

NOWLIN MIDDLE SCHOOL
2016-2017

Independence School District

Nowlin Middle School

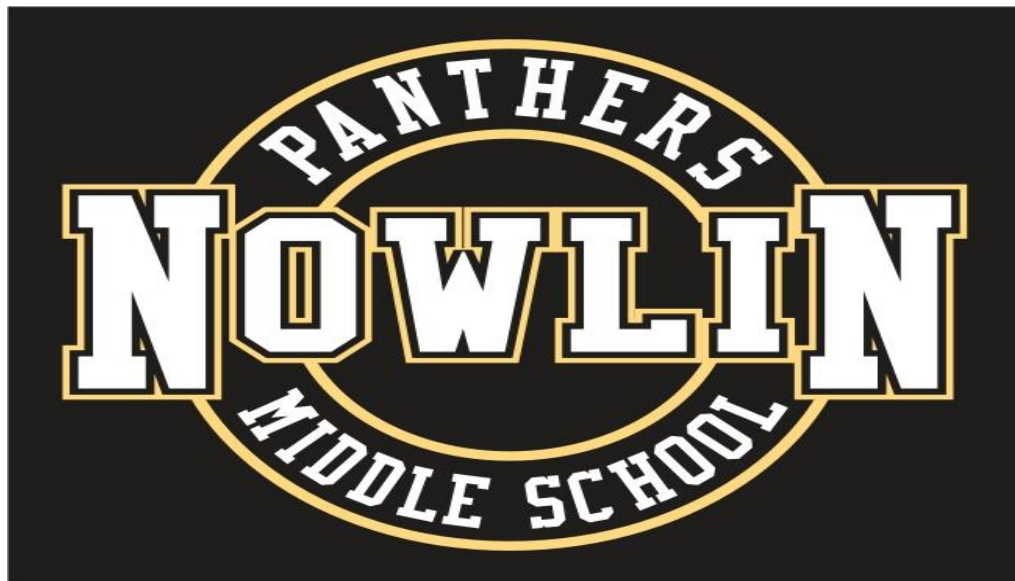
This agenda belongs to:

Name _____

Team Number _____

Grade: _____

STUDENT HANDBOOK AND AGENDA 2016-2017



NOWLIN PANTHERS

Panther Promise

We, the staff and students of Nowlin Middle School, promise

- To be kind all day, every day
- To respect other people at all times
 - To take care of our school building and grounds
- To come to school ready to learn each day

Purpose Statement:

Through high expectations, all students will achieve and succeed
In a safe, caring, and structured environment.

Vision Statement:

All students can learn.
Human beings deserve unconditional regard and respect.
Nobody is any better than anyone else.
Building relationships is the first step toward student success.
Students will rise to high expectations.
Working cooperatively with parents and community is essential to student learning.

Nowlin Daily Bell Schedule

1 st Hour	2 nd Hour	3 rd Hour	4 th Hour	5 th Hour	6 th Hour	7 th Hour	8 th Hour
8:15-9:00	9:04-9:49	9:53-10:38	(A) 10:42-11:52	(A) 11:56-12:41	12:45-1:30	1:34-2:19	2:23-3:09
			(B) 10:42-11:27	(B) 11:31-12:41			

Nowlin Administration

Dr. Cristin Nowak	Principal
Mr. Tim Bressman	Administrative Intern
Ms. Taisha Newcomer	Assistant Principal

Insert

School Calendar

here

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ON THIS PAGE**

Library Passes

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Purpose of the Agenda

The agenda is designed to be an organizational and learning tool for student. The purpose of the agenda is threefold:

1. It serves as a place to record your classwork and homework assignments for every class each day.
2. It provides for an effective and daily means of communication between home and school.
3. It allows for monitoring of your participation and progress by parents, teachers, and students.

It is the student's responsibility to carry this agenda with them every day and review it with your parent(s)/ guardian(s) each night. This agenda will serve as the official hall pass for students. Students should not be out of class any time without their student agenda. Students are required to purchase a replacement agenda for \$5.00 in the event their original is lost.

Data Sheets & Emergency Information

The data sheets and emergency information must be on file in the office for a student to attend school. Please keep the information updated any time there is a change. **Please notify the office if you change address, need to change emergency contacts, or change your phone number.**

Attendance

Students are expected to come to school and attend each class unless they are sick. We are concerned about each student's academic growth and success and encourage parents to join us as we prepare our students for the world of work. Students who stay home from school are required to have a parent call the school attendance office by 9 a.m. each day you are absent. We encourage medical appointments to be made after school hours whenever possible to reduce the amount of learning time lost. An automatic call will be made to parents when an absence is not called in to school by 10:00 a.m.

In order to participate in school activities and after school events, students must attend that day. Excessive absences may affect grades and will be addressed by school administrators, Family/School Liaison, and/or the School Resource Officer. Habitual tardiness to school may result in disciplinary action. This policy includes excused and unexcused tardies.

To Report An Absence, Call The Attendance Secretary at 816-521-5380

Parents of students who did not call the school or send a note with their child will be contacted by the attendance secretary for an explanation of the absence. Students who arrive late or check-out early must sign-in/out at the attendance window.

Attendance – Release of Students

Only persons listed on the emergency transportation card will be permitted to check a student out from school. Individuals picking up students must provide state issued photo identification to the office secretary.

Parents or other named adults are required to come to the office to sign students out. Picture identification (**state issued photo identification**) is always required of all adults who have written authority to pick a student up. Students will only be released to authorized persons on the contact list *unless* the school receives a written note from the parent/guardian.

