



Norwood School Grades 7-12 Handbook

Home of the Pirates

School Mission Statement

“Instill the Need, Inspire to Succeed, Empower to Lead”

Grades 7-12 Mission Statement

“Every child...Every day...Whatever it takes!”

675 North Hawk ~ Norwood, Missouri 65717

Phone (417) 746-4101~ Fax (417) 746-9950

www.norwood.k12.mo.us

Mr. Shannon Crain
Superintendent

Mr. Kevin Johnson
HS Principal

Mrs. Barb Gray
HS Secretary

Mrs. Christy Chadwell
Elementary Principal

Mrs. Lianne Bradshaw
Elementary Principal Secretary

Norwood R-I School District
2016-17 School Calendar



	S	M	T	W	T	F	S	
August 2016		1	2	3	4	5	6	August 15 Teacher PD
	7	8	9	10	11	12	13	August 16 Teacher PD 12-4 Open House 5-7
	14	15	16	17	18	19	20	August 17 No Workday or In-Service
	21	22	23	24	25	26	27	August 18 First Day of School
	28	29	30	31				10 days / SY Totals 10 days - 1.5 PDC
September 2016					1	2	3	September 5 No School (Labor Day)
	4	5	6	7	8	9	10	September 23 No School
	11	12	13	14	15	16	17	September 26 No School Teacher PD
	18	19	20	21	22	23	24	19 days/SY Totals 29 days- 2.5 PDC
	25	26	27	28	29	30		
October 2016							1	October 10 No School
	2	3	4	5	6	7	8	October 14 End of 1st Quarter: 38 days
	9	10	11	12	13	14	15	October 27 No School Teacher PD 9-11 P/T Conf. 12-7
	16	17	18	19	20	21	22	October 28 No School
	23	24	25	26	27	28	29	October 31 No School
30	31						17 days/ SY Totals 46 days- 3 PDC	
November 2016			1	2	3	4	5	November 14 No School-Harvest Day
	6	7	8	9	10	11	12	November 23 No School (Thanksgiving Break)
	13	14	15	16	17	18	19	November 24 No School (Thanksgiving Day)
	20	21	22	23	24	25	26	November 25 No School (Thanksgiving Break)
	27	28	29	30				18 days/SY Totals 64 days- 3 PDC
December 2016					1	2	3	December 16 Early Dismissal
	4	5	6	7	8	9	10	December 16 End of 2nd Quarter: 38 Days/1st Sem: 76 Days
	11	12	13	14	15	16	17	December 19 thru Jan 2 Christmas Break
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	12 days/ SY Totals 76 days - 3 PDC
January 2017	1	2	3	4	5	6	7	January 2 No School Teacher PD
	8	9	10	11	12	13	14	January 3 Classes Resume
	15	16	17	18	19	20	21	January 16 No School
	22	23	24	25	26	27	28	
	29	30	31					20 days/ SY Totals 96 days - 4 PDC
February 2017				1	2	3	4	February 20 No School
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	19 Days/ SY Totals 115 days - 4 PDC
	26	27	28					
March 2017				1	2	3	4	March 3 End of 3rd Quarter: 42 Days
	5	6	7	8	9	10	11	March 6 No School
	12	13	14	15	16	17	18	March 7 No School
	19	20	21	22	23	24	25	March 8 No School
	26	27	28	29	30	31		March 9 No School
								March 10 No School
								March 24 No School Teacher PD 9-11 P/T Conf 12-7
							17 days / SY Totals 132 days - 4.5 PDC	
April 2017							1	April 14 No School
	2	3	4	5	6	7	8	April 17 No School
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	18 Days/ SY Totals 150 days - 4.5 PDC
30								
May 2017		1	2	3	4	5	6	May 5 End of 4th Quarter: 37 Days/2nd Sem: 79 Days
	7	8	9	10	11	12	13	May 5 Last Day of School Early Dismissal
	14	15	16	17	18	19	20	May 8 Teacher PD (Snow Make-Up)
	21	22	23	24	25	26	27	May 9 Teacher PD (Snow Make-Up)
	28	29	30	31				May 10 Curriculum Development (Snow Make-Up Day)
								May 11 Curriculum Development (Snow Make-Up Day)
								May 12 Curriculum Development (Snow Make-Up Day)
								May 15 (Snow Make-Up Day)
								May 16 (Snow Make-Up Day)
								May 17 (Snow Make-Up Day)
							May 18 (Snow Make-Up Day)	
							May 19 (Snow Make-Up Day)	
							5 Days/ SY Totals 155 days- 6.5 PDC -10 Make-up days	




 No School
 Early Dismissal
 School Board Meeting

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Staff Contact Information**E-Mail**

7-12 Principal	Kevin Johnson	kjohnson@norwood.k12.mo.us
8-12 Counselor	Lori Drake	ldrake@norwood.k12.mo.us
K-7 Counselor	Erin Harris	eharris@norwood.k12.mo.us
K-12 Music	Myra Walker	mwalker@norwood.k12.mo.us
K-12 Librarian	April Rosso	arosso@norwood.k12.mo.us
K-12 P.E.	Drew Miller	dmiller@norwood.k12.mo.us
6-12 P.E.	David Drake	ddrake@norwood.k12.mo.us
7-12 Resource	Samantha Sullivan	ssullivan@norwood.k12.mo.us
7-12 Art	Gabryel McBaine	gmcbaine@norwood.k12.mo.us
7-12 FACS	Kristy McIntosh	kmcintosh@norwood.k12.mo.us
6-8 Social Studies	Dawn Broos	dbroos@norwood.k12.mo.us
6-8 Language Arts	Ashley Jiles	ajiles@norwood.k12.mo.us
6-8 Math	Alan Keeling	akeeling@norwood.k12.mo.us
6-8 Science	Aleth Rogers	arogers@norwood.k12.mo.us
9-12 Agriculture	Chris Sinning	csinning@norwood.k12.mo.us
9-12 Business	Jodi Greenfield	jgreenfield@norwood.k12.mo.us
9-12 English	Amanda Bunner	abunner@norwood.k12.mo.us
9-12 English	Debra Whetstine	dwhetstine@norwood.k12.mo.us
9-12 History	Shane Chadwell	schadwell@norwood.k12.mo.us
9-12 History	Erin Rigdon	erigdon@norwood.k12.mo.us
9-12 Math	Kevin Drake	kdrake@norwood.k12.mo.us
9-12 Math	Jason Patel	jpatel@norwood.k12.mo.us
9-12 Science	Megan Collins	mcollins@norwood.k12.mo.us
9-12 Science	Jeffrey Sadler	jsadler@norwood.k12.mo.us
9-12 Spanish	Wayne Hancock	whancock@norwood.k12.mo.us

LETTER TO PARENTS
FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **Norwood R-I School** offers healthy meals every school day. Breakfast costs **\$1.25**; lunch costs **\$2.10 for elementary students and \$2.35 for middle and high school students. Your children may qualify for free meals or for reduced price meals.** Reduced price is **.30** for breakfast and **.40** for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from **the Food Stamp Program/Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance/Temporary Assistance for Needy Families (TANF)**, are eligible for free meals.
- **Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.**
- **Children participating in their school's Head Start program are eligible for free meals.**
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

Household Size	Annually	Monthly	Weekly
1	\$21,775	\$1,815	\$419
2	29,471	2,456	567
3	37,167	3,098	715
4	44,863	3,739	863
5	52,559	4,380	1,011
6	60,255	5,022	1,159
7	67,951	5,663	1,307
8	75,647	6,304	1,455
For each add'l person add	+ 7,696	+ 642	+ 148

2. **HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call **Angela Coatney at 746-4101**.

3. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be

sure to fill out all required information. Return the completed application to: **Angela Coatney, 675 N. Hawk Ave. Norwood, MO 65717**

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Angela Coatney** immediately.

5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit www.norwood.k12.mo.us to begin or to learn more about the online application process. Contact **Angela Coatney** if you have any questions about the online application.

6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.

7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.

8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Angela Coatney, 675 N. Hawk Ave. Norwood, MO 65717, 417-746-4101.**

11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact **Angela Coatney** to receive a **second application.**

16. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for the Food Stamp Program/SNAP or other assistance benefits, contact your local assistance office or call 1-855-373-4636.

If you have other questions or need help, call **417-746-4101**.

Sincerely,

Angela Coatney

Non-discrimination Statement: The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#) (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

BUS RULES

The purpose of the Norwood R – 1 School Transportation system is to provide a safe and orderly means of transporting students to and from school. Riding a school bus is a privilege. Parents and students should guard against losing that privilege. Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may have his/her right to school bus transportation suspended for such period of time as deemed proper by the Superintendent, building principal or designee. Students may be permanently removed from bus transportation after three referrals. As a result of a serious incident, a student will be permanently removed immediately. Any issues dealing with safety or the welfare of a student will result in suspension.

1. The driver is in charge of the pupils and bus at all times. Students who do not follow directions will be denied the privilege of riding the bus.
2. Students must be on time. The bus cannot wait beyond the normal schedule. Students should NEVER stand in the roadway while waiting for the bus. Students should cross the road ONLY IN FRONT OF THE BUS WHILE THE DRIVER WAITS.
3. The driver is authorized to assign seats. Students must sit wherever the bus driver directs them to sit. Pupils must remain seated at all times while the bus is in motion.
4. LOUD, UNNECESSARY NOISE, SHOUTING, OR SCUFFLING IS PROHIBITED. Ordinary conversation and classroom conduct are to be observed. Verbal messages or inappropriate gestures will not be tolerated.
5. The use of ANY TOBACCO PRODUCT, STRIKING MATCHES, OR LIGHTING CIGARETTE LIGHTERS ON THE BUS IS PROHIBITED.
6. Students are not to extend their head or arms out of bus windows. Throwing items of any nature is prohibited. This applies to throwing items on the floor, at someone, or out the window.
7. Any damage to the bus is to be reported to the driver at once. Appropriate restitution will be made to repair damage, before riding privileges will be reinstated.
8. All school policies apply to all bus routes or bus trips to and from school.

Norwood R-1 School Bus Driver List:

Driver	Phone
Cody McIntosh	464-1142
Ronnie Shores	464-2204
Linda Reed	464-1139
Don Reed	464-1143
Eddie Fullbright	464-1138
Vance Holloway	464-1144

SCHOOL HOURS

School instructional hours are from 8:00 a.m. until 3:16 p.m. each day. Students should not arrive earlier than 7:30 a.m. (breakfast is served at 7:30) or remain on the campus later than 3:20 p.m. unless they are participating in a supervised school activity. Supervision will not be provided for students who arrive before 7:30 a.m. or remain later than 3:20 p.m. These procedures are designed for the safety and well-being of the student. Students eating breakfast should report to the cafeteria when they arrive at school. 6-8 students need to report to the cafeteria whether they eat breakfast or not and remain in the cafeteria until the 8:00 bell. 9-12 students may eat breakfast in the cafeteria or they can walk the hallways or sit in the blue seats closest to the gym lobby until the 8:00 bell. Students can not eat breakfast outside of the cafeteria unless it is a designated area. Breakfast will not be served after 7:55. Students who arrive after 8:04 will be considered tardy. Parents wishing to sign students out before dismissal time must do so through the central office.

BELL SCHEDULE

<u>Breakfast</u>	7:30 – 7:55
<u>CTE Bus Leaves</u>	7:45
<u>First Bell</u>	8:00
<u>1st period</u>	8:04 – 8:56
<u>2nd period</u>	9:00 – 9:52
<u>3rd period</u>	9:56 – 10:48
<u>4th period</u>	10:52 – 11:44
<u>Star/Half Time</u>	11:48-12:08/12:08-12:28

Lunch

K – 5 th Grade	11:00 – 11:43
6 th – 8 th Grade	11:48 – 12:08
9 th -12 th Grade	12:08 – 12:28
<u>5th period</u>	12:32 – 1:24
<u>6th period</u>	1:28 – 2:20
<u>7th period</u>	2:24 – 3:16

PARENT DROP-OFF AND PICK UP OF STUDENTS

- AM Drop-off: 7:40 – 7:55
 - Enter campus on Cardinal St. (Road behind baseball/softball field)
 - Follow Cardinal St. around campus to the elementary entrance.
 - Drop students off at the elementary entrance. There will be a staff member at the drop off area. Students will enter through the central office entrance into the cafeteria.
 - Please do not park or enter the building with your child. There will be teachers supervising and monitoring the entrance as well as getting students through breakfast and on to class. Once student is safe distance from the car and in sight of parking lot monitor please exit through the main entrance.
- PM Pick-up: 3:18
 - Enter campus on Cardinal St. (Road behind baseball/softball field)
 - Follow Cardinal St. around campus to the northeast elementary exit doors (There will be a sign indicating stopping point).
 - Stop directly behind the car that is last in line. **Please stay in vehicles.**
 - Staff members will be present to release students to parents. The staff members will come to the vehicle window, confirming parent & child then children will be escorted to the car.
 - Once student is in the vehicle please exit through the main entrance. If there is any question on whether someone is approved to pick-up students, they will be asked to pull up to the elementary entrance and park until release is verified.
 - If a child is being picked up by an older sibling in the middle or high school, they will pick them up by the high school office in the cafeteria.
 - Elementary students who walk (alone or w/parents) will be released after the car line is empty.

