act, prescription and over the counter medications are not allowed to be brought on the bus.** See BOE policy JHCD.

PRESCRIPTION MEDICATION

All prescription medication must have the label attached by the physician/pharmacist and should include on the container:

- * child's name
- * name of medication
- * dosage prescribed
- * physician's name

NON-PRESCRIPTION ("OVER-THE-COUNTER") MEDICATION

All non-prescription medication should be brought to school by the parent or guardian in the original container with a **written request signed by the physician or parent.**

- The child's name should be on the container.
- Only the instructions listed on the medication container will be followed unless a physician requests [in writing] different instructions.

All medicine must be checked into school through the health room. Students are not to keep any kind of medicine on their persons, in their lunch box, desk, or classroom. The school does not provide any medication for students including aspirin, acetaminophen, cough drops or throat lozenges. A *Medication Authorization Form* must be completed and signed by the parent/guardian for all medications given at school. These are available from your health room or can be accessed on the district webpage at <http://www.lawsoncardinals.org/>.

MONEY

Students should not carry extra money to school and should be encouraged to carry their lunch money in a safe place such as an envelope. The children are not allowed to sell items of any kind at Southwest during the regular school day. Please note that Girl Scout Cookies and similar items from organized clubs may be sold before or after school only. Delivery must take place during that time period as well.

OPEN SESSION

Open Session is from 7:50 to 8:10 Mon-Thurs. Students not eating breakfast may have the option to go outside. During winter months, students should have appropriate clothing to go outside (hats, gloves/mittens, etc.). Temperature guidelines for Open Session will be the same as the Recess Guidelines.

PARENT-TEACHER ORGANIZATION (PTO)

Southwest's PTO plays an important role in the life of our school. The partnership between parents and teachers is one reason the quality of education at Southwest is so high. Throughout the school year, the Parent-Teacher Organization sponsors fund-raising activities and assemblies. With your support, not only will the fund-raiser be a success but the cultural arts assemblies and other special events which are supported by these fund-raisers will continue to broaden the educational opportunities enjoyed by students at Southwest. Fundraisers will not involve door to door selling. Updates and general information for PTO are found on the school website and on facebook: <https://www.facebook.com/LawsonSouthwestPTO>.

PARTIES/BIRTHDAY RECOGNITION

Students at Southwest enjoy three planned parties during the school year. Younger siblings are not allowed to attend the school parties. The PTO usually has child care available on party days. Students may bring a birthday treat to school if the date and time are cleared with the classroom teacher. Invitations to parties and events outside of school cannot be distributed during regular school hours.

PETS/ANIMALS

In accordance with Board Policy ECG, animals are not allowed on district property, including district transportation, except in accordance with law and policy. Animals allowed at school are restricted to service animals. *For more detailed information refer to Board Policy ECG.* Animals/pets are not allowed on district property, this policy is enforced before, during and after school hours.

RECESS

We will follow these general guidelines in determining whether your child will have inside or outside recess:

1. If the wind chill is less than 20 degrees, there will be no outside recess.
2. Children who need to stay inside for more than 5 consecutive days need a note from the doctor.
3. Rain or snow prohibits outside recess.

Recess may not be withheld for punitive reasons.

RECORDS/STUDENT DIRECTORY INFORMATION

Permanent records are kept on all students to record their educational progress. Please contact the school office if you want additional information or to schedule an appointment with our principal to review these records. A student's records are considered confidential.

"**Directory Information**" may be released by school officials. Such information is considered a public record which must be released upon demand to any person who requests it, under the Missouri Sunshine Law. Unless notified to the contrary in writing within 10 school days after annual public notice, the school district may disclose any of those items designated as Directory Information without prior written consent. For definition of Directory Information refer to BOE policy JO, JO-R. Copy of the Board Policy Manual may be found in district libraries or the administration office.

REPORTING TO PARENTS

Report Cards are sent home about a week after the close of each quarter. Please give these grade cards a careful review. Should you have any question about any grade or notation of your child's report, please do not hesitate to contact the teacher or the office to discuss your question/concern. Quarterly report cards will be held in the office for any student with outstanding fees/charges. **Mid Quarter Reports** are updates on student progress between the times grade cards are sent home. They are sent out midway during each quarter.

SOUTHWEST ELEMENTARY GRADING SYSTEM

Report cards will be issued at the end of each quarter. Progress reports indicating below average work will be issued semi-quarterly. A general scale of 1, 2, and 3 is used K-4: 1 = Secure, 2 = Developing, 3 = Beginning. In addition, 3rd and 4th grade use letter grades as follows: A = Excellent; B = Above Average; C = Average; D = Below Average; F = Failing.