Homework Request for Absences

Students who are absent three or more full days in a row may have a parent call the school for homework assignments. The homework request must be made 24 hours in advance in order for all teachers to have enough time to prepare the assignments by 3:30 p.m. Parents may pick up the assignments in the attendance office. In order to receive credit, all assignments must be completed according to the due date given by the teacher.

Students who are absent for less than three full days need to request make-up assignments from each teacher once they return back to school. Teachers will allow ample time to complete the missed work. Be sure to check with each teacher for the due dates on make-up assignments.

Long-Term Absences

If, because of illness, your doctor requires you to stay at home for more than one week, a parent should notify the school counselor immediately so arrangements can be made for missing work.

If you plan to miss school for a family trip that cannot be scheduled in the summer, a parent should write a note of explanation for the principal's approval one week before your departure. This note should be presented to each teacher one week in advance to allow time to prepare the work that will be missed.

In order to participate in school activities and after-school events, students must attend the full day of school. Excessive absences may affect your grades and will be addressed by school administrators, family school liaisons, and/or school resource officers. Participants in interscholastic sports must attend a day in order to be eligible for that day's athletic event unless permission is gained from the administration.

Academic Eligibility for Athletics and Activities

In order for students to participate in Missouri State High School Athletics Association (MSHSAA) sponsored activities and athletics at the beginning of the school year, students must have passed seven (7) of eight (8) subject area classes during the last grading period of the preceding school year. During the school year, students will become ineligible if they fail more than one class at the end of grading period. Students would remain ineligible for the duration of that grading period. His/her status would be determined the next grading period based on his/her new grades.

Students must meet other MSHSAA requirements to participate in activities including residency and age requirements. To participate in 7th grade activities, students must not have reached 14 years of age prior to July 1st preceding the opening of school of their 7th grade year. To participate in 8th grade activities and/or athletics, students must not have reached 15 years of age prior to July 1st preceding the opening of their 8th grade year.

You may not participate in an outside organized sports program while playing for a school team during that sporting season. Check with your coach if you have questions regarding this policy.

Bus Information

Appropriate and positive behavior is expected while at school and on the bus. Safety is our first concern in regard to bus transportation. You are expected to follow all transportation guidelines and the directions of the driver at all times.

Students are not permitted to eat or drink on the bus due to a potential hazard to students with food allergies (Board Policy 2875)

If you fail to follow transportation policies and safety guidelines, you may be suspended from riding the bus. Once on board your bus, you may not get off until your assigned bus stop. Students must carry their bus pass and show it to their bus driver upon request. Questions regarding specific bus issues would be directed to the Transportation Department at 521-5335.

Special Request/ Permission to Ride a Bus with a Friend

Students requesting to ride a bus other than their own must get a special bus pass from the office. These are called "one day ride passes". **These passes require a parent/guardian note with a signature approved by your administrator.** Passes should be obtained by 9 a.m.

Counselor/Family School Liaison

Our counselors and family school liaisons are a valuable resource for students and parents by assisting with individual counseling, support groups, family services, and career education.

A student may see the counselor/FSL by setting up an appointment before or after school. The counselor/FSL will send a pass for the student.

Deliveries

Deliveries of flowers, balloons, etc. are NOT permitted at school due to allergies and the need for latex-free schools.

Field Trips

When you are on a field trip, you are representing your school. It is important you stay with your group and listen to any special instructions given by your teacher and chaperones. School rules apply while riding the bus and while attending your event. Be sure to act in a manner which reflects positively upon your school. Due to parents needing a background check and also needing to complete district forms to volunteer at school, parents may not supervise a field trip without first gaining permission from school administration.

Fundraising

Only fundraisers which are sponsored by the school district or PTSA may raise money. You may not sell fundraising items for your group during the school day.

Health Services – Nurses

Our school nurse is available if you have health questions. Your teachers must fill out a pass for you to be admitted to the nurse's office. The nurse will notify your parent if they need to be contacted for any medical reason.

PLEASE BE SURE THE SCHOOL HAS CURRENT EMERGENCY NUMBERS TO REACH YOUR PARENT IN CASE OF ILLNESS OR EMERGENCY.

ALL medication, prescription and over-the-counter, to be taken by or administered to a student while at school must be delivered to the Health Clinic by a parent, guardian, or other designated adult. A Medication Consent form must be completed and signed. Medication must be in a current, pharmacy-labeled container which states the student's name, date, doctor's name, medication name, quantity, frequency, dosage and route of administration. All over-the-counter medication must be in its original labeled container and accompanied by a doctor's written order containing all of the above information.

Only medication approved by the Federal Drug Administration will be given to students with parent and doctor consent. Doses must be within accepted ranges found in medical and pharmaceutical reference books. Medically trained personnel can refuse give a medication based on review of the Physician's Desk Reference, consulting with a supervising nurse, physician, and pharmacist or if any of the above listed information is not provided.

Students are not to carry or have in their locker any type of prescription, vitamin, over-the-counter medication, pills, sugar pills, or anything resembling pills, drugs or medication. Counterfeit drugs will be treated as inappropriate medication and/or illegal and disciplinary action will be taken. Asthma inhalers may be carried by the student only if a parent/guardian or designated adult delivers it to the Health Clinic and completes the appropriate paperwork. Inhalers must have a prescription label which includes the student's name, date, doctor's name, medication name, dosage and frequency. For the safety and protection of all students, the administration will take serious disciplinary action if these rules are not followed.