Please do not attempt to get students from inside the building or from their classroom. Individual classroom teachers will not be dismissing students to parents. If students are to be signed out during the school day, they will need to be signed out in the office, the school secretary will have your child's classroom paged.

CHILD CUSTODY SITUATIONS

The Norwood School has no legal authority in the enforcement of custody agreements. The school staff will encourage all parties to abide by the terms of the custody agreement. If the parent with physical custody has indicated to the school in writing they want no exceptions on court ordered custody papers, and the non-custodial parent persists in breaking the custodial agreement the other parent and the local law office will be contacted. As violation of the custody agreement is a civil matter, no further legal action will be taken by school officials against the offending party. Norwood School will maintain a position of neutrality in all custody issues. This includes proceedings to determine custody and the application of the custody agreement. Staff will not testify in custody hearings unless subpoenaed. Student's records will be provided as requested by either parent or the court. When restraining orders are issued against a parent, school officials have a legal obligation to assist in the enforcement of such orders. Attempts to violate such orders should be reported immediately to law enforcement officials and the school will attempt to provide a safe environment for the students in question.

Both natural parents of a student shall have access to the student's records if the student is under 18 years old regardless of the parents' marital status unless a court or divorce decree specifically removes one parent's legal rights to have knowledge of and/or participate in the child's education. In cases where a student is not living with both natural parents, the school will recognize the custodial parent as the person with whom official school contact is made. If there are parental controversies or disputes, the school office must have legal documentation to enforce the wishes of the legal guardian or primary custodial parent. The school will try, upon request, to provide the non-custodial parent with educational information they need in order to stay informed and involved with their child's progress. However, it is not always possible to keep the non-custodial parent informed of all school activities and programs. Therefore, the non-custodial parent has the responsibility to communicate with the school to obtain the information needed.

Occasionally the school has been asked by the primary custodial parent not to allow their child to leave the school premises with the non-custodial parent. **WITHOUT LEGAL DOCUMENTATION ON FILE, EITHER NATURAL PARENT WILL BE ABLE TO TAKE A CHILD FROM SCHOOL.** Parents/guardians have the obligation to advise and provide up-to-date documentation to the building principal regarding any change in the legal and/or physical custody of the student. The building principal, at all times, has the authority to investigate and confirm the custodial status of a parent/guardian if the principal has inadequate information or reason to suspect that false or incomplete information has been provided to the School District.

School is not to be used as a location for visitation for non-custodial parents. We ask that any custody disputed between parents and/or other parties take place away from the school grounds.

ACCESS TO STUDENT RECRUITING INFORMATION

Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (1), each local educational agency receiving assistance under this Act will provide, on a request made by military recruiters or an institution of higher education, access to secondary school students, names, addresses, and telephone listings.

(2) CONSENT-A secondary school student or parent of the student may request that the student's name, address, and telephone described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

(3) SAME ACCESS TO STUDENTS- Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

SAFE AND DRUG FREE SCHOOL

In order to continue to have a safe and drug free school we will have random checks from a canine unit. The dog will check all lockers, bags, rooms, and vehicles during the random checks. We feel we have a safe and drug free school and want to continue to protect our learning environment for our students and staff.

RANDOM STUDENT DRUG TESTING

Students who drive to school or participate in any extra-curricular or co-curricular activity during the school year must fill out and sign with consent of the parents, a Drug Consent Form before being allowed to drive to school or participate in any school sponsored activities. Students will be randomly selected to participate in a drug test once per quarter. Students who do not turn in the Drug Consent Form will not be allowed to participate in activities or drive to school.

ACCIDENT POLICY

Even with the greatest precautions and the closest supervision, accidents can and do occur at school. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. The district does not

provide medical (accident) insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance.

VISITORS

All visitors must check in at the Central office upon arrival. Parents, alumni, and former students may visit within limitations. Due to the disruption of the academic process, student visitors or friends are not allowed to come spend the day. Since Norwood School has a closed campus policy, students neither leave the campus nor receive visitors without special permission from the principal's office.

SCHOOL PICTURES

Individual school pictures will be taken of those students who desire pictures on a prepaid plan. All students will have their pictures taken for the school yearbook. In addition, teachers may periodically photograph or videotape students for class projects. These activities will be used solely for the students in the class. At times, local media will take and /or publish student pictures to recognize participation in activities or achievement. Student pictures may also appear on the school website. If you do not wish for your child to appear in these pictures or the yearbook, then please note this in the permission to publish form.

DISRUPTIVE / ELECTRONIC DEVICES

Students are not allowed to bring radios, cameras, cd players, recorders, knives, lighters, skateboards, etc. to school or to school events. If brought, the items will be confiscated and parents will need to come by the office to retrieve them. Cameras and cell phones will not be allowed in dressing areas. Possession of disruptive/electronic devices during **instructional hours (8:00 am until 3:16 pm)** is prohibited. **Cell phones may not be in use and should be turned off during instructional hours.** Bringing restricted items to school will result in disciplinary actions. **Discretion will be left to the sponsor of students attending trips after school hours.** Musical instruments or items brought to school that are needed for a class must be taken to that class and left during the school day. **Devices such as an Ipad, Laptop, or Kindle but not limited to, may be brought to school with advanced teacher's permission for the purpose of being used for in class instructional purposes only.**

HALL PASSES

Passes will be required and should be visible on any student in the hall during class time. Teachers will issue a pass to students needing to check out of a class. No student should miss class to work on extracurricular activities inside or outside of school unless approved ahead of time by the classroom teacher.

TECHNOLOGY USER AGREEMENT

Prior to gaining access to school computers, students will need to have on file their parent/guardian signed appropriate use form. Students may lose access rights to the computer for accessing blocked sites, being on social networks, and using email inappropriately during class time. These are a few examples, in order to better understand the policy please see the technology appropriate use form.

TELEPHONE

Telephones in offices are for school business. No calls or long distance calls are to be made by students except for emergencies. Students will not be excused from class for phone calls. Classes will not be interrupted for students to receive phone calls except in extreme emergency. Phone messages will be delivered as soon as possible to students. **Students using phones must first obtain secretary or principal permission. Cell phone use is restricted during instructional hours.**

DELIVERIES

Deliveries will be made to students the last 5 minutes of the school day by school officials. Please bring all deliveries to the Central office. Classes will not be interrupted for deliveries.

GUIDANCE PROGRAM

A counselor is available to students for a variety of guidance and counseling services. Problems relate to school, personal life, or the future may be discussed with the counselor. The Guidance and Counseling department attempts to address the needs of all students by providing opportunities to acquire competencies in career planning and exploration, knowledge of self and others, as well as educational and vocational development. Guidance services are aimed at helping students to understand and accept responsibility for their own emotions, choices, and actions. Students are encouraged to take advantage of the services. Guidance services are available after school by appointment.

CHANGING CLASS SCHEDULES

Students may make schedule changes during the second and third days of the school year with approval of the counselors. All changes should be completed by the end of the third day of school. Changes will not be made after the third day of school.

Students **cannot** request to change teachers. To change a class, a student must complete a schedule change form in which may be obtained in the counselor's office.

CREDIT RECOVERY

The credit recovery program is designed to help students recover credit in classes. Students are eligible to apply if they met attendance requirements (did not lose credit because of the attendance policy) and have a semester average between a 50-59%. Credit may only be recovered the semester after receiving the F or during Summer School. A credit recovery handbook is available in the counselor's office.

INTERVENTION (STAR & HALF-TIME)

Helping All Learners Focus time (grades 9-12) and Students Taking Academic Responsibility (grades 6-8) is an intervention and a reward time that is scheduled during the school day to help students succeed in grades 6-12.

MAKE-UP WORK

Students are given one day for each day absent to complete the work they missed (including suspensions up to 10 days. Students who are suspended more than 10 days can only receive up to 70% for completed work). If the work is not completed and turned in, the student will receive an incomplete grade until the work is completed. Incomplete grades, due to illness, will be recorded for a period of one week from the last day of the grading period. No incomplete grades will be carried from the last grading period of the school year.

HOMEWORK

Students are given opportunities during the day to do assignments, however some homework may be necessary to complete unfinished work, provide reinforcement of a concept, or to do makeup work after being absent.

REGISTRATION AND ENROLLMENT

Registration and scheduling classes will be done in the spring each year. Schedule changes will be made only to rectify errors and balance class sizes. Counselors will attempt to schedule students in a manner that is suitable for the long-term educational goal of the student. In a school of this size, scheduling will be affected by the number of students enrolling in the course and the effective use of the teacher. Guardianship and residency must be verified at time of enrollment along with immunization for polio, rubella, measles, and DTP. Other required enrollment information: birth certificate, social security card, academic (transcript), and behavior (previous school's disciplinary for the last year) information will be presented for record and examination before each student will be enrolled into the Norwood School System.

STATEWIDE ASSESSMENTS

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

CLASS PLACEMENT

Students will be assigned to classes according to the number of years in attendance of school, promotion of student, achievement test scores, and the number of credits a student has obtained. 9-12 students will be assigned to classes as follows:

-Freshman – All students with less than 5 units of credit and that have been promoted from 8th grade.

-Sophomores – Students must have at least 5 units of credit and 1 year of high school attendance.

-Juniors – Students must have at least 11 units of credit and 2 years of high school attendance.

-Seniors – Students must have at least 18 units of credit and 3 years of high school attendance.

Norwood School will allow high school students to transfer all credits received from accredited public schools or private correspondence school accredited by the Missouri Department of Education as recommended by the State Department of Education. Achievement test scores will be used to determine the appropriate grade placement of students transferring from non-accredited public or private schools. Credit from block scheduling schools will be pro-rated in manner similar to the following:

-Eight block credits will count as 87.5% of Norwood School Credit, for example a student receiving 24 credits from an eight-block school system, would have 21 credits for Norwood School.

-Ten block credits will count as 80% of Norwood School Credit, for example, a student receiving 30 credits from a ten block system, would have 24 of Norwood School Credit.

TRANSFER FROM A NON-ACCREDITED SCHOOL

Students will be placed at the appropriate grade level based on an achievement test given by the school counselor. If transcript is provided, the credits will be transferred to match the grade level equivalency of the achievement test. In order for a student to receive a diploma, they must complete two consecutive semesters of school during their senior year at Norwood High School. Weighted courses can not be transferred in from either an accredited or non-accredited school.

PARENT TEACHER CONFERENCES

At the end of the first and third quarter each year, a day will be set aside for parent-teacher conferences. Parents are encouraged to take advantage of the opportunity to communicate with the school. If further conferences are desired with a teacher, parents should make an appointment with the teacher at the time when the teacher does not have a class to supervise. Parents are encouraged to stay in close communication with teachers.

GRADING SYSTEM

Academic achievement will be recorded with values as follows:

A = 95-100	B = 83-86	C = 73-76	D = 63-66
A- = 90-94	B- = 80-82	C- = 70-72	D- = 60-62
B+ = 87-89	C+ = 77-79	D+ = 67-69	F = Below 60

PROGRESS REPORTS

Progress reports will sent home every 3 weeks. Parents may ask for weekly progress reports by contacting the counselor's office. Parents may also utilize the Parent Portal System. (See page 21)

FOREIGN EXCHANGE STUDENTS

All foreign exchange students will be enrolled as juniors as required by DESE

REPORT CARDS

Grade cards are issued quarterly. Parents may pick up grade cards at parent/teacher conferences after the ends of 1st and 3rd quarter. Grade cards will not be issued early for individuals. Grade cards will be mailed home at the end of each semester.

HONOR ROLL

All grades will be averaged for the honor roll. Students with no grades of D or F, (weighted courses exempt) a grade point average of three (3.00), and are enrolled in at least four classes qualify for the "B" honor roll. Students who met the above requirements with grade point average of 3.5 or above qualify for the "A" honor roll.

DUAL ENROLLMENT

Dual enrollment courses may be available during some junior and senior class offerings. If such a class is offered, HS and college credit can be earned simultaneously for a fee.

DUAL CREDIT

Dual credit will be available through on campus courses and online courses. Please see the school counselor for more information.

FINALS AND END OF COURSE EXAMS

End of course exams will count as 10% of the student's semester grade in the class. The counselor, core teacher, and administrator will determine when a student is ready to take the test. Students who do not meet content/grade level expectations for the end of course exam will be recommended to attend Summer school or otherwise extra instructional time will be required to receive credit. Students cannot receive credit in a class until they have taken the end of course exam.

Semester finals will occur at the end of the second and fourth quarters, will be 10% of the semester grade, and will be comprehensive. The semester grade will be the average of the two-quarter grades, and then 10% of the semester final.

WEIGHTED GRADE POINTS

A = 5.00	B = 3.75	C = 2.50	D = 1.00
A- = 4.56	B- = 3.31	C- = 2.06	D- = 0.84
B+ = 4.16	C+ = 2.91	D+ = 1.66	F = 0.00

GRADE POINTS

All classes not listed as weighted will receive the following grade points based upon a 4.00 point grade scale.