PARENT-TEACHER CONFERENCES

Conferences are scheduled twice during the school year, usually in October & the spring. Your attendance at these conferences is extremely important. If it is impossible for you to meet with the teacher during the time allotted for conferences, you are urged to speak with the teacher and schedule another time which is more convenient. Of course, you are invited to request a conference with your child's teacher when you feel the need at any time during the school year.

RETENTION

Retention may be considered, when in the judgment of the staff that it is in the best educational interest of the student. Any student who is achieving more than one grade level below their peers will be considered as a possible retention. Parents will be given notification prior to the retention taking place however the final decision will rest with the school administration. See BOE policy IKE.

Reading Assessment/Retention

The district will administer a reading assessment to students in third and fourth grade to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grade four and to all students attending summer school due to a reading deficiency, as required by law. Southwest Elementary defines reading assessment as the ongoing process of observing and recording children's behavior and skills as it relates to all components of balanced literacy instruction. The district utilizes the following assessment tools: MAPS, Scholastic Tests, Developmental Reading Assessment, STAR, and reading tests. *Reading Improvement Plan:* A minimum of 30 hours of additional reading instruction or practice outside of the regular school day. *Summer School:* A minimum of 40 hours of reading instruction and practice. Please see the entire policy for students who are exempt from this assessment. All third grade students who have not demonstrated a reading ability at or above grade level will be administered a reading assessment or set of assessments within 45 days of the end of the third-grade school year. If the student is reading below the second-grade level, the district will design and implement a reading improvement plan for the student's fourth- grade year. The district may require the student to attend summer school as a condition of promotion to fourth grade. Each fourth-grade student the district has previously assessed in third grade and for whom a reading improvement plan has been designed or who has transferred into the district, shall be administered a reading assessment within 45 days of the end of the fourth-grade year. If the student is reading below the third-grade level, the student shall be required to attend summer school to receive reading instruction.

At the end of summer school, each student shall be administered another reading assessment. If the student is reading below third-grade level, the student shall not be promoted to fifth grade and the parents or guardians of the students shall be notified. The district will design and implement a reading improvement plan for the student's repeated fourth-grade year.

Each fourth-grade student for whom the district has designed a reading improvement plan and retained for failing to meet the required reading standards shall be administered a reading assessment within 45 days of the end of the repeated fourth-grade year. If the student is reading below the third-grade level, the student shall be required to attend summer school to receive reading instruction. At the end of summer school, each student shall be administered another reading assessment. If the student is still reading below a third-grade level, the district will design and implement a reading improvement plan for the student's fifth-grade year. The district cannot retain the student again solely because of his or her inability to meet the reading assessment standards. The district may retain the student for other reasons when it is in the best interests of the student. At the end of summer school, each student shall be administered a reading assessment. If the student is reading below the fourth-grade level, the district will design and implement a reading improvement plan for the student's sixth-grade year. (Reference: Board Policy & Administrative Procedures, IL, IL-AP, Assessment Program)

ROTATION SCHEDULE OF SPECIAL CLASSES

A continuous rotation schedule provides continuity for the instruction program. Our school rotation schedule consists of: **Art, Computer, Music, and PE**. All students will also have access to the library. Special programs such as Title One and Special Education are provided to those students who meet eligibility.

SCHOOL PICTURES

Individual school pictures are taken in the fall and are used in the school yearbook. These photographs are available for you to purchase. Class pictures are taken in the fall and additional individual pictures may be offered in the spring.

TARDINESS

Students arriving and checking in after 8:15 a.m. or leaving and checking out before 3:00 p.m. will be marked as tardy. The parent/guardian needs to sign in the child if they are tardy. It is important to remember that a tardy counts against perfect attendance. (See Board Policy JG-R)

TECHNOLOGY USAGE GUIDELINES –

We expect our students to make good choices when using technology. Each student has a usage agreement on file with the building technology representative. This is completed in the grade level in which they enter the building.

If the student usage is not in compliance, administrator will determine an appropriate consequence, depending on the situation. This could result in a tech suspension, restitution, and/or replacing damaged equipment. (For a complete description refer to the technology usage agreement found on the district website under District/Technology and *Board Policy JGR*).

TELEPHONE/CELLPHONE

It is necessary to restrict student use of school telephones. **The phone may be used in cases of emergency or school-related matters ONLY.** Remember we need written or a personal telephone contact before we can change our regular dismissal guidelines. Students are not allowed to use cell phones during the normal school day. Cell phones must be turned off when the student enters the building. See the **District Wide Dress Code Policy**, included in this handbook, for more details on cell phones.