A student can be suspended from school for carrying, taking, selling, or giving ANY TYPE of unauthorized substance or substance that was implied to be an unauthorized substance to another student or adult at school, including vitamin or pain-relief products, pills, sugar pills, or anything resembling pills, drugs, or medications.

Inappropriate and Unnecessary Items for School

Items of value should be left at home for safekeeping. ***The school is not responsible for items which are lost or stolen. Students should not bring any of the following to school:***

-Phones, video games, cameras, iPod, MP3 players and other electronic equipment and devices.

Students who are found using these items may have them confiscated by an adult and turned into an administrator. The first time, the item will be returned to the student at the end of the day. The second time items are confiscated, parents may be asked to pick the item up in addition to possible consequences to the student (habitual offenses may result in further disciplinary action). Students who use these items or have them out during the school day will be subject to disciplinary action up to and including ISS/OSS.

Progress Reports

You will be given specific information about grading procedures in each of your classes. Be sure you understand your teachers' expectations. Progress reports are designed by your teachers to assist you and your parents in keeping track of your proficiency toward specific standards. Progress reports will be sent home approximately every nine weeks. At the end of each semester, proficiency scores will be converted into a letter grade. Semester progress reports are mailed home at the end of each semester.

Reporting Periods

1st Semester:

Progress Report 1: October 7th

Progress Report 2: December 20nd

2nd Semester:

Progress Report 3: March 10th

Progress Report 4: May 18th

Eligibility Dates for Activities

According to MSHSAA student by-laws for 7th and 8th grade students a grading period to determine eligibility can be no less than 6 weeks and no more than 9 weeks. The following dates will determine student eligibility to participate in extracurricular activities. A student having more than one F on the dates listed below will be ineligible until the next grading period.

Friday, September 23rd

1st Semester grade Dec. 20th

Friday, November 4th

Friday, February 24th

PowerSchool

Parents will have the opportunity to view PowerSchool from any computer with internet capabilities. Parents will be able to view attendance, proficiency levels, and assignment status for their child. Parents will need to obtain a username and password to access the PowerSchool site from the school office.

National Junior Honor Society

Students who attain three semesters of at least a cumulative 3.5 grade point average (beginning in the 6th grade), teacher/principal collaborative recommendations, and a service learning project will be eligible for induction into the National Junior Honor Society during the 2nd semester of his/her 7th grade year.

President's Award for Educational Excellence – 8th Grade Academic Award

Students meeting the following criteria will be recognized during their 8th grade year by the Board of Education for their outstanding academic achievement:

1. Students who score advanced (4) or Proficient (3) in Communication Arts and Math on the annual Missouri Assessment (MAP) during their 7th grade year.
2. Attain at least a cumulative 3.5 GPA while in middle school (minimum three full semester in ISD)

Character

Character Traits is a program designed to emphasize positive character traits in all areas of your life. The traits listed below will be blended into your curriculum, your extra-curricular activities, and our community as a whole. To recognize good citizenship and outstanding character, students will be recognized each month who exemplify the character trait of the month.

Focus Traits throughout the year:

JAN	Respect	MAY	Self-control	SEP	Responsibility
FEB	Cooperation	JUN	Courage	OCT	Integrity
MAR	Initiative	JULY	Loyalty	NOV	Citizenship
APR	Perseverance	AUG	Ambition	DEC	Compassion

Library Media Center Policy

The Library Media Center is a quiet place to study, do research, or to check out books/e-readers and audiovisual

materials. When students visit the LMC, they are expected to have a pass from their teacher and sign in on the provided list.

Fines will be charged on overdue materials. The fees are posted in the LMC. Notices for overdue materials and late/lost book fees are regularly sent to homeroom teachers to help remind students of library obligations. It is the student's responsibility to take care of these items in a timely manner.

Students will not be permitted to check-out additional books until fines have been paid and/or missing books have been returned. Obligations may impact a student's eligibility for special school related events.

Lockers

You will be assigned a locker during the first few days of school. Only locks provided by the school are allowed to secure your locker. Use only your assigned locker. **DO NOT SHARE YOUR LOCKER WITH ANYONE ELSE UNLESS ASSIGNED BY ADMINISTRATION.** Your books, backpack, coat, and class work must be stored in the locker assigned by your teacher so the office can locate your supplies in case of illness. Remember to keep your locker combination a secret. Letting others know your locker combination may result in problems or possibly even theft. Report any locker difficulties to your teacher.

Although your locker stores your personal possessions as well as the school's books, remember that all lockers belong to the school and may be opened as needed. Be sure to keep your locker clean, organized and free of unacceptable posters or other materials. Remember, what does not belong at school does not belong in your locker.

In PE you will also have a gym locker. You must use a school-issued lock. **Be sure to carefully lock your gym items to avoid loss or theft. The school is not responsible for items which are lost or stolen.** Remember to keep your combination a secret. If your hall or gym lock is lost, stolen or damaged, a replacement fee of \$5.00 will be charged. This fee will be refunded if your lock is found.

Nutrition Center Expectations

Students will need to walk quietly to and from the cafeteria. Students are expected to follow the posted cafeteria rules and all directions given by the teachers who supervise during breakfast and lunch. You may select a hot meal or choose other items such as a sandwich, salad, fruit or yogurt. Each student will be given a personal identification number (PIN) to use at the cashier's register. Enter your number into the register one time only. Students may pay daily or keep a balance in their personal account.