A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.65	B- = 2.65	C- = 1.65	D- = 0.65
B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00

CLASS RANK

Rank is assigned by ranking each student according to his or her grade point average. All GPAs are calculated in exactly the same manner for each individual.

SENIOR PICTURES

All seniors desiring to be on the senior composite (including the one in the local paper) must have their photo taken by the school approved company. School dress code will be enforced in all pictures. Seniors should follow the same dress code as for the graduation ceremony.

GRADUATION REQUIREMENTS

Credit is awarded in Carnegie Units of .50 per semester. At present a total of twenty-five (25) units of credit must be earned in order to meet graduation requirements in all programs of study. All students are required to successfully complete the following minimum requirements for graduation.

Communication Skills	4 required	1 English I 1 English II 1 English III 1 English IV or College Prep
Social Sciences	3 required	1 American History 1 American Govt- 1 World History
Mathematics	3 required	Algebra I, II, & Geometry Or, Algebra A & B and Geometry
Science	3 required	Biology, Conceptual Physics, and 1 Additional Science
Personal Finance	½ required	
Additional Core Units	2 required	
From above		
Physical Ed	1 required	
Fine Arts	1 required	
Health	1/2 required	
Practical Arts	1 required (1/2 Car. Ed)	
Electives	8 1/2 required	

All students are required to pass the Missouri and United States Constitution tests

All Juniors are required to take the ACT Test

All Seniors are required to take part in the Senior Interview process

All students completing a Career and Technical pathway must take a MOASK assessment.

8TH GRADE PROMOTION CEREMONY

In order for a student to participate in the promotion they must meet all academic, financial, disciplinary, and attendance requirements and be approved by the building principal for the promotion ceremony.

The formal ceremony is to recognize and honor the eighth grade students for their accomplishments. In order to insure that the promotion ceremony is treated with the respect deserved; the following guidelines must be followed.

1. Each female student must wear a blouse, shirt, pants, slacks, or a dress.

Tee shirts and shorts are not permitted. Blue jeans may be worn if free of holes, non-faded and fit appropriately. (A dress, pantsuit, or blouse and slacks are preferred)

2. Each male student must wear a shirt, pants, or trousers. Tee shirts, tank tops, and shorts are not permitted. Blue jeans may be worn if free of holes and fit appropriately. (A dress shirt with a collar, and trousers are preferred)
3. Camouflage is not appropriate dress for a nice ceremony. No hats are allowed on boys or girls for the ceremony. (Hats will be allowed during the social in the gym.) If you bring a hat, it must be left in the locker until after the ceremony. Please remember to bring casual clothes to wear for the social.
4. Each student's dress attire will be checked by a sponsor or principal prior to the ceremony.
5. Any student that does not meet all guidelines and criteria of this policy will not be allowed to participate in the Promotion Ceremony.
6. It is hoped that each student will dress for a formal evening.

Final discretion of student participation in the ceremony will be left to the building administrator.

Seniors must fully complete and meet all criteria and responsibilities for graduation including attendance, charges and bills (see student charges page 10) as established by the Norwood R-I Board of Education and the Missouri Department of Education before they will be allowed to participate in graduation ceremonies.

GRADUATION CEREMONY POLICY

In order for a student to participate in the graduation ceremony they must meet all academic, financial, disciplinary, and attendance requirements and to be approved by the building principal for the graduation ceremony. Students must attend graduation practice/rehearsal in order to participate in graduation.

The formal ceremony is to recognize and honor the graduating senior for their accomplishments. In order to insure that graduation from Norwood High School is treated with the respect deserved, the following guidelines must be followed:

1. Each graduating student must wear a matching cap and gown during the ceremony. Nothing should be attached or placed on the cap and gown.
2. Each graduating female student must wear a blouse, shirt, pants, slacks or a dress under their gown. **Tee shirts and shorts** are not permitted. (A dress, pantsuit, or blouse and slacks are preferred.)
3. Each graduating male student must wear a shirt, pants, or trousers under their gown. **Tee shirts, tank tops, and shorts** are not permitted. (A dress shirt with a collar and trousers are preferred.)
4. Each graduating student must wear shoes; **beachwear shoes** are not permitted. (Dress shoes, boots, or casual shoes are preferred.)
5. A sponsor or principal prior to the ceremony will check each student's dress attire.
6. Any student that does not meet all guidelines and criteria of this policy will not be allowed to participate in the Graduation Ceremony.
7. It is the hope that each student will dress for a formal evening.
8. All students wishing to participate in the graduation ceremony **MUST** sign the graduation contract. Failure to sign and comply with the contract will result in community service and diplomas will not be issued to students until the community service requirement is met.

Any senior under the influence/possession of alcohol, or illegal drugs at school or school function, will not be allowed to participate in the graduation ceremony.

FINAL DISCRETION ON PARTICIPATION IN THE CEREMONY WILL BE LEFT TO THE BUILDING PRINCIPAL.

The graduation ceremony is a formal ceremony that is planned by the administration. The choir and band director will work with the administration in planning and leading all music in the ceremony. The slide show must follow dress code and each student will be allowed three pictures. This slide show is the responsibility of the senior sponsors and must be previewed and approved by the principal at least two days before graduation.

OMTC (CTE – Career & Technical Education)

In order to attend OMTC as a Junior or Senior, students first must show that they are responsible learners and citizens. Attendance and citizenship are two important qualities that will be looked at before allowing a student to apply to attend OMTC. Students attending OMTC at Ozark Mountain Technical Center in Mtn. Grove will be responsible for following policies and guidelines set forth in both the Norwood and OMTC student handbook. OMTC students will need to sign in each and every morning, be in the gym lobby by 7:40, and must ride the bus provided by Norwood School unless the principal grants special permission in advance. If a student misses the bus, the school will try to find someone to take the student to OMTC. Please keep in mind this is as a courtesy for first time offenders, otherwise the student will have to go to the Library until their 4th hour class. If special permission to drive is granted, it is for the driver only-No passengers. If you have any questions, talk to the Principal and OMTC Director first.

PROMOTION AND RETENTION REQUIREMENTS

Students in grades 7-8 will be required to take the four core subjects of English, Science, Social Studies, and Math during the 1st and 2nd semester of each school year. Each student should pass a total of 8 core subjects each year. The following chart will be used to determine promotion or retention:

- 8 core classes passed – Promoted unrestricted
- 7 core classes passed – Promoted – summer school recommended
- 6 core classes passed – Promoted only with 1 session of summer school-attendance & passing grades
- 5 core classes passed – Promoted only with 1 session of summer school-attendance & passing grades
- 4 or less core classes passed – Retained/repeat of grade level

MISSOURI STATE UNIVERSITY CLASSES

Students attending college classes during the day for college and high school credit at MSU in Mtn. Grove will be responsible for following policies and guidelines set forth in the Norwood High School handbook and MSU college handbook. Students and parents are responsible for students own transportation to and from Mtn. Grove. Students are responsible for working out details of the class with the instructor at MSU. Students are not allowed to miss scheduled class at Norwood to attend MSU.

JOB SHADOWING

Students will have the opportunity to job shadow during high school. The job shadowing experience will count as part of the student's grade.

FIELD TRIPS/EXTRACURRICULAR TRIPS

To be eligible for a field trip students must be in attendance compliance and have all bills and fines paid. All seniors must be in graduation standing at the time of the trip, and 8th graders must be in promotion standing at the time of the trip. Students are expected to ride the bus to all events or activities. Students that are transported to an event or activity by the school must return to the school on the bus unless the parent or legal guardian is present at the event to sign them out. Parents are welcome to follow the school bus to the field trip destination in their own vehicle. Disciplinary referrals will not affect educational trips.

8th GRADE AND SENIOR TRIP RULES AND REQUIREMENTS

The following guidelines will govern the Norwood 8th Grade and Senior Trip.

1. The trip will be limited to a 24 hour period of time. If the trip is over 8 hours, then they need to take two bus drivers.
2. The class will not be permitted to spend the night during the trip.
3. The class has the option to charter a bus if they wish.
4. There must be one certified teacher on the trip for every 6 students for supervision.
5. All students attending must be in attendance compliance.
6. All students attending must have all their bills paid before the trip.
7. Any discipline action during either the 8th grade or senior year that results in Out of School Suspension (OSS) will prevent the student from attending.
8. Students will have teachers sign a grade check out sheet, and if a student has an F in a class for the semester, then they need to attend the class during the senior trip.
9. Students need to understand that if they get in trouble on senior trip, and the punishment/suspension exceeds the days left for seniors then they will not participate in the graduation ceremony.
10. Students will not be allowed to rent (with or without the help of sponsors) boats or motorized vehicles.

It is our goal, with these guidelines, to reward the students that have demonstrated the character to earn the privilege of the trip.

VALEDICTORIAN AND SALUTATORIAN

Grades will be averaged after finals are taken. The valedictorian and salutatorian will be determined by an eight-semester average for seniors and by a four semester average for eighth graders from an accredited school. In order to be eligible, students must be in attendance full time at Norwood the entire senior and eighth grade year. Beginning with the class of 2019, to determine the top 10 ranking, students must score at the national average on their ACT and advanced or proficient on EOC's required by the state of Missouri.

SUPERVISED BUSINESS EXPERIENCE (SBE) AND SUPERVISED AGRICULTURE EXPERIENCE (SAE)

Senior students that qualify and meet the program standards may enroll in one of the work experience programs. Weekly time will be limited to one hour from school for ten hours of work in order to receive one credit, or two hours from school for twenty hours of work in order to receive two credits. All state guidelines will be followed and enrollment will be by instructor permission.

STUDENT CHARGES AND BILLS

Students will not be allowed to have meal charges in excess of \$100.00. Students that have meal charges over \$100.00 or outstanding bills and fines, will not be allowed to participate in activities such as Prom, dances, socials, class trips (8th & senior), graduation/promotion activities, etc. until the charges are paid.

HEALTH SERVICES

Students need to report to their class to receive permission and a referral to go to the nurse. If an emergency occurs that prohibits the student from going to class the nurse should contact the office and teacher. The Norwood R-1 School Health Office will care for your child in the event of illness or injury during school hours. The nurse will **NOT** give Tylenol, Tums, cough drops or any other medication to students without a current Health Update Form filled out by parents and turned in. Only **EMERGENCY TREATMENT** will be given to those students who do not return the Health Update Form. There are some general reasons the health office may request that the student goes home, ie., temperature of 100, vomiting, injury requiring a doctor's attention, head lice, scabies, bacterial conjunctivitis (pink eye), or other communicable disease. The school nurse will provide classroom activities to promote health & safety instruction to prevent injury. The health office will also be conducting routine screenings in addition to the first aid, illness, or emergency care needed. The Norwood R-1 School's Health Office will operate under a set of standard protocols that apply to all students and must be enforced to promote wellness in our student population.

FOOD ALLERGIES

The Norwood R-1 administration reserves the right to ban any food substance or material that may cause allergic reactions to students.

FEVER

Any child with a fever should not be sent to school. To accelerate the recovery of your child and prevent the spread of possible contagious illness, you will be called to pick up your child if he/she is running a temperature of 100.0 degrees or over.

COMMUNICABLE DISEASE

Any condition believed to be contagious or potentially harmful will necessitate the child being removed from the classroom and being picked up from school as soon as possible. Students with possibly contagious skin irritations will be sent home until a doctor's evaluation and medication has been administered. Students cannot return to class without a written doctor's release.

LICE

Norwood R-I Schools has a no live lice policy. If your child is found to have live lice, they will be sent home immediately along with a treatment plan recommendation. Your child must be re-checked in the health office before being permitted to return to their classroom. Please accompany your child to the school health office for the re-check process. Bus transportation will not be provided until your child/children have been determined to be lice free. A report to the Division of Family Services will be made upon the 3rd separate occurrence of live lice in a single school year.

MEDICATIONS

We will be happy to assist you by giving your child's medication at school. **ALL MEDICATIONS MUST BE BROUGHT TO THE SCHOOL HEALTH OFFICE BY A PARENT / GUARDIAN.** A medication administration form must be completed and signed by a parent / guardian before prescription or over the counter medications will be administered at school. Medications must be received in the original appropriately labeled container. Due to the possibility of sharing in the younger age groups, only empty bottles will be sent home with students. Most pharmacists are willing to provide you with an extra bottle that will allow you to deliver a labeled bottle to the school health office to leave until the regimen is completed. If your child takes a routine prescription medication at school, any changes in the dosage will require a new labeled bottle or a signed note from the physician to make the dosage change until the new prescription is filled. A note from the parent only will not be acceptable. These medication guidelines will be strictly adhered to.

If you have questions or concerns please feel free to contact the nurse's office at 417-746-4101 ext. 133 during school hours.

Please complete the Student Health Inventory with your child's latest health information and keep the school nurse informed of any changes to your child's health status throughout the year. Any serious injury, illness, surgery, allergies or routine medication change needs to be reported to the school nurse as soon as possible. Please be sure all emergency contact numbers are current and have not been disconnected. Please keep the health office informed of any changes in your child's personal information such as address, current physician, emergency information, and alternate emergency instructions. If you have questions or concerns please feel free to contact the Norwood Health Office at 417-746-4101 ext. 133 during school hours.