TEXTBOOKS, SUPPLIES AND FEES

Textbooks and workbooks needed for the regular school program are provided by the school district. If a student loses, misplaces, or damages a library or textbook, they will be charged to replace the book. The list of school supplies needed by children in each grade level is included in the handbook. Please be aware that this is a generalized listing and teachers may add to that list throughout the school year. We also ask that due to space constraints, that no backpacks on wheels be brought to school.

TRANSPORTATION

Students assigned to ride the bus will be asked to do so unless a SIGNED NOTE OR A CALL TO THE OFFICE FROM THE PARENT/GUARDIAN is given to the teacher or the office giving the student permission to walk or ride with someone else. School buses do not let children off at different locations without a note. Bus drivers are in full charge of each bus. Rules and responsibilities for riding a school bus will be explained by the drivers. Concerns about problems students have on the bus may be directed to Durham School Services (580-3383).

VISITORS

Visitors **will not** be allowed to attend classes with a student. Parents must schedule classroom visits through the office. All visitors must follow building security procedures and sign in and out through the office. School should not be used for court-ordered parental visitation purposes.

VOLUNTEERS

The Board of Education recognizes that community and parent volunteers make valuable contributions to the district's schools and encourages volunteer participation in district programs. Further, parent and community involvement are essential components of high student achievement. Volunteers are required to complete a criminal background check and sign a "Parent Volunteer" confidentiality form. For more detailed information, contact the Southwest Office.

WEBPAGE

The district webpage can be found at <http://www.lawsoncardinals.org/>. Select *Southwest Elementary* in the drop down box to access our school page. Our school webpage contains important forms and information from the office, health room, and classroom teachers. The Southwest PTO has general information included under the parent corner. You will also find the district policies and technology information under the Lawson R-XIV district page.

SPECIAL RECOGNITION OPPORTUNITIES

QUARTERLY READING GOALS	
Grade Level	REQUIREMENTS
Kindergarten	Sight Words
1 st Grade	Sight Words
2 nd Grade	1 st Q. = 3 AR Pts., 2 nd -4 th Q. = 5 AR Pts.
3 rd Grade	8 Accelerated Reader Points
4 th Grade	10 Accelerated Reader Points

"THE PRINCIPAL AWARD" FOR READING

The Principal Award for Reading will be presented at the end of the year.

The following are requirements for the award:

- Kindergarten – 100 Books Read
- First Grade – 125 Books Read
- Second Grade – 30 Accelerated Reading Points
- Third Grade – 50 Accelerated Reading Points
- Fourth Grade – 75 Accelerated Reading Points

EXCELLENCE IN READING AWARD

An Excellence in Reading Award is given to the student in each grade who has turned in the highest number of book reports or earned the top number of AR points.

Perfect Attendance is recognized by quarter and year (students who are on a school sponsored or school-approved activity are not counted as absent however prior approval is necessary):

- **Perfect attendance awards** go to students that are present every day and have no tardies or early dismissals.
- Students with perfect attendance for the year will be given the opportunity to attend a **special field trip** with the Principal.

Good Character

- **Bucket fillers** – One student from each classroom is recognized weekly for exhibiting positive character traits showing kindness and helpfulness to others.
- **Golden Broom Award** – Awarded weekly to the class with the best team work in keeping the classroom clean and organized.
- **Golden Tray Award** - Awarded every two weeks to the class doing the best job following the lunchroom expectations.
- **Golden Shoe Award** – Awarded monthly to the class showing excellence in line basics and hallway behavior.
- **STAR Student** - Monthly recognition of one student per grade level based on the character trait of the month.
- **Positive Behavior Referrals** – Students who display outstanding behavior will be referred by their teacher to the Assistant Principal for recognition.
- **Celebration Wheel** – Classrooms who meet goals that show respect, responsibility, and/or safety spin the wheel for an extra class reward.
- **Sweet Success** – Lunch incentive program where classes that display positive and respectful cafeteria behavior can earn an ice cream reward, extra recess, or sweet treat.

Additional Reading Recognition

- **Read for a Brighter Future** – PTO reading incentive program that awards one winner at each grade level with a free book in recognition of doing a good job reading books.
- **Pizza Hut**- Many teachers participate in the Pizza Hut "Book It" reading incentive program that awards pizza coupons to students once they read various reading goals.
- **Price Chopper** – This voluntary reading incentive program has grade level goals set by Price Chopper. A variety of celebration activities are available for the teacher to select for the year end event.