Expectation in the Nutrition Center and Common Area

- ALL lunch items must be placed on a tray. Leave food in its serving container until it is paid for. Do not eat in line. You may only go through the lunch line one time, so be sure to get everything you need.
- Students are NOT permitted to wear coats, jackets, or other garments to lunch. Backpacks should be left in the locker every morning.
- No cutting in line, saving seats, or having one student purchase food for another student.
- Students must have their money and PIN number ready when they reach the cashier.
- Students will sit in tables designated by their lunch hour teacher and remain seated at those tables during the entire lunch shift.
- Students are not permitted to eat fast-food items in the nutrition center, but may eat their lunch in another designated location.
- Food and drink are NOT allowed outside of the nutrition center. You should finish all items prior to the end of your lunch time.
- Students will be expected to conduct themselves properly while using the cafeteria. Throwing of objects or creating any disturbance will result in a disciplinary consequence. Students may be required to assist with clean-up duty, silent lunch detention, and/or referral to their community administrator.

School Dress Code

Students should wear clothing that is appropriate for school and is not distracting, offensive, or dangerous. Any violation of the following will result in the student required to adjust or change clothing.

- Clothing should not display anything that is sexual in nature; advertise or promote drugs, alcohol, or tobacco; display violence; suggest put-downs toward any ethnic group or promote any other material deemed harmful, distracting, or offensive.
- Shirts or tops MUST cover the midriff, back and chest area (tube tops, halter-tops, and diagonal tops with strap over on shoulder are not allowed).
 - Tank tops must cover undergarments, chest area, and sides of torso.
 - Spaghetti straps are not permitted.
- Pants/Shorts/Jeans with holes cannot expose too much skin.
- Pants, shorts, jeans, etc. must be worn so that the waistband is at your waist. Sagging of jeans, shorts, and pants is not permitted.
- If pants will not stay up on their own, student will be expected to adjust clothing or change.
- Shorts and skirts must not be too short or revealing.
- Hats may not be worn inside the building during the school day. This includes stocking caps, scarves, bandanas, “do rags”, hoods, or other headwear.
- Coats, backpacks, purses, blankets, and book bags should be placed in your locker as soon as you arrive at school.
- Jewelry must not be dangerous, distracting, or promote drugs, alcohol, tobacco, weapons, profanity, or sex. Watch, wallet, or other chains worn from the waist are not permitted.
- Bandannas and other gang-related attire are not permitted at school.
- No house shoes or slippers allowed.
- Hairspray and/or hair or body dye materials are not allowed at school or on the school bus.
- Skin tight pants cannot be sheer or see through.
- Writing on skin and/or body graffiti which is a distraction will result in students being required to remove it.

Students who are dressed inappropriately will be asked to change clothes before attending class or school activities. A student with too much exposed skin will be asked to change into appropriate clothing. If a student chooses not to comply, staff will refer the student to an administrator for further disciplinary actions.

As fashion trends develop, the administration may determine that other styles are not safe or appropriate to be worn at school.

The school reserves the right to restrict any student from attending classes or school activities when such student’s dress, general appearance and/or conduct creates safety, health, or discipline problems. Exceptions to the dress code may be made by administration.

School Sponsored Events/Activities

Special events for students are planned by the PTSA, the administration, and your teachers. These activities are specially planned for each school. All rules concerning behavior, dress code, and language apply at any school activity. Students who are leaving with a parent or guardian of another student should turn in a signed permission note from their parent to the office for approval the day of the activity. To insure safety, no one will be allowed to leave during an activity unless accompanied by their parent. Obligations may impact a student’s eligibility to attend events and activities.

Acting in a way that endangers the safety of other students, dressing in an unacceptable way, or causing the chaperones to wait longer than 20 minutes could result in you not being allowed to attend the next school activity or in other disciplinary action. Students are not allowed to walk home after school or after a school sponsored activity.

Textbooks

Textbooks used in classes are furnished without charge. If you lose, damage or destroy a textbook, a fine will be charged through the office. You will be required to pay that fine prior to the end of the school year.

Student Expectations – Conduct and Consequences

All students have the right to learn and be successful in a safe and productive environment. To achieve this goal, school policies and procedures have been established that promote personal responsibility, respect for self and others, and cooperation. Students are expected to follow district and building policies at all times. These rules are listed in the following sections. In addition to school-wide policies and procedures, your teachers will also have specific classroom rules. Consequences for not following school rules range from a warning to suspension from school. Students will sign the Standard of Conduct form which highlights specific conduct expectation.

Academic Dishonesty

Academic dishonesty is a serious offense which may result in consequences.

Examples of academic dishonesty include, but are not limited to:

- Cheating on test/homework
- Plagiarism
- Taking a STAR test for another student, etc.

Consequences may include a zero on the assignment, a detention and/or ISS and possible removal from school.

Assault/Fighting

Attempting to cause injury to another person; placing a person in reasonable apprehension of physical injury; physically injuring another person OR instigating a fight.

Violations may result in ISS, OSS, recommendation for long-term suspension, expulsion, and/or may be reported to the appropriate authorities (including police, or Division of Family Services) and a referral to Youth Court.

Cyber-bullying

Cyber-bullying is often defined as using an electronic device to send damaging or hurtful messages about an individual with the intent to hurt a reputation or friendship with others. This may happen through text messages, emails, instant messaging, or other social network sites such as Facebook, social networking sites, or taping school incidents.