TRANSFERS OR WITHDRAWALS

A student who plans to transfer or withdraw from school must notify the principal and counselor's office and receive a withdrawal form. All scheduled teachers, the librarian, and lunchroom collector showing that all books are turned in and that all charges are paid must sign form. The form will then be returned to the counselor's office before a student can be officially released. If books or charges are not paid, the student's records will not be transferred to another school district. Students who wish to drop out must

follow the withdrawal procedure for records to be complete and transcripts clear for release. According to the Safe Schools Act, students' behavior records are to be requested by the next school.

CLOSED CAMPUS

Senior High Students may use cafeteria, second floor corridor, gym lobby, library, and third floor before and after school. During lunch sessions, students are to remain in the cafeteria. Senior high students are not permitted in the elementary school building unless permission is obtained from the high school office. The H.S. buildings will be open at 7:30a.m. and will close at 3:15p.m. A member of the faculty must physically supervise any student, or group of students, in the buildings before or after these hours.

EMERGENCY PROCEDURES

Fire, Tornado, Earthquake, and Intruder Alert drills are held at regular intervals throughout the school year and are highly important safety procedures. Remember these basic rules:

1. Check the instructions posted in each classroom, cafeteria, and gym that indicated how to leave the building in case of fire, and the designated shelter area in case of tornado or earthquake.
2. In case the actual fire alarm is sounded, please do not leave your classroom unless you actually see or smell fire or smoke, or are instructed to evacuate the building by an administrator.
3. Keep calm; walk in an orderly manner, no talking.
4. Obey instructions of the supervisor.
5. The fire drill signal is three (3) short rings of a bell.
6. The tornado drill signal is one (1) long continuous ring
7. The earthquake drill signal is one (1) long, one (1) short, one (1) long bell.
8. There are three intruder alert signals depending on the severity of a situation. There is a Code Yellow, Code Blue, and a Code Red. These will be communicated through the intercom system.

LUNCH AND BREAKFAST

The school provides nutritious meals for students and staff at minimal cost. It is preferred that charges be paid weekly or daily.- Applications for free and reduced meals are available in the office, and are sent to all students at the beginning of the year. Please return these applications to the superintendent's office when completed. School Board Policy states that no lunch bill shall exceed \$100.00. No charges will be allowed after reaching the \$100.00 limit. Peanut butter and jelly sandwiches are available for students who can not charge unless there is a ban on the serving of peanut butter due to students with food allergies.

Meal prices are as follows:

Regular Breakfast:	\$1.25	Reduced Breakfast:	\$.30
Regular lunch 7 th -12 th :	\$2.35	Reduced lunch:	\$.40

With the recent adoption of the school-wide wellness policy, it is encouraged that students bring healthy foods and drinks.

DRESS CODE

The purpose of the dress policy is to provide all students with the safest and least disruptive environment possible for the primary mission of education.

1. Student should be neat in dress with attention given to personal grooming and with philosophy of building personal pride and a desirable image of our school.
2. Skirts, dresses, and shorts should be worn at a length that reaches mid-thigh and reflects good taste and common decency. Sleeveless shirts are prohibited. All shorts must have a hem. Spandex, tank tops, bare midriff (front and/or back) and see-through clothing are examples of, but not all-inclusive clothing which is considered a distraction to the learning process.
3. Apparel, accessories, and tattoos should not have any reference to tobacco, drugs, alcohol, or writing of a suggestive nature (example: but not all inclusive include: obscenity, lewdness, sexual connotations, profanity, and messages that are demeaning to individuals or groups.)
4. Due to health issues, hats or headwear (such as bandanas) are not to be worn inside buildings during the school day. Hats must be stored in lockers during the school day or they will be confiscated. Blankets should not be brought to school and used in the classroom.
5. Students may wear casual dress at extracurricular events if appropriate for the occasion.
6. In order to provide the least disruptive environment, students will refrain from distracting or unnatural hair colors such as fluorescent, green, purples, orange, gaudy make-up, or body piercings that are determined to be a distraction to the educational environment. Small single studs or spacers in the facial area may be worn as long as they do not constitute a distraction to the educational environment.
7. Due to safety issues, students will refrain from distracting, gaudy, or potentially dangerous jewelry including hoops in and around the facial area. Chains and spikes on belts and clothing are also examples of potentially dangerous items.

8. Final decisions on what constitutes acceptable dress, grooming, and disruptive appearance will be left to the discretion of staff, faculty, and administration.
9. Dress code will be enforced on all school sponsored trips.

PUBLIC DISPLAY OF AFFECTION

Public display of affection has no place at all in school and will not be tolerated in any way. Holding hands, arm in arm, kissing, hugging, etc. are all examples of PDA. Scuffling and “horseplay” are also strictly forbidden; a good rule of thumb is “hands off.”

PARKING AND VEHICLES

Students driving a vehicle to school are under all school, local and state law enforcement regulations. Reminder: All vehicles that are on school property are subject to search; if any illegal or inappropriate materials are found, students will be subject to school regulations and state laws for inappropriate items found. Students will respect a speed limit of five- (5 M.P.H.) on school property. Be sure to lock your vehicle and remain out of it until school is dismissed. All 9th-12th grade student drivers will be dismissed after the 7th period bell.

The student parking lot is strictly off limits after arrival until departure unless the principal gives permission. Any student who demonstrates incapability to abide by these rules will have their parking privileges revoked. Students must verify driver’s license and liability insurance on a permit form to use the parking areas. Please sign and return the parking permit form to receive a parking permit. There will be a \$5.00 fee to replace a lost parking permit. Students may park in the parking area northwest of the school by the softball field or in the parking area southeast of the school in the designated parking areas.

ATTENDANCE POLICY

Good attendance is essential to the success of students. Excessive absenteeism or frequent tardiness hinders student academic progress and is strongly discouraged. This plan addresses the need for good student attendance by stating that all students should maintain a 95% attendance rate. According to the Missouri Compulsory Attendance Law: "Every parent, guardian or other person in this state having charge, control, or custody of a child between the ages of seven and sixteen years shall cause the child to attend school regularly." It should be noted that school officials are charged under the Missouri State Statutes 167.031, 167.061, and 167.111 with the duty of seeing that each child is in compliance with state laws and attendance policies. Allowing a student to be excessively absent from school may constitute educational neglect on the part of the parent/guardian, which may result in a report to the appropriate agencies. Statute 167.031, RSMo, states that any parent, guardian or other person having custody or control of a child between the ages of seven (7) and the compulsory attendance age for the district, must ensure that the child is enrolled in and regularly attends public, private, parochial school, home school or a combination of schools for the full term of the school year.

Statute 167.061, RSMo, states any parent, guardian or other person having charge, control or custody of a child, who violates the provisions of section 167.031 is guilty of a class C misdemeanor.

Statute 167.111, RSMo, states the state commissioner of education, superintendents of schools, school boards, county superintendents of public welfare, and every school attendance and probation officer shall enforce all laws relating to compulsory school attendance.

Maximum Allowable Absences

Students will be permitted a maximum of six (6) total absences per class per semester. Absences will no longer be classified as excused or unexcused; any student absence will be counted toward the maximum allowance. Students who are absent for more than six (6) class periods or days during the semester may not be eligible to earn credit for that course.

Notification Procedures

The High School office will record each student’s absence by course period. The Elementary office will record each student’s absence as a daily record.

When a student has accrued three (3) total absences during the semester, the school will send a letter to the parent or guardian informing the parent or guardian that, in accordance with the published policies and regulations of the Board of Education, the student is in danger of not earning credit due to excessive absences during the semester.

When a student has accrued six (6) total absences during the semester, school personnel will make all reasonable efforts to contact either the student, or his or her parent or guardian to discuss the student’s excessive absences, the possible ramifications, and methods to prevent the loss of credit.

When a student has accrued seven (7) total absences during the semester, the school will notify the parent or guardian by certified mail that the student will be entered into a hold status and may not be eligible to earn credit for the semester. Such notification shall include an Attendance Appeal Form and a Credit Recovery Request Form. Credit can be recovered through successful

completion of Saturday school or after school tutoring. There will three (3) available Saturday school offerings during each semester.

When a student has accrued ten (10) total absences during the semester, the Division of Family Services and Wright County Truancy Court will be contacted regarding possible educational neglect or truancy.

When a student has accrued twelve (12) total absences during the semester, the school will notify the parent or guardian by certified mail that the student is not eligible to earn credit. The Wright County Prosecutor's Office will be contacted regarding prosecution for educational neglect or truancy.

A student will not be denied an education at Norwood High School even though he or she will not earn credit for the class as a result of having missed a substantial portion of the instructional program during the semester. Excessive absences from school below 90% may require attendance at summer school as a condition for promotion to the next grade level.

Consecutive Absences

- A letter is sent home at three (3) days.
- Administrator will attempt to communicate with parent between five (5) and eight (8) days.
- A letter will be sent at eight (8) days and student will be hot-lined.
- A certified letter will be sent after ten (10) days indicating student will be dropped and matter will be forwarded to the prosecuting attorney.

Report of Absence

In the event of an absence, the parent/guardian is asked to call the school (746-4101) by 8:30 a.m. and give the student's name, grade, teacher, and reason for the absence. In the case of known absences, parents/guardians should contact the school office prior to the day of absence.

Late Arrival/Early Check-out

Late arriving students will check in with the office before going to class and will be counted tardy or absent depending on the time of arrival. Students arriving after 8:03 are considered tardy. Students in grades 7-12 arriving after 8:15 will be considered absent for the first hour. When a student has accrued five (5) late arrivals during the semester, the parent or guardian will be notified. Students with six (6) or more late arrivals run the risk of accumulating absences from tardies. Students who are checked out before 3:11 are considered absent for the time missed. Late arrivals and early check-outs can count against attendance awards.

Homebound Instruction – Extended Medical Absence

The school administration shall reserve the right to review continuous absences for medical reasons. Students, whose illness necessitates an absence of five (5) or more consecutive school days, may have the option of applying for homebound instruction. This may be provided upon the request of the parent or student and the student's physician.

Exceptions

Approved, school sponsored, out-of-school activities (field trips, sporting events, etc.) will not be counted as absences for purposes of the excessive absence regulation.

Perfect & Excellent Attendance

Perfect attendance is defined as not having been absent from school.

Excellent attendance is defined as being in attendance over 95% of available attendance days or not missing four (4) or more days per semester.

Missed Assignments/Exams

Absences falling on the day of an exam or the day an assignment is due shall be treated as follows:

- a. Advance assignments are those which are assigned at least ten days in advance. These will be due on the day and time designated regardless of whether or not the student is present.
- b. Regular assignments are those normally due the next day or within the next few days. A student shall have additional time, equal to the time of a verified absence to turn in assignments. The credit may be reduced by a teacher or may not be accepted at all when not on time. It is the student's responsibility to find out what was missed during an absence and make arrangements for turning work in to a teacher.
- c. Should a student miss a major exam, it shall be made up on the day and time the student returns to school. Short, or so-called "pop" exams, may be made up at the teacher's discretion.
- d. Should a quarter or final semester exam be missed, permission to make up the exam must be secured from the teacher and the principal. The following procedures should be followed by students who are absent so as to prevent academic difficulties:

- i. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
- ii. All assigned work shall be submitted upon returning to school.
- iii. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.

Extracurricular Activities

Students who are absent on the day of an activity, or the day preceding a weekend activity must be cleared in advance by an administrator in order to play or attend. Students need to be in attendance in at least 6 out of the 7 class periods. This applies to all activities, including athletics. See eligibility standards on page 21 & 22.

Appeals Process

It is the responsibility of the parent to initiate the appeal process.

Upon the parents or guardian's request and submission of the appeal form, the Attendance Policy Committee shall meet to consider appeals regarding exceptions to the excessive absence regulation and the denial of credit pursuant to this regulation. Such appeal shall be in writing and must be submitted within seven (7) calendar days following the date on which the parent or guardian received notice of the accrual of the seventh absence from class.

The committee shall include, but is not limited to, the school principal, another district administrator, the counselor, and at least two (2) teachers. Other persons may be designated to serve as deemed appropriate.

Students may appeal to the Attendance Policy Committee for the purpose of requesting one (1) or more of the following:

- An exception to this excessive absence regulation for unavoidable absence due to illness or other valid reasons;
- An extension of the number of absences that shall accrue before credit will be denied; and/or
- Other accommodations (i.e. Saturday school, before or after school tutoring, summer school, etc.) within the contents of this excessive absence regulation and that which is allowed by law and/or school district policy.
-

The committee will consider all the facts under the circumstances of each case in deciding whether to grant or deny the appeal. Relevant factors may include, but are not limited to the following:

- The reason(s) for the accrued or anticipated absences;
- The extent to which the reasons for each absence were documented at the time the absence occurred and/or at the time of appeal;
- The distribution of absences during the semester, i.e., whether scattered throughout the semester or occurring as consecutive absences;
- The duration of each period of absence;
- The pattern of attendance prior to the accrual of absences in question;
- Whether all class work has been satisfactorily completed; and the extent to which class essential learning outcomes have been mastered for that course.

The appeal committee will take into consideration valid absences. It is the parent or guardian's responsibility to provide appropriate written documentation for the appeals committee to consider absences. Written documentation must be from a licensed provider of services, parent letters are not appropriate documentation.

The appeal may be submitted on the district's Attendance Appeal Form provided to the parent or guardian, or in other written or typed form that provides the following information:

- Date of appeal.
- A complete explanation of the reason(s) why the appeal should be granted.
- Any and all appropriate documentation.
- Signature of the parent or guardian.

Within one (1) week of the Appeal Committee's final decision, the student, parent or guardian will be notified. If the parent or guardian does not agree with the final decision of the Appeal Committee, he or she may appeal the matter to the superintendent or designee for further review and consideration.

1. Norwood School District Policy has maintained a "closed campus." Students should leave campus only in case of an emergency, and must be verified by guardian or designee with approval of office before "signing out." Students are not

to be verified to leave school grounds during lunch periods then return to school. A student out of class without permission from the teacher or administration will be considered truant.

SATURDAY SCHOOL GUIDELINES

Time: 8:00 a.m. to 12:00 noon (1 day) and 8:00 a.m. to 3:00 p.m. (2 days).

1. Students must arrive promptly at 8:00 a.m.
2. Students must have teachers complete an assignment sheet prior to attending Saturday School. If attending all day students must bring a sack lunch and eat at their desk. Lunch is at 12:00. No other food or drink is allowed during Saturday School. Students are given a 10-minute bathroom break at 10:00 a.m. and 1:30 p.m.
3. Transportation will be the responsibility of the parent/guardian/student.

IN-SCHOOL SUSPENSION

While in ISS the students will:

1. Report to the ISS room no later than the beginning of first hour.
2. Bring all necessary books and materials to complete his/her assignments.
3. Complete all work assigned by teacher, and if the work isn't completed, the student will be assigned more time in ISS.
4. Sit in assigned seat.
5. Have a cooperative attitude and follow all directions.
6. Not leave the ISS room to get materials for class, assignments, or go to the library unless excused by administrator.
7. Be escorted to lunch and returned to the ISS classroom to eat.
8. Not talk or disturb anyone during his/her stay in ISS.
9. Not bring food or drink to the ISS room except for lunchtime.
10. Not be issued any hall passes.
11. Not sleep or lay head down.
12. Not read magazines unless to complete an assignment by their classroom teacher or ISS teacher.
13. Keep the ISS room and desks free from all litter, gum, marks, drawings, holes, etc.
14. No candy.
15. Be dismissed at the end of the school day by the ISS teacher.
16. Restroom privileges are with teacher permission and should not exceed one in the morning and one in the afternoon.

*If any of the above rules are broken, the student will receive the next level of punishment. If the student has ISS, then the next step will be OSS.

PLAGIARISM

Plagiarism can be defined as using another person's writings, ideas, or images as if they were your own.

The different types of plagiarism

- Paraphrasing: rewording someone else's words or ideas.
- Summarizing: condensing someone else's words or ideas.
- Copying another's work: using someone else's words, ideas, or images.
- Direct copying/ quotations: using someone else's words, ideas, or images without giving credit to the source.
- Self-plagiarizing: Submitting a paper or other project that has already been submitted in another class / subject

Avoiding plagiarism

Avoiding plagiarism is easy: simply give credit to the author of the information and/or ideas by documenting or citing the source.

- Paraphrasing/summarizing: you keep the author's meaning, but put it into your own words. This means that you know the subject well enough without needing to look back at the author's words.
- Copying another's work: your writing must be original and yours, not your classmates' ---this includes no copying and pasting work off the Internet or from databases, purchasing papers, pictures or images, books, or magazines published or unpublished from the internet.
- Self-plagiarism: You must seek permission from both teachers involved in order to use the same work in two different classes/subjects.
- Direct copying/ quotations: If you copy words, ideas, or images out of books, magazines, or other available sources or copy images, you must give credit to the source/author.

TARDIES

Students will be marked tardy if they are not in their classroom or seat by the time the tardy bell rings. Students will be disciplined based on their overall tardy limit, not per class. Students will be disciplined starting with their 5th overall tardy per quarter. See the Discipline Table for more information.

Some suggestions to prevent tardiness include:

1. Use lockers only once for morning classes and once for afternoon classes.
2. Restrooms should be used before, after, and during lunch periods.
3. Students in Music, FACS, PE, and Industrial Arts classes should carry books for their next class.
4. Do not stand and visit with friends in the corridor between classes.

STUDENT COUNCIL

This organization shall provide student representation in cooperation with the school administration, encourage student activities and student participation, promote projects for the proper growth and advancement of school activities, and promote the general welfare of the school. Updated constitutions shall hold precedence.

- Section 1: All student council members must be regularly enrolled in the Norwood School System.
- Section 2: Each grade (7-8) & (9-12) will have 2 representatives on the council. Representatives will be the president of each grade and one other member of each grade to be voted on by each class.
- Section 3: Term of office of student council representatives shall be two semesters.
- Section 4: Representatives may be recalled by his/her class by a two-thirds majority.
- Section 5: If a vacancy occurs in the representation of a class, the election of another representative must be held before the next meeting of the council.
- Section 6: To be eligible for student council or class officer, a student must have a 2.33 or above average for two preceding semesters and in good standing as determined by the faculty. Student Council President and Vice-President must have a 3.0 GPA.

Article V, Section 1: Officer of the Student Council shall be a President, Vice-President, (Junior/Senior) 7th/8th Standing), Secretary/Treasurer, and a Reporter.

Grade 9-11 will elect the following school year Student Council officers each spring.

NATIONAL HONOR SOCIETY

The National Honor Society has worked to bring the achievements of outstanding students in grades 7-12 to the attention of their classmates, their parents, their communities, and the colleges they plan to attend.

The National Honor Society High School Constitution provides eligibility for sophomores, juniors, and seniors. The National Honor Society Middle School Constitution provides eligibility for seventh and eighth graders. Active members must maintain the standards by which they were selected and meet other obligations as determined by the chapter. Members become graduate members upon graduation.

Guidelines for selection: The constitution provides clear guidelines for selecting members. Selection is based on four criteria: scholarship, leadership, service, and character. To fulfill the scholarship requirement, students must have a cumulative scholastic average of 83%, or the equivalent standard of excellence. Qualified students are selected for NHS membership by a majority vote of a council consisting of four faculty members.

EXTRACURRICULAR ACTIVITY STANDARDS

In order to meet guidelines to attend extracurricular activities, all students must meet the MSHSAA Guidelines. Participation in extracurricular activities is a privilege, not a right! Creditable citizenship shall be one of the criteria for participation on Norwood School Extracurricular Activities. Creditable citizenship includes both school and community citizenship which promotes the best interest of the school. Therefore, students shall exhibit standards of behavior that will bring credit to the student, the activities, the school, and the community.

Behavior not in compliance with the athletic standards may result in suspension or expulsion from extracurricular activity or all extracurricular activities.

1. Codes of conduct-Students represent the school and team on and off the playing field. Each head coach will address violations of conduct.
2. Tobacco-Tobacco use is illegal and strictly forbidden. Students are to refrain from the use of tobacco.
3. Alcohol/Drugs-Alcohol and drugs are illegal and strictly forbidden. Students are to refrain from the use of drugs/alcohol, or attend gathering where drugs or alcohol are being used/consumed.
4. If a student/athlete received a ticket or is arrested or charged for an illegal act they must report it to the principal or face removal from the extracurricular activity.
5. After the report is filed the MSHSAA policies will be followed.
6. Final decisions after the policies have been enforced will be left up to the discretion of the coach.

PENALTIES:

- a. Being in attendance at gatherings where illegal drugs are being used (up to coach's discretion).
- b. Use of alcohol, tobacco, and/or drugs:

1st offense=minimum of 3 game suspension from competition.

2nd offense=expulsion from the team.

Each coach reserves the right to add more punishment to the minimum requirements. If the illegal acts were severe enough, the student could be removed from extracurricular activities at Norwood School.

ELIGIBILITY STANDARDS FOR PARTICIPATION IN INTERSCHOLASTIC AND EXTRACURRICULAR ACTIVITIES

Norwood School will abide by the MSHSAA eligibility rules as posted on the bulletin boards in each high school building.

Students, who are suspended out-of-school, will not be allowed to participate in extracurricular activities during their suspension.

Students who are absent on the day of a scheduled activity will not be able to participate without prior principal

permission. If the student has a doctor's appointment or funeral to attend, the building principal must be notified in advance to be excused. This includes late arrivals and practice for MSHSAA events. Students must be in attendance 6 out of 7 class periods.

IN ORDER TO PARTICIPATE ON SATURDAYS, STUDENTS MUST BE IN SCHOOL ON FRIDAYS.

STUDENT CHECKOUT PROCEDURE AT EXTRACURRICULAR EVENTS

Students attending extracurricular events/activities located off of school premises must ride the bus or school vehicle back to school unless they are signed out by a parent, legal guardian, or grandparent. Under special circumstances, the parent or legal guardian may request that someone other than a parent, legal guardian, or grandparent sign their child out at the activity and ride home with them. This may only be done if the parent or legal guardian personally appears and talks to the Principal in person at the school and signs a release form. This form will then be passed on to the coach or sponsor in charge of the students.

ACADEMIC STANDARDS FOR EXTRACURRICULAR ACTIVITIES

In order to participate in school activities, students must have and maintain a "C" (1.65) average the preceding quarter. A student may apply for re-establishment of eligibility with progress reports, effective at 3:01 p.m. on the date progress reports are issued.

(Academic standards include all activities except those that are an extension of the classroom (field trips, etc.) This includes

dances and prom. Students may practice with organizations during the period of ineligibility. Students will not be permitted to

ride the trip bus during the ineligibility period. Ineligibility list will be posted at the office.

INSURANCE FOR EXTRACURRICULAR ACTIVITIES AND ATHLETES

Effective July 1, 1976, State Athletic by-law 13 requires that a student be covered with accident insurance before being allowed to practice or compete for a school. This can either be family coverage or accident insurance through the school. All competing students must have a physical exam and proof of insurance prior to practicing. This includes cheerleaders as well as athletes.

CITIZENSHIP CONCERNING STUDENT ACTIVITIES AND ATHLETICS

Included in good citizenship is regular and **punctual attendance**, which promotes the best interest of the school. Repeated referrals of a student to office for misconduct will be considered sufficient reason to declare a student to be ineligible to participate in school extracurricular activities.

EXPECTATIONS OF FANS

Actions of fans can and do determine to a large extent whether a school will remain a member of the MSHSAA. Therefore, it is urged that all Norwood students and fans will consider this and exhibit an image that reflects our educational goals and objectives in relationship to student development. Cheerleaders have long been considered positive representatives to promote appropriate behavior for good citizenship at athletic events. Norwood students and spectators are urged to follow our cheerleaders' guidance. Misconduct can result in removal from an event and/or suspension from all extracurricular activities. Some suggestions for conduct at extracurricular activities include:

1. Respect opponents and officials and treat them as guests.
2. Remember school athletics is a learning experience for students; realize numerous mistakes will be made.
3. Learn the rules of the game so you understand why certain situations occur.
4. Recognize and show appreciation for a superior play by either teams.
5. Demonstrate positive enthusiasm, appropriate applause and wholesome fun; never jeer, or intimidate, or distract from the game.
6. Remember, a ticket is a privilege to observe an amateur contest, not a license to be rude or discourteous.

CLUBS, ORGANIZATIONS AND ATHLETICS

Academic Team	FFA	FCA
National Honor Society	Class Officers	FBLA
SADD	Band	Yearbook

Student Council	Choir	Speech/Drama
Basketball	Softball	Cross Country
Baseball	Cheerleading	FCCLA
Art Club	Athletic Team Manager	Civic Action
Chess Club		Academic Team

ACTIVITIES CALENDAR

All activities must be cleared first with the sponsor and then with the Principal before being placed on the school calendar. All activities in the gym need to be cleared with the Athletic Director.

CLUBS

Before the organization of a club is formed, a sponsor must be secured and plans must be organized and submitted to the building level principal for approval by the board of education. Each club must have by-laws and a constitution.

GROUP EXTRACURRICULAR ACTIVITIES

Each class or group desiring an activity should submit such plans in writing to the Principal's office to obtain appropriate permission prior to the placement on the school calendar. All school activities must be chaperoned by the sponsors. All fees will be paid by the class or group planning the activity. Visitors to the activity will be by invitation only and must be arranged ahead of time. Parents may attend any school activity or event. If a student leaves the building where the activity is being held, he/she will not be allowed to return. Students who are suspended will not be allowed to attend extracurricular activities. Misconduct can result in removal from an event and/or suspension from all extracurricular activities.