Electronic harassment and intimidation can be detrimental to a school's educational climate. Disruptions, fights, and even extreme acts of violence may result. The administration reserves the right to investigate this type of bullying if it appears to be impacting the learning environment of our school. Consequences for this type of disruption may result in ISS, OSS, or other disciplinary consequences.

Extortion – Theft – Vandalism of Property

Includes, but not limited to:

1. Vandalism to school, student, or staff property.
2. Theft of another student/staff/school property.
3. Intimidation of student to gain money/specific articles, etc.

Students will make restitution and be assigned disciplinary consequences at the discretion of the administration. A police report may be filed and Youth Court assigned as well.

Harassment and Sexual Harassment

Harassment is defined as UNWELCOME behavior that threatens, demeans, frightens, or intimidates another person.

Charges of harassment (bullying) or sexual harassment may result in out-of-school suspension, expulsion and/or referral to legal authorities.

No Touch Policy

Students will maintain a "NO TOUCH" policy under ALL circumstances. Students will not hug, kiss, hold hands, push, punch, pinch, etc., anyone at any time, even if is done in fun or in a playful manner.

Consequences for failure to comply may include: warning, teacher/administrative detention, ISS, or OSS depending

on the frequency and severity of the offense.

Profanity and Insubordination

Disorderly, profane, disrespectful, and/or disruptive speech or conduct that is flagrant and/or not manageable through school safety procedures. Disrespectful/profane speech on all ISD properties or school sponsored events will NOT be tolerated.

Consequences may include: warning, teacher/ administrative detention, ISS, or OSS depending on the frequency and severity of the offense.

Searches

Safety for students and staff is a major concern of the administration. The administration reserves the right to search students, student belongings, and student lockers whenever reasonable suspicion warrants such a search.

Tardies

Students are expected to report on time to school and to all classes. Students who are habitually tardy will be assigned consequences by administrator.

Technology Use

Students and parents need to refer to the *Student Email Guidelines* and the *Independence School District Acceptable Use Agreement* forms. These forms will be signed and collected from each student.

Violation of Safe Schools Act

In accordance with Missouri House Bills 1301 and 1298, the "Safe Schools" legislation provides the following safeguards. The act establishes the crime of "assault" while on school property if the student:

1. Knowingly causes physical injury to another person or...
2. With criminal negligence, causes physical injury to another person by means of a deadly weapon...
3. Recklessly engages in conduct which creates a grave risk or serious physical injury to another person(s) on school property.

Students in violation of the Safe Schools Act may face consequences including long-term suspension or expulsion for not less than one year, in addition to legal consequences.

Threats or Bullying – Oral or Physical

Including, but not limited to: verbal abuse/threats toward students/staff, threat of violence toward student/staff, verbal/written threat of possessing a dangerous weapon, verbal/written threat on the life of a student or staff member.

Violations may result in ISS, OSS, recommendation for long-term suspension, expulsion, and/or may be reported to the appropriate authorities (including police) and/or a referral to Youth Court.

ALL STUDENTS ARE REQUIRED TO SIGN A CODE OF CONDUCT/ANTI-BULLYING PLEDGE EACH YEAR.

Use and/or Possession of Tobacco Products

Students found in possession of or using tobacco related items will receive a suspension (ISS/OSS). The length of the suspension will be based on the severity and frequency of the offense according to board policy.

Use, Possession, Sale/Transfer or Attending Under Influence of Alcohol or Drugs

A student can be suspended from school, referred for long-term suspension, and/or referred to legal authorities for being under the influence of, carrying, taking, selling, or giving ANY TYPE of unauthorized substance to another student including vitamins, pain-relief products, pills, sugar pills, or items implied to be or resembling drugs and/or pills.

Weapons

The use and/or possession of a weapon or potentially dangerous/inappropriate items are prohibited. The 1994 Federal Gun Free Schools Act, Missouri Revised Statutes and the policies of the Independence School District define a weapon. **Violators will be referred to the appropriate legal authorities and also are subject to 10 day out-of-school suspension with a recommendation for a long-term suspension or expulsion from school.** If a student

violates the weapons policy as provided in both state and federal law, the student shall be suspended and/or expelled for a period of not less than one year as specified by law.

Disruptive Behavior Continuum **Safe Seat – Buddy Room – Recovery**

Safe Seat is a seat in the regular classroom where a student can stop the inappropriate behavior. While in the safe area, students are responsible for taking ownership of their behaviors and developing a plan of how to avoid that problem in the future while continuing their academic course work.

Buddy Rooms are a classroom other than the student's regular room where a student can stop the inappropriate behavior and take responsibility for the behavior while continuing to work.

Recovery Room is a safe place for students who cannot stop their behavior in the buddy room, or are having difficulty controlling their behavior to the extent that a buddy room is not the appropriate next step.

Schoolwide Positive Behavior Support (SW-PBS) is a framework for creating safe and orderly learning environments in schools, while improving the social-emotional outcomes for students. It is a proactive approach that relies on research based practices, including developing clear behavioral expectations, teaching these expectations, acknowledging appropriate behavior, consistently correcting inappropriate behavior, and using behavioral data to systematically solve problems. SW-PBS is built on a three tiered model that provides additional behavioral supports to students who are not responding to the tier 1 interventions.

Detention/Saturday School

Detentions can be issued by a classroom teacher or by an administrator. Teachers/administrators will make contact with the parent to make arrangements for transportation. Students and parents will be given at least 24 hours' notice before a detention is to be served outside of regular school hours. Missing detentions could result in additional consequences including suspension.

In-School Suspension

If you are assigned to In-School Suspension class (ISS), you are expected to demonstrate good behavior, follow all the ISS rules and complete all of your assignments provided by your teachers.

A copy of classroom expectations will be provided to all students assigned to ISS. Restroom breaks and lunch will be at a different time than your regular schedule.

Any disruptive or inappropriate behavior in ISS may result in additional ISS time or Out-of-School suspension (OSS) for the remainder of the assigned time and OSS may be given in the future when ISS would normally be given.

Students who are in ISS may not attend after-school activities, sporting events, or participate in practices or games. Participation in after school tutoring may be allowed with permission.

Out-of-School Suspension

Serious or repeated violation of school policies will result in out-of-school suspension (OSS). The length/severity of OSS will depend upon the offense.

Students who receive OSS for three or fewer days should request their work when they return from OSS. Students will receive sufficient time to get their work done. Students who receive four or more days of OSS may request three days of work at a time. When the first three days of work is completed at a satisfactory level, they may request another three days of work.

While suspended from school, students are not permitted to be on school property or attend or participate in any school or district activity during the dates of the suspension.

Before returning to school from an out-of-school suspension, a parent conference with an administrator may be required and/or transition period back to class.

Students and families should refer to the Independence School District Handbook to view specific District Policies, as well as state and federal laws. A copy of the handbook is provided to each student at the beginning of the school year.

Using the Telephone

School telephones are for school business. For extracurricular activities or rides home, you should make arrangements prior to the start of school. Students will not be allowed to use the phones during class time. If you need to use the phone during the school day, you may do so only with written permission from a staff member. Next to the office telephone is a notebook where you must record information about your phone call. Long distance phone calls cannot be made from any school phone. If you have a message from home, the office will notify you in class. If you are ill, you must see the nurse, who will call a parent/guardian should you need to be sent home.

After School Policy

Students staying after school must be under the supervision of a teacher. Please have your ride available at the time specified by the coach/sponsor. Students must wait for rides in the designated locations assigned by their coach or sponsor.

School telephones are limited in number, and waiting to telephone until the end of an after-school activity presents a problem. Parents should plan to pick up their student at or before the end of the activity. Students who are absent all day due to illness on the day of an after-school activity may not attend nor participate in that activity.

If you are absent due to illness on the day of an after-school activity, you may not attend nor participate in that activity, unless excused by administration. Students under suspension, in-school or out, are not allowed to participate in after-school activities.

Students must meet academic eligibility requirements from both state and school to be eligible to participate in MSHSAA sponsored activities.

Visitors

Generally, student guests are not permitted at school since extra people could cause unnecessary classroom interruptions. Parents and other visitors must check in at the office to receive a visitor's badge. For the safety of everyone, visitors who act in inappropriate or unsafe manners will be asked to leave.

Common Expectations

Students will be given a list of additional common school, cafeteria, and classroom expectations that they will be required to follow. Failure to follow the common expectations will result in consequences. Consequences may include: warning, teacher/ administrative detention, ISS, or OSS depending on the frequency and severity of the offense.

Special Education 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, including non-residents of attending private schools within the district's jurisdiction, highly mobile children such as migrant and homeless children, and children who are suspected of having a disability and in need of special education.

The Independence School District assures that it will provide a free and 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, deafness, intellectual disabilities, multiple disabilities, speech and language impairments, traumatic brain injury, visual impairment blindness, and young children with developmental delays.

The Independence School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for all infants and toddlers eligible for the Missouri First Steps Program.

The Independence School District assures that personally identifiable information collected, used, or maintained by

the agency for purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and or reviewed by parents/ guardians. Parents/guardians may request amendment to the educational record if the parent believes any of the information is inaccurate, misleading, or violates the privacy of their child. Parents have the right to file a complaint with the 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 Independence School District has developed a Local Compliance Plan for the implementation of the State Regulations of the Individuals with Disabilities Improvement Act (IDEA 2004)). This plan contains the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed by appointment at the Independence School District Central Office, 201 N. Forest Ave, Independence, Missouri 64050.

Section 504

No otherwise qualified individual with disabilities will be excluded from participation in, or denied benefits of any program or activity solely on the basis of their disability. Under Section 504, which is separate from special education, any student having a physical or mental impairment *which substantially limits one or more major life activity* may potentially qualify for accommodations. Questions can be directed to the building principal or the District's Section 504 Coordinator.

Annual Notification to Use Public Funded Program Benefits

Part B of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) allows for school districts to use specific government funded public program benefits to assist with costs associated with IEP services. Examples of covered IEP services include speech therapy, occupational therapy and physical therapy. We are required to annually notify parents of our participation.

One-time written parental consent to release personally identifiable information to the government funded public program (i.e. Medicaid—MO HealthNet) to determine, access, and recover entitled program benefits from a student's or parent's government funded public program benefits will be sought by the District. Consent is voluntary and may be revoked at any time. Consent does not give the District permission to access private insurance benefits. Your written consent indicates that you understand and agree that the District will submit your child's information to the government funded public program and their authorized agencies to verify eligibility and submit claims.

Parents are not required to sign up for or enroll in Medicaid to receive IEP services or a free appropriate public education, nor are they responsible for any out of pocket expenses for these IEP services. The District will provide the required IEP services to your child at no cost to you whether or not you grant your written consent. The District's use of this reimbursement program does not in any way affect or impact other Medicaid benefits to which the child is entitled, including any otherwise eligible services out of the school.