DANCES, PROM, SOCIAL

Student body dances such as Homecoming, will be sponsored by the Student Council. The Student Council will be responsible for getting no less than THREE (3) faculty sponsors. Students may invite out-of-school guests for dances including prom, homecoming, and barnwarming and students will need to fill out a dance request form through the HS Office. Students will be responsible for their guests' behavior. Only students in grades 7& 8 will be allowed to attend socials. Administrative approval is required. Other dances require Student Council approval and sponsorship. Jr. – Sr. Prom is the responsibility of the junior class. Students must be in attendance compliance and also follow the extracurricular activity policy. ALL DANCE REQUESTS FORMS MUST BE TURNED BACK IN TO THE SPONSOR AND APPROVED BEFORE THE REQUESTED TIME ON THE FORM. All students and guests attending high school dances or Prom must be in ninth grade.- All students attending must be under the age of 21 (photo id required). All students attending dance/prom will need to fill out an approval form and these can be obtained through the HS Office. **High school dropouts may not attend!**

FUNDRAISING

Each class or group will be allowed only one fundraising activity per year with the exception of the junior and senior classes. They will be allowed up to four activities per year. All proposals for fundraising should be submitted to the principal on the forms provided. No commitments or fundraising should be considered until permission has been secured through an administrator.

SCHOOL CANCELLATIONS

If school has been canceled due to bad weather, it will be on all local TV & radio stations, as well as on the school reach system. During extremely hot weather, notes will be sent home outlining guidelines to follow for possible school closures. When school has been canceled because of adverse conditions, any sport, game, activity, or curriculum projects may also be canceled. Decisions will be made on an individual basis by the administration and teachers involved.

LOCKERS

Lockers are assigned free of charge to each student during orientation. Nothing is to be fastened on or written on the inside or outside of lockers. If a student desires to lock his locker, a duplicate key or the combination must be turned in at the principal's office. Lockers will be checked by the high school principal periodically and are subject to search. Students are not to change lockers without consent from the principal and by obtaining a reassignment from the office. Students are not to use empty lockers unless they are first assigned to them. Each student will have a full size locker. All bags, coats, books, and personal items **must** be in the locker. Bags must be small enough to fit inside the locker.

CAFETERIA

Students have the opportunity to eat breakfast or lunch at school. Students are expected to be in the cafeteria during lunch, and no food may be taken out of the cafeteria. Students are to remain in the cafeteria during the lunch time. Courteous behavior includes taking your place in line, leaving the eating area clean and in order, putting trash in the proper containers, and not leaving the cafeteria while eating or carrying food. A teacher will be on duty each day and have full authority in the cafeteria.

LIBRARY MEDIA CENTER

All students are encouraged to use the Library Media Center. Reading opens a new world to students through books.

1. The Library Media Center will be open for those students who need material, wish to study, or to read for leisure.
2. Students may be allowed to come to the Library Media Center during classes with permission of their teacher, and the librarian.
3. All books must be checked out. High school students may check out books for 2 weeks at a time. There will be a fine for overdue materials.
4. The student must pay for books that are lost or damaged.
5. The Library Media Center has many materials that the students should be aware of such as the card catalog, back issues of magazines for research, pamphlet file, filmstrips, etc.
6. Remember the purpose of the Library Media Center is to aid the student. If you need help, feel free to ask for it.
7. The use of the Library Media Center is a privilege. Any abuse of regulations will result in the loss of that privilege.
- 8.

TRANSPORTATION

In order to maintain good discipline and safety on our buses, the students will follow the directions of the bus driver. All school policies apply to the bus ride to and from the school.

GUIDELINES FOR DISCIPLINE POLICY

Attitudes and character traits shown by students are important in their development as citizens. We endeavor to develop school citizens who will respect and abide by rules of good conduct, and we earnestly solicit the cooperation of every student and parent in this respect.

One of the most important aspects of education is to teach discipline. It is the training that develops self-control, character, orderly behavior, and efficiency in the following of directions. It is the key to appropriate conduct and consideration of others. Students are expected to assume responsibility for their conduct and to assist in maintaining a school atmosphere conducive to the learning process.

INTERROGATIONS, INTERVIEWS, AND SEARCHES

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice, without student consent, and without a search warrant.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist. During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear.

Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

BEHAVIOR EXPECTATIONS

Proper classroom behavior is expected of all students. Inappropriate behavior not only interferes with the learning process of the student involved but also violates the rights of other students to a proper learning environment. **A STUDENT WHO'S BEHAVIOR CAUSES THEM TO BE SENT FROM CLASS ARE TO REPORT TO THE PRINCIPAL.** The discipline code set out in this handbook is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

OFFICE REFERRALS AND SUSPENSION

Eight total discipline referrals will result in a three-day school suspension in addition to regular consequences. Ten total discipline referrals will result in a five-day school suspension in addition to regular consequences. Twelve total discipline referrals will result in a ten-day school suspension in addition to regular consequences. Parents/Guardians of any student who has been suspended due to more than twelve disciplinary referrals will need to come to the next board meeting to discuss long term suspension possibilities. Any student, who has been suspended from school on three previous occasions, shall have his/her record reviewed by the principal for recommendation to the Board of Education for a long-term suspension from school or alternative educational setting upon the student's 4th suspension.

PARENT PORTAL

The Parent Portal is available through our student database system LUMEN. Parent Portal will give parents 24/7 real-time access to their students information. This information includes assignments, grades, attendance, contact information, etc. Norwood school encourages all parents to obtain the login information and passwords and to check student's progress regularly. To obtain your personalized login information please contact the office.

CORPORAL PUNISHMENT

“CORPORAL PUNISHMENT” can be defined as the physical punishment of a child for failure to obey the student code of conduct required by the school board. Physical punishment may include swats with a paddle (these must be witnessed). Corporal punishment should always be administered in a manner that is fair, non-abusive, and that will not cause permanent physical damage. Occasional bruises occur and are not indicative of abuse or that unnecessary force was used by the teacher or administrators as bruising potential varies from person to person.

1. It should be used when there is reason to believe that it will be helpful in maintaining discipline and in the development of the student's character and power of self-control.
2. Parents must sign a consent form giving permission for corporal punishment in lieu of other discipline.
3. Corporal punishment may be administered by the principal or superintendent. If the teacher administers the punishment, the principal or superintendent shall be the witness.
4. If there is medical reason a student cannot receive corporal punishment, parent shall supply principal's and superintendent's offices with this in writing. In school or out-of-school suspension may be the alternative.
5. Parents will be notified before corporal punishment is given. Parents who do not want their child paddled may state so on the Corporal Punishment form sent home with all students at the beginning of the school year. In school or out-of-school suspension is the alternative.

OUT OF SCHOOL SUSPENSION (OSS)

Suspension is the most serious disciplinary action that can be taken by the principal. Students are not dropped from the roll. Parents have complete custody and jurisdiction of their student during suspension. Students whose presence poses a continued danger to persons, property, or an ongoing disruption of the academic process may be immediately removed from the Norwood School Campus. During suspension the student is not to be on school property or at school functions. Suspensions interrupted due to inclement weather will be extended to include the next school days(s). Students are required to make up work during suspension. Students who are suspended more than 10 days can only receive up to 70% for completed work.

IN SCHOOL SUSPENSION (ISS)

Students may be assigned to In-school suspension for Disciplinary action. Students will be expected to work independently without disruption. Failure to complete ISS may result in repeating the ISS assignment or receiving out of school suspension (OSS).

DRUGS AND ALCOHOLIC BEVERAGES

It is illegal to come on the campus or be at any school sponsored activity at any time while under the influence or in the possession of drugs or alcohol. Students shall not knowingly buy, sell, possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, mood altering chemical, or intoxicant of any kind while on school property or school-sponsored trip. Use of a drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. The consumption, possession, being under the influence, or use of any controlled substance by a student on school premises, buses or school activities under supervision of school personnel will result in immediate out of school suspension. **In case of violation of the above, the administration will contact the appropriate law enforcement agency.**

HARRASSMENT AND BULLYING

It is the policy of the District to maintain a learning environment that is free from harassment and bullying. See Anti Bullying Policy on pages 43-44.

TOBACCO AND TOBACCO PRODUCTS

Smoking or use of tobacco in any form is prohibited on school premises, buses, or school activities, which are under the supervision of any school personnel (this includes all types of electronic cigarettes). Students are not to be in possession of tobacco, matches, or lighters at school

ARTICLES FROM HOME

Students should not bring articles from home unless for a specific educational purpose and with advanced permission from the teacher. Toys, sports equipment, game cards, video games, and pets are examples of the items that should not be brought to school. If items of this nature are brought to school without prior permission they will be confiscated. Any items brought to school are done so at the owner's liability, the school district is not responsible for lost or stolen items.

FIREWORKS, WEAPONS, DANGEROUS INSTRUMENTS

Students are not to be in possession or transport any object that can be considered dangerous to persons or school property. Knives, explosives, guns, chains, mace, pepper spray, and martial arts objects are examples that pose a threat to the safety of others.

FIGHTING, VANDALISM, AND OTHER SERIOUS DISRUPTIONS

These acts will be treated accordingly with all available resources brought to bear. Federal and State Laws, Board of Education Policy, Administrative Regulations and Faculty rules will be in effect during the school day, on school buses, at any school activity, or any time students are under the supervision of school personnel. Civil law authorities, Juvenile Office and Family Services Assistance will be requested when appropriate.

Missouri Department of Elementary & Secondary Education No Child Left Behind Act of 2001 (NCLB) COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs Table of Contents

General Information

1. What is a complaint under NCLB?
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5. What happens if a complaint is not resolved at the local level (LEA)?

Complaints filed with the Department

6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to private school children handled differently?

Appeals

9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

1. What is a complaint under NCLB?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

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

1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within ten days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty days of the complaint being filed, the LEA, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to private school children handled differently?

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

1 Programs include Title I. A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C

2 In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.

Revised 1/15

Norwood R-1 School District

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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, 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 Norwood R-1 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/intellectual disability, 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 Norwood R-1 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 Norwood R-1 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 Norwood R-1 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 during regular school hours on days school is in session in the office of the Superintendent of Schools..

This notice will be provided in native languages as appropriate.

If you have any questions regarding this notice, please contact Shannon Crain—Superintendent.

Norwood R-I High School Discipline Procedures				
Offense	1st Offense	2nd Offense	3rd Offense	4th Offense
Alcohol	Possession of or presence under the influence of alcohol			
	10-180 Days OSS	10-180 Days OSS	10-180 Days OSS	10-180 Days OSS
	Notification of Law Enforcement	Notification of Law Enforcement	Notification of Law Enforcement	Notification of Law Enforcement
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion			
	10 Days OSS - Expulsion - Notification of Law Enforcement	10 Days OSS - Expulsion - Notification of Law Enforcement	10 Days OSS - Expulsion - Notification of Law Enforcement	10 Days OSS - Expulsion - Notification of Law Enforcement
Automobile Misuse-Parking Lot Violation	Un-courteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.			
	Administrative Warning/Loss of Driving Privileges; Notification of Law Enforcement	Loss of school driving privileges Notification of Law Enforcement	Loss of school driving privileges Notification of Law Enforcement	Loss of school driving privileges Notification of Law Enforcement
Bullying	Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.			
	1-3 Days ISS/2-3 swats	3-5 Days ISS	1-10 Days OSS	1-180 Days OSS
Bus Misconduct	Any offense committed by a student on bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked. Bus misconduct should be reported to driver first and then administration			
	Administrative Warning/Possible Bus Suspension	1-10 Day Bus Suspension	5-180 Day Bus Suspension	10-180 Day Bus Suspension
Cafeteria Misconduct				
	Administrative Warning Lunch Detention/1 Day ISS/3 Swats	1-2 Days ISS/3 Swats	1-3 Days ISS/1-2 Days OSS	1-3Days OSS
Cell Phones/Disruptive Devices	Cell phones and electronic/disruptive devices are prohibited during instructional hours from 8:00 am to 3:16 pm. Cell phones and electronic/disruptive devices should be turned off during the school day and not in use in any way.			

	Warning/Confiscated and returned to student after school.	1 Days ISS/3 swats. Parent must pick up device	2 Days ISS; Parent must pick up device	3 Days ISS; parent must pick up device
Classroom Disruption/Misconduct	Causing any type of disruption to the learning environment			
	Administrative Warning/1 Day ISS/3 Swats	1-3 Days ISS/3 Swats	3-5 Days ISS/1-3 Days OSS	3-5 Days OSS
Defiance/Disrespect/Non Cooperative	Refusal to obey directions or defiance of staff authority			
	Administrative Warning/1-3 Days ISS/3 Swats	3-5 Days ISS/3 Swats	3-5 Days ISS/1-3 Days OSS	1-10 Days OSS
Defiance/Disrespect/Non Cooperative with Profane Language				
	3-10 Days OSS	5-10 Days OSS	10-180 Days OSS	10-180 Days OSS
Dress Code Violation				
	Administrative Warning/ Correct the problem	Correct the problem/ 1 Day ISS/3 Swats	Correct the problem/1-3 Days ISS/3 Swats	Correct the problem; 1-3 Days ISS
Drug Possession or Sale/Under the Influence				
	10-180Days OSS - Expulsion Notification of Law Enforcement	10-180 Days OSS - Expulsion Notification of Law Enforcement	10-180 Days OSS - Expulsion Notification of Law Enforcement	10-180 Days OSS - Expulsion Notification of Law Enforcement
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value			
	5 Days OSS; Notification of Law Enforcement	10 - 180 Days OSS; Notification of Law Enforcement	10 - 180 Days OSS/Expulsion Notification of Law Enforcement	10 - 180 Days OSS/Expulsion Notification of Law Enforcement
Failure to follow rules of ISS				
	Administrative Warning Repeat ISS/3 Swats/1 Day OSS	Repeat ISS/3 Swats/ 1-3 Days OSS	Repeat ISS/3 Days OSS	Repeat ISS/5 Days OSS
Failure to Follow a Reasonable Request				
	Administrative Warning 1 Day ISS/3 Swats	1-3 Days ISS/3 Swats	3-5 Days ISS	1-10 Days OSS
False Alarm	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 school;			
	1 Day OSS/ Possible Notification of Law Enforcement	3 Days OSS; Notification of Law Enforcement	5 Days OSS; Notification of Law Enforcement	10 Days OSS; Notification of Law Enforcement
Fighting	Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Possible notification of Law Enforcement.			

	3 Days OSS	3-5 Days OSS	10 Days OSS	10-180 Days OSS
Assault	The Safe Schools Act of 1996 establishes the crime of “assault” while on school property. A person commits the crime of assault while on school property if the person: (a) Knowingly causes physical injury to another person; or (b) With criminal negligence, causes physical injury to another person by means of a deadly weapon; or (c) Recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; and the act occurred on school or school district property, or in a vehicle that at the time of the act was in the service of school or school district, or arose as a result of a school or school district sponsored activity. Assault while on school property is a class D felony and will be reported to Law Enforcement.			
	1-180 days OSS	1-180 Days OSS	1-180 Days OSS	Expulsion
Instigating a Fight	Students shall not instigate fights by actively encouraging others to fight, carrying messages which result in fights or take part in any other activity which results in a fight			
	1-3 Days ISS/3 Swats	3-5 Days ISS	1-3 Days OSS	3-5 Days OSS
General Misconduct				
	Administrative Warning/1 Day ISS/3 Swats	1-3 Days ISS/3 Swats	3-5 Days ISS/1-3 Days OSS	3-5 Days OSS
Harassment/Threats	“Words or actions, verbal, written, pictorial or symbolic meant to harass or injure other people, such as threats of violence, bullying, name-calling, putdowns, intentionally hurting other’ feelings, spitting, “depantsing”, defamation of a person’s race, religion, gender, or ethnic origin.” All threats of violence will be reported to law enforcement.			
	Parent/Principal/ Student Conference; ISS or 1-180 Days OSS	ISS or 1-180 Days OSS or Expulsion	ISS or 1-180 Days OSS or Expulsion	ISS or 1-180 Days OSS or Expulsion
Harassment (Sexual)	Sexual harassment refers to behavior of a sexual nature which is unwelcome and personally offensive to its recipients. Sexual harassment is a form of misconduct that is demeaning to another person. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment. Incidents will be referred to law enforcement			
	Parent/Principal/ Student Conference; ISS or 1-180 Days OSS	1-180 Days OSS	1-180 Days OSS or expulsion	1-180 Days OSS or expulsion
Horseplay				
	Administrative Warning/1 Day ISS/ 3 Swats	1-3 Days ISS/ 3 Swats	3-5 Days ISS/ 1-3 Days OSS	3-5 Days ISS/ 1-3 Days OSS
Indecent Exposure	Includes display of breasts, buttocks, and genitals in a public location			
	10 Days OSS	10-180 Days OSS	10-180 Days OSS	10-180 Days OSS
Inappropriate Sexual Conduct	Physical touching of another student in the area of the breasts, buttocks, or genitals			
	Parent/Principal/ Student Conference; ISS or 1-180 Days OSS	ISS or 1-180 Days OSS or Expulsion	1-180 Days OSS or Expulsion	1-180 Days OSS or Expulsion
Language (Profane)				
	Administrative Warning 1-3 Days ISS/3 Swats	3-5 Days ISS/3 Swats/1-3Days OSS	3-5 Days ISS/ 3-5 Days OSS	3-5 Days OSS

Academic Dishonesty Cheating/Lying/Forgery				
	Loss of Credit/1 Day ISS/3 Swats	Loss of Credit 1-3 Days ISS/3 Swats	Loss of Credit 1-3 Days ISS/ 1 Day OSS	Loss of Credit 1-3 Days OSS
Extra Curricular Event/ School Trip Misconduct Applies to Dress Code	Behavioral expectations are the same as during school hours, and will be treated as if the behavior happened at school. In addition, the student will be given a warning, or removed from the event, as necessary.			
	Administrative Warning	Removal from Event	Removal for the remainder of the season	Removal for the remainder of the year
Pornographic Material (Possession/Distribution)				
	1-3 Days ISS/3 Swats	1-3 Days ISS/	3-5 Days ISS 1-3 Days OSS	3-5 Days OSS
Public Display of Affection	Any distracting behavior by a student that is intended to show affection toward another student is inappropriate in the school setting. Such behavior will not be tolerated even if it is meant as a joke. Each situation will be dealt with on an individual basis.			
	Administrative Warning	1-3 Days ISS/3 Swats	1-3 Days ISS/3 Swats	3-5 Days ISS/ 1-3 Days OSS
Tardiness to Class	A tardy is missing no more than 15 minutes of class. After 15 minutes the student is counted absent (or truant).			
	5 th overall Tardy per Quarter - After School Detention or 3 Swats	10 th overall Tardy per Quarter - 1 Day ISS	15 th overall Tardy per Quarter – 3 Days of ISS	20 th overall Tardy per Quarter – 5 Days of ISS
Truancy	Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians. Possible notification of law enforcement			
Out of class without permission	Administrative Warning/1Days ISS/3 Swats	1Day ISS/3 Swats	1-3 Days ISS	3-5 Days ISS
Off campus without permission	Administrative Warning/ 1 Day ISS/ 3 Swats	1-3 Days ISS/3 Swats	3-5 Days ISS Notification of law enforcement	1-3 Days OSS Notification of law enforcement
Theft	Attempted theft or knowingly possessing stolen property			
	Financial restitution; returning property; 1-3 Days ISS/3 Swats Possible Notificatipon of Law Enforcement	Financial restitution; returning property; 3-5 Days ISS/1-3 Days OSS; Possible Notification of Law Enforcement	Financial restitution; returning property; 3-5 Days OSS; Possible Notification of Law Enforcement	Financial restitution; returning property; 5-10 Days OSS;Possible Notification of Law Enforcement
Theft (Over \$25)				
	Financial restitution; returning property; 1-3 Days ISS; Notify Law Enforcement	Financial restitution; returning property; 3-5 Days OSS;	Financial restitution; returning property; 5-10 Days OSS;	Financial restitution; returning property; 10-180

		Notify Law Enforcement	Notify Law Enforcement	Days OSS; Notify Law Enforcement
Possession of Stolen Property				
	1 Day ISS	1-3 Day ISS	1-3 Day OSS	3-5 Days OSS
Tobacco Possession	Students found to be in possession of or using tobacco on campus at school activities, or under school supervision. Tobacco products will be confiscated and destroyed. It is against the law of Missouri for minors to buy, use or possess tobacco products.			
	2 Days ISS	3 Days ISS	3-5 Days ISS	3-5 Days ISS
Vandalism	Any student who willfully causes substantial damage or attempts to cause substantial damage to any property, real or personal, belonging to the school, staff or students. Such vandalism may be reported to law enforcement.			
	Replace Cost; 1-3 Days ISS/3 Swats	Replace Cost; 3-5 Days ISS/1-3 Days OSS	Replace Cost; 3-5 Days OSS	Replace Cost; 5-10 Days OSS
Vandalism (Over \$25)	Any student who willfully causes substantial damage or attempts to cause substantial damage to any property, real or personal, belonging to the school, staff or students. Such vandalism may be reported to law enforcement.			
	Replace Cost; 1-180 Days OSS; Notification of Law Enforcement	Replace Cost; 180Days OSS; Notification of Law Enforcement	Expulsion - Notification of Law Enforcement	Expulsion - Notification of Law Enforcement
Weapons/Explosives (Use or Possession)				
	10-180 Days OSS/Expulsion Notification of Law Enforcement	10-180 Days OSS/Expulsion Notification of Law Enforcement	10-180 Days OSS/Expulsion Notification of Law Enforcement	10-180 Days OSS/Expulsion Notification of Law Enforcement
Abuse of Computer or Internet	See Appropriate Use Policy – Student Handbook			
	Administrative Warning/1-3 Days ISS/3 Swats/ Loss of Computer Privileges	3-5 Days ISS/Loss of Computer Privileges	1-3 Days OSS/ Loss of Computer Privileges	3-5 Days OSS/ Loss of Computer Privileges
Excessive Office Referrals	<i>Eight or more discipline referrals can result in a 3 days OSS. Ten or more office referrals can result in 5 days OSS. Twelve office referrals can result in 10 days OSS. Students who receive more than twelve office referrals face long term suspension of up to 180 days. Administrative warnings will also count toward the total number of office referrals.</i>			
Behaviors Not Covered Above	<i>Consequences will be based on the seriousness of the incident and its impact on the safe operation of the educational environment and/or its impact on the safety and well being of students.</i>			
Severity Clause	<i>If at any time a student causes a severe problem in the opinion of the supervising teacher or principal, the lesser consequences may be by-passed, and the greater consequences imposed.</i>			

The Principal has discretion to:

- **Interpret and modify penalties.**
- **Assign suspension as In-School or Out of School.**

STUDENTS

Regulation 2520

Student Academic Achievement

Promotion and Retention

GENERAL PROMOTION AND RETENTION REQUIREMENTS

1. Students will be promoted to the next grade level if they are meeting grade level expectations as identified by local and State Department of Education core subject objectives.
2. “Double promotions”, that is, acceleration beyond the normal grade placement, may be approved for students who are working at an academic level of more than a year above placement and are sufficiently mature, socially and emotionally, to work with students of the advanced grade. Parents/guardians, teachers and administrators must agree that it is in the best interest of the student under consideration.
3. A list of those students who are not meeting grade level objectives in reading, language arts or mathematics will be given to the building principal by the October, January or March reporting periods. With respect to any student who is reported as not meeting grade level objectives in reading, language arts or mathematics:
 - a. The teacher, principal and counselor will meet to review the student’s academic record, current test scores and work samples.
 - b. The parent/guardian will be notified as soon after the review as possible that retention is being considered. A meeting with the parent/guardian will be scheduled. The parent/guardian will be informed that the student is not meeting grade level objectives and will be retained in the same grade unless there is strong and positive improvement in the student’s work.
 - c. A follow-up conference for the parent/guardian will be scheduled with the principal or the principal’s designee to review the student’s progress.
 - d. An academic program including remediation will be offered the student.
4. In recommending promotion or retention, these factors will be considered:
 - a. Academic achievement in all subject areas, especially attainment of grade level objectives, as determined by tests, teacher assignments, and work samples.
 - b. Chronological age.
 - c. Study Habits.
 - d. Attendance.
 - e. Social and emotional maturity.
 - f. State-mandated retention requirements for primary/middle school students.
5. The decision for retention will be made by the principal and the classroom teacher in accordance with the above-referenced factors, and written notification of retention will be sent to the parent/guardian.

Appropriate Use Policy and Application for Access Terms and Conditions For Use for School Computers and Internet

Internet access is available to students, staff, and teachers of the Norwood School District. The access is being offered as part of Norwood R-1 Schools and the Department of Elementary and Secondary Education of the state of Missouri. We are very pleased to bring this access to Norwood R-1 Schools and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in Norwood Schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail communication with people all over the world; (Teachers and Staff Only)
2. Information and news from many sources around the world;
3. Access to many University Library catalogs, the library of Congress, CARL and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Norwood Schools have taken precautions to restrict access to controversial materials and an industrious user may discover controversial information. We at Norwood Schools firmly believe that valuable information and interaction available on the worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this project.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If a Norwood School user violates any of these provisions, his or her access will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed this has (have) read the terms and conditions carefully and understand(s) their significance.

Network and Internet Terms and Conditions

1. Acceptable use – The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your access must be in support of education and research and consistent with the educational objectives of the Norwood R-1 School District. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement of political lobbying is also prohibited.
2. Privileges- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators may deny access at any time as required. The administration, faculty, and staff of Norwood R-1 Schools may request the system administrator to deny, revoke, or suspend specific user access.
3. Netiquette- You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - A. Be polite. Do not get abusive in your messages to others.
 - B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - C. Do not reveal any personal address or phone number (yours or any other).
 - D. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do not have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - E. No student e-mail or chats allowed.
 - F. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - G. Downloads on school computers are prohibited.
 - H. All communications and information accessible via the network should be assumed to be copyrighted material and treated as such.
4. Norwood R-1 School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Norwood R-1 Schools will not be responsible for any damages you suffer. This includes loss of data from delays, non deliveries, or system maintenance service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via Norwood R-1 Schools is at your own risk. Norwood R-1 Schools specifically deny any responsibility for the accuracy or quality of information obtained through its services.