Parent/Family Involvement in Education

Title 1 – Parent Involvement Policy

The Board of Education recognizes the positive effects of parents/families' involvement in the education of their children. The Board also recognizes the importance of assisting schools in eliminating barriers that impede parent/family involvement and will facilitate an environment that encourages collaboration with parents/families and community. The Board is committed to strong parent/family involvement in working collaboratively with District staff as knowledgeable partners in educating District students. In order to implement the Board's commitment to parent/family involvement in education, the Superintendent will appoint a committee of parents, staff, and community representatives to serve as the District's Parent Involvement Committee. The Committee's responsibilities will include recommendations for program development, parent/staff training and program evaluation. The Board also recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review(ing) of Title I programs.

-Excerpt from Independence School Board Policy

The NCLB Parental Involvement: Title I, Part A Non-Regulatory Guidance adopted April 23, 2004 states:

An LEA's written parental involvement policy must establish the LEA's expectations for parental involvement, and

describe how the LEA will-

- Involve parents in jointly developing the LEA's local plan under section 1112 in the process of school review and improvement under section 1116
- Provide the coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance
- Build the schools' and parents' capacity for strong parental involvement
- Coordinate and integrate parental involvement strategies under Title I, Part A with parental involvement strategies under other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters (HIPPY), State-run preschool programs, and Title III language instructional programs
- Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served with Title I, Part A funds, including-
- Identifying barriers to greater participation by parents in parental involvement activities, with particular attention to parents who are economically disadvantaged, or disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
- Using the findings of the evaluation to design strategies for more effective parental involvement;
- Revising, if necessary, the LEA's parental involvement policies; and
- Involve parents in the activities of schools served under Title I, Part A. [Section 1118(a)(2), ESEA.] [For more detailed information see Appendix D for a sample template of a District wide Parental Involvement Policy.]

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent -

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

**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 programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB).

**Missouri Department of Elementary and Secondary Education
Complaint Procedures for NCLB Programs
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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 fifty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve
4. **Report by LEA.** Within forty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered 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
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.

Policy Regarding Alcoholic Beverages, Narcotics, Illegal Drugs, Prohibited Substances, Medication and Smoking

Sale, and/or use, and in any instance when a pupil is discovered to have on or about such pupil's possessions, or placed elsewhere on the school premises of alcoholic, beverages, narcotics, illegal drugs, and/or prohibited substances, and drug paraphernalia, as defined by RSMO Chapter 195, by any student while such student is upon school property, in attendance at a school function, whether off or upon school property or while on school

furnished transportation will result in suspension from classes with a recommendation to the Superintendent of Schools that the student be suspended for a period not to exceed one hundred eighty (180) days.

Sale, and/or use, and in any instance when a pupil is discovered to have on or about such pupil's possessions, or placed elsewhere on the school premises of medication, medicine, drugs or vitamins, either prescription or nonprescription by any student while such student is upon school property, in attendance at a school function, whether off or upon school property or while on school furnished transportation will result in suspension from classes and a possible recommendation to the Superintendent of School that the student be suspended for a period not to exceed one hundred eighty (180) days. Such medication, medicine, drugs or vitamins shall be delivered to the school clinic by a parent, guardian or designated adult with written orders from a doctor and shall be administered by trained personnel.

Any student engaged in smoking, chewing, sniffing, possession or any other use of tobacco or smokeless tobacco materials on school property during the school day or while any after-school activity is in progress, including riding the bus to and from school, will be suspended.

I have received my copy of the handbook which includes the Independence School District's discipline policy.

Student Signature: _____ Date: _____

NOWLIN MIDDLE SCHOOLS STRAIGHT A'S

Nowlin Middle School is dedicated to the success of every student. Nowlin is committed to the principles of the three A's:

Attendance- It is the desire that every student attend school every day. It is the goal that everyone attends school at least 95% of the time.

Attitude- Students with a positive attitude towards learning and school in general enjoy school and strive for excellence. It is the goal that all students will come to school every day with a positive attitude towards learning.

Achievement- Nowlin is dedicated to ensure that every student achieve academic and emotional fulfillment in an atmosphere of high expectations and personal support. It is the goal that every student reaches their fullest potential.

I understand the mission of the school and the three A's.

Student Signature: _____ Date: _____

Standard of Student Conduct

This document is based upon the provisions of the Missouri Safe Schools Act in Missouri Revised Statutes, the Federal Gun Free Schools Act and other pertinent laws which support schools being safe places for students and employees. Each student is expected to further his/her education and to respect each student's right to learn in a safe environment. The Standard of Student Conduct applies in or about all school buildings and grounds, at all school activities or activities, which involve Independence Middle School Campus and the Independence School

District. These standards will be applied to address the emotional, developmental and intellectual level of the student. Non-compliance with these standards may result in student suspension, expulsion and/or reporting to the appropriate agency or to law enforcement, which may result in removal from school grounds.

Students are provided with a Student Handbook at the beginning of each school year or when admitted to the Independence School District. The handbook, which is based on policies of the Independence School District, details the proper deportment of students and possible discipline consequences. A copy of district policy is available at each district building. The following paragraphs identify specific conduct issues that have the potential for significant disciplinary consequences.

This document requires a student's signature. The signature indicates that the content has been read and understood. This signed document will be kept in the student's file.

1. Profanity, display of affection, insubordination, behavior disruptions, and use of tobacco products are violations of policy. Students in violation will be subject to appropriate discipline.
2. Threats, bullying, cyberbullying, and oral/physical assault of a fellow student or staff member may result in suspension, expulsion, and/or be reported to the appropriate authorities (including police).
3. The use and/or possession of a weapon or potentially dangerous/inappropriate items are prohibited. The 1994 Federal Gun Free Schools Act, Missouri Revised Statutes and the policies of the Independence School District define a weapon. Violators will be referred to the appropriate legal authorities and also are subject to long-term suspension or expulsion from school. If a student violates the weapons policy as provided in both state and federal law, the student shall be suspended and/or expelled for a period of not less than one year as specified by law.
4. The use, sale, transfer, or attendance under the influence of alcohol or drugs is prohibited. Drug paraphernalia is also prohibited. Students in violation of policy will be subject to discipline which includes suspension and/or expulsion and reporting to the appropriate legal authorities.
5. Students are forbidden from making any terrorist threat or knowingly false report of a catastrophe, including but not limited to false bomb threats, which may disrupt or frighten people, causing the closing or evacuation of any building, facility, or transportation. Violation may result in suspension, expulsion, and will be reported to the appropriate law enforcement.
6. Extortion, theft, damage to school/staff/student property is prohibited. Students will be subject to suspension, restitution, and a report to the police department.
7. Students at Independence Middle School Campus are expected to be clean and tidy in attire. Dress and grooming must not disrupt the teaching and learning environment/process. When school authorities judge that a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health and safety, the student may be required to make modifications.
8. Attendance is necessary for adequate educational progress and learning. Missouri law requires that every parent, guardian, or other person having charge, control or custody of a child, be responsible for ensuring that the student attend school regularly. Failure to comply can result in legal proceedings. Regular attendance is required at ALL times at the Independence Middle School Campus. Truancy is prohibited. Students may be subject to home visits by school and law enforcement authorities, and or truancy court for truancy issues.
9. Federal laws and district policy dictate technology use. The use of technology, such as computer equipment, electronic mail, phone systems, and all other communication capabilities, is a privilege. Any misuse of technology that violates district or federal law will result in disciplinary action, possible loss of technology privileges, and or legal consequences (including FBI, United States Secret Service, etc.) – See Technology Acceptable Use Policy.

10. It is our goal to maintain an environment free from sexual harassment for students and employees. The district prohibits any form of sexual harassment. Reports of such incidents should immediately be made to building administrators. Disciplinary action may include suspension, expulsion, or referral to legal authorities.

Attendance Policy

The Independence School District is committed to quality education for every student. We recognize that preparing learners today for college or career readiness requires very competitive skills. In order to meet these learning goals for our students, attendance is extremely important. When a child misses out on instruction at school, even the best options we have to try and catch him/her up don't equal the effectiveness of being in class with peers and highly-qualified educators.

We know that when barriers exist preventing a student from regular school attendance and/or participation in class, it is our responsibility to address that situation. The Independence School District will use increasing levels of support as student absences or behaviors that prevent full participation at school increase. It is expected that the home, student, and school work together as a team in this process. Students are expected to come to school and attend each class.

Students who stay home from school are required to have a parent/guardian call the school attendance office by 9:00 a.m. each day you are absent. We encourage medical appointments to be made after school hours whenever possible to reduce the amount of learning time lost.

Parents/guardians of students who did not call the school will be contacted by the District to notify them of the student absence and request absence verification. Students who arrive late or check out early must sign in/out in the office. **Only persons listed on the data sheet or Power School will be permitted to check students out from school. ID's will be checked.**

In order to participate in school activities and after-school events, students must attend at least three and one-half hours of school that day. Excessive absences may affect your grades and will be addressed by school administrators, family school liaisons, and/or School Resource Officers.

It is the responsibility of the student to make arrangements with his/her teachers to make up work missed during an excused absence. Students will have one day for each excused absence, plus one more day to make-up missed work.

Students who do not meet the aforementioned criteria will be considered to be in non-compliance with these attendance procedures and will be assigned an unexcused absence or time missed.

10 Day Attendance Policy

Regular attendance is one of the most important factors in determining a student's academic success. Due to this, students who accumulate in excess of ten days in any class are subject to loss of credit for that class (BOE Policy 2310). (Days of student suspension are not counted as days absent for purposes of this policy.) When unusual or extreme circumstances occur, exceptions to this stated policy will be made only by administrative discretion on an individual basis. Beginning the first day of school, attendance will be closely monitored.

ISD uses the following interventions to assist students in making up absences and instructional time:

- Tutoring time (teacher tutoring time usually after school but also before school)
- Saturday School
- Recovery time, if not in combination with behavioral consequences
- Make up time for student absences if exceeding 10 to become compliant with BOE policy and regulation 2310 concerning denial of course credit
- Wednesday and Friday after school detentions
- After school attendance recovery time with an adult in the building, including in office area

Independence School District Health Services

Bed Bugs Procedures

Procedures to follow if a bed bug is found:

1. Discreetly remove the individual from the classroom to the health clinic. Have a school nurse or other designated staff member examine the clothing and belongings. Any bugs found should be removed and placed in rubbing alcohol or alcohol-based hand sanitizer in a sealed container for identification; alternatively, use a small piece of transparent tape to stick the bug to a piece of paper. It is very important to confirm that the insect(s) are really bed bugs.
2. Inform the individual's parents/guardians including those applicable homes with