5. Security- Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Attempts to login to the Norwood R-1 network or Internet as any other user will result in cancellation of user privileges. Using another person's ID and password or giving another person your ID and password could also result in losing user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Norwood network and/or Internet. Teachers or staff will monitor all computer use.
6. Vandalism- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or equipment, the Internet, or any of the above listed agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
7. Updating your user information- Norwood R-1 may occasionally require new registration and access information from you to continue the service. You must notify the network administrator of any changes in your access information (name, address, etc.)
8. Filter/CIPA: The Norwood computer network has in place filters in compliance with the Children's Internet Protection Act (CIPA). Norwood School has filtered Search Engines which restrict access to sites that could be deemed objectionable, but may also limit access to sites that have legitimate research value. No filtering system is completely effective or efficient. (Our filtering system now blocks over 1 million sites). If a teacher or student finds sites that should be blocked, they should contact the system administrator, which could add the sites to the blocked list. Attempting to bypass the filter system could result in loss of computer privileges.
9. Acceptance of Terms and Conditions- All terms and conditions as stated in this document are applicable to the Norwood R-1 School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Missouri and the United States of America.

NOTICE OF NONDISCRIMINATION

Students, parents of elementary and secondary school students, employees, applicants for admission and employment and sources of referral of applicants for admission and employment with Norwood School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, disability, or age in admission, access to, treatment, or employment in its programs and activities. Any person having inquiries concerning Norwood School District's compliance with the regulations implementing these Prohibitions is directed to contact Mr. Shannon Crain, Superintendent.

PROTECTION OF PUPIL RIGHTS AMENDMENT - Policy 1610

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT – Policy 2400

Each year the Norwood School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

RIGHT TO INSPECT: You have the right to review and inspect substantially all of your education records maintained by or at this institution.

RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. 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.

RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

RIGHT TO COMPLAIN TO FERPA OFFICE: You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning the Norwood School District's failure to comply with FERPA.

RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the written policy adopted by the Board of Education of the Norwood School District in compliance with FERPA. A copy may be obtained in person or by mail from: Mr. Shannon Crain, Superintendent.

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Norwood R-I School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Norwood R-I School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Norwood R-I School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Norwood R-I School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by September 1, 2015. Norwood R-I School District has designated the following information as directory information:

- Student's name Grade Level
- Address Participation in officially recognized activities
- Telephone listing and sports Photograph
- Weight and height of athletic teams Date and place of birth
 Dates of attendance
- Degrees, honors and awards received

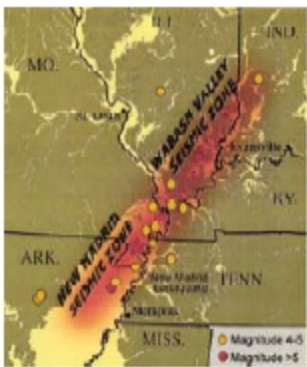


Earthquake Safety For Missouri's Schools

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.



A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of

the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

Prepare a Home Earthquake Plan

Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.

Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.

- 1 Choose an out-of-town family contact.
- 2 Take a first aid class from your local Red Cross chapter. Keep your training current.
- 3 Get training in how to use a fire extinguisher from your local fire department.
- 4 Inform babysitters and caregivers of your plan.

Eliminate Hazards

- 1 Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- 2 Bolt bookcases, china cabinets and other tall furniture to wall studs.
- 3 Install strong latches on cupboards.
- 4 Strap the water heater to wall studs.

Prepare a Disaster Supplies Kit for Home and Car

- 1 First aid kit and essential medications.
- 2 Canned food and can opener.
- 3 At least three gallons of water per person.
- 4 Protective clothing, rainwear, and bedding or sleeping bags.
- 5 Battery-powered radio, flashlight, and extra batteries.
- 6 Special items for infant, elderly, or disabled family members.
- 7 Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- 8 Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

- 1 DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- 2 In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- 3 If you are in bed, hold on and stay there, protecting your head with a pillow.
- 4 If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- 5 If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

- 1 Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- 2 Check others for injuries. Give first aid for serious injuries.
- 3 Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- 4 Listen to the radio for instructions
- 5 Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- 6 Inspect your home for damage. Get everyone out if your home is unsafe.
- 7 Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website http://www.redcross.org/services/prepare/0,1082,0_241_00.html, Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website

(<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455

ACT TEST DATES

2017-2018

Test Date	Registration Deadline	(Late Fee Required)
September 9, 2017	August 4, 2017	August 5-18, 2017
October 28, 2017	September 22, 2017	September 23-Oct. 6, 2017
December 9, 2017	November 3, 2017	November 4-17, 2017
February 10, 2018	January 12, 2018	January 13-19, 2018
April 14, 2018	March 9, 2018	March 10-23, 2018
June 9, 2018	May 4, 2018	May 5-18, 2018

You will be able to register for 2017–2018 test dates beginning August 2017. The test costs \$39.50 (Subject to Increase) and you may be eligible for a fee waiver. If you have questions, please ask the high school counselor or one of your teachers. All Junior’s are required to take the ACT and it will be provided free of charge when taken at the school on the state mandated test dates.

WHY TAKE THE ACT?

- The ACT is the only university entrance exam accepted by every 4 year university in the U.S.
- If you score above the national average Norwood High School will reimburse you. Bring your receipt of payment to the counselor
- You can earn a \$100 scholarship at graduation

HOW TO REGISTER?

Visit the ACT website www.actstudent.org for registration information. You must use a valid credit card to register online. If you create a student web account then you will be able to register 24/7, learn immediately whether your preferred test center has space for you take the test, print your admission ticket (required), view your scores at no charge, and send your scores to additional universities.

NORWOOD HIGH SCHOOL ACT CODE- 262450

PICK UP AN ACT PACKET FROM THE COUNSELOR'S OFFICE

16 Career Clusters

The Career Clusters framework is intended to provide a learning environment in the context of career development and planning, aligned with state and national standards for academics and career preparation. Each student should use the career clusters to determine what classes are needed in high school.

Agriculture, Food and Natural Resources

The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.

Architecture and Construction

Careers in designing, planning, managing, building and maintaining the built environment.

Arts, A/V Technology and Communications

Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.

Business, Management and Administration

Careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

Education and Training

Planning, managing and providing education and training services and related learning support services.

Finance

Planning, services for financial and investment planning, banking, insurance, and business financial management.

Government and Public Administration

Executing governmental functions to include Governance; National Security; Foreign Service; Planning; Revenue and Taxation; Regulation; and Management and Administration at the local, state, and federal levels.

Health Science

Planning, managing, and providing therapeutic services, diagnostic services, health information, support services, and biotechnology research and development.

Hospitality and Tourism

Encompassing the management, marketing and operations of restaurants and other foodservices, lodging, attractions, recreation events and travel related services.

Human Services

Preparing individuals for employment in career pathways that relate to families and human needs.

Information Technology

Careers relating to the design, development, support and management of hardware, software, multimedia, and systems integration services.

Law, Public Safety, Corrections and Security

Planning, managing and providing legal public safety, protective services and homeland security, including professional and technical support services.

Manufacturing

Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.

Marketing, Sales and Service

Planning, managing, and performing marketing activities to reach organizational activities.

Science, Technology, Engineering, and Mathematics

Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering), including laboratory and testing services, and research and development services.

Transportation, Distribution & Logistics

Planning, management, and movement of people, materials, and goods by road, pipeline air, rail and water and related professional and technical support services, such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

For more information on career clusters see Lori Drake or go to the website listed below:

http://dese.mo.gov/divcareered/career_clusters.htm

A+ Program

Norwood High School is designated as an A+ School by the Missouri State Board of Education. As a result, students can earn 2-year tuition reimbursement to any Missouri Community College, Vocational, or Technical School, as determined by the state pending legislative funding. Students interested in this program should contact the A+ office for further information.

In order to meet the requirements set by the state, students must:

1. Place a signed A+ Letter of Intent on file with the school.
Except in the case of active military dependents, attend a designated A+ school for at least 3 years prior to graduation. If students are to use school time for tutoring, they must schedule at semester.
2. Maintain a 2.5 GPA.
3. Graduate with a 95% attendance or better average over the course of the high school career (4 year average).
4. Perform 50 hours of unpaid tutoring (under the supervision of a certificated teacher/administrator of the school).
5. Maintain a record of good citizenship and the avoidance of unlawful use of drugs and or alcohol over the course of the high school career.
6. Starting with the graduation class of **2017**, A+ students need to have scored advanced or proficient on the Algebra 1 EOC test, or a higher level math before they graduate in order to qualify for the A+ incentive grant for the 1st semester at the post secondary school they plan on attending. The **2017** high school seniors who do not achieve a score of proficient or advanced on the Algebra I, or a higher level math, EOC must achieve one of the following standardized test scores or have a combined ACT math score and high school GPA in accordance with the following scale:

Standardized Test Score

Score	Test
17	ACT Math Subtest
43	COMPASS Pre Algebra
1	COMPASS Algebra
Note	The COMPASS Exam will be discontinued for eligibility purposes for the 2018 Senior Class and beyond

ACT Math/High School GPA Scale

ACT Math Score		High School GPA
17	and	2.5 or greater
16	and	2.8 or greater
15	and	3.0 or greater

7. Complete and submit a FAFSA for federal post-secondary student financial assistance funds that do not require re-payment.

8. Register for Selective Service (All males who turn 18 prior to graduation).
9. Only absences involving field trips and homebound students will be excused for A+. Medical absences (with a doctor's note or phone call) will be excused through the school but will still be counted as an absence, therefore affecting the attendance percentage.

A+ students will be able to earn a .5 credit during Summer School through 2 weeks (10 days) of A+ tutoring. Students must arrange tutoring through the A+ Coordinator for Summer School.

During the school year, A+ students may arrange tutoring during intervention time but credit will not be awarded. Students can also arrange to do tutoring with a certified staff member before or after school.

CHARACTER EDUCATION

The following are character traits our students will focus on each month throughout the school year. These character traits will be emphasized during the following months:

AUGUST: TRUSTWORTHINESS – Norwood students trust in themselves and those around them; in their abilities and limitations with respect and dignity.

SEPTEMBER: RESPONSIBILITY – Norwood students will exhibit responsibility in all venues of their activities and competition.

OCTOBER: CARING – Norwood students show compassion and empathy for those around them and will lend a hand where needed.

NOVEMBER: RESPECT – Norwood students respect self, property of others, and their environment. He/she is courteous, polite, and considerate.

DECEMBER: FAIRNESS – Norwood students practice fair play in following rules, taking turns, and sharing; he/she is just and open minded.

JANUARY: CITIZENSHIP – Norwood students play by the rules, does his/her share of the work and cooperates with others.

FEBRUARY: TOLERANCE – Norwood students recognize and respect the differences, beliefs, and practices of others.

MARCH: INTEGRITY – Norwood students strive to adhere to sound moral and ethical principles and are honest.

APRIL: EMPATHY – Norwood students identify with the feeling, thoughts, and attitudes of others.

MAY: PERSEVERANCE – Norwood students continue to perform especially in spite of difficulties, obstacles, or discouragement.

NORWOOD DRUG TESTING POLICY

Student Drug Testing

The School Board recognizes the importance of protecting the health and safety of students from the use of illegal drugs and alcohol. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems, and to ensure that students have the opportunity to attend school and participate in activities in a safe and healthy environment. The sanctions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extra-curricular and/or co-curricular activities and from driving to school due to safety concerns.

The superintendent or designee is directed to adopt procedures to carry out the intent of this policy and may contact the district's attorney for assistance in applying this policy. The district will use a laboratory certified by the U.S. Department of Health and Human Services.

Random Drug Testing

Participation in extra-curricular and or co-curricular activities is a privilege and carries with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs and alcohol. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 9-12 as a condition of participation in covered activities. Covered activities are activities regulated by the Missouri State High School Activities Association (MSHSAA), all co-curricular activities and extra-curricular activities including, but not limited to, all school sponsored clubs. This policy will also cover any new clubs or organizations that may arise. Students who drive to school will also be required to participate in the random drug testing process in order to drive onto school grounds. Student dances are considered an extra-curricular and/or co-curricular activity. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

Any student(s) who show a non-negative as a result of the random testing program will be excluded from participation in covered extra-curricular and/or co-curricular activities as well as driving privileges on school grounds as follows:

First Offense – Exclusion from all covered activities including driving to school for 30 days and must pass a second drug test to participate in covered activities and/ or drive to school. It will be the responsibility of the student to pass a second drug test before being allowed to participate in covered activities or to drive on school premises. It will also be the responsibility of the student/guardian to pay at their own expense for the drug test at one of the offices of the drug testing company. No

student will be allowed to participate in covered activities or drive to school without first passing a second drug test.

Second Offense – Exclusion from all covered activities for the remainder of the school year and must pass a drug test to participate in covered activities and/or to drive to school again. A non-negative test through this random drug testing program will not result in suspension from school or academic sanctions. The district will not report results to law enforcement.

Refusal to Submit or Falsifying Results

A student refuses to submit for drug testing when he/she fails to provide adequate urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process. A participating student who refuses to submit to drug testing or who takes deliberate action to falsify results will be suspended from all covered activities/driving for (1) calendar year and will forfeit eligibility for all awards and honors given for covered activities from which the student was suspended.

Anti Bullying Policy

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

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No

employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

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

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

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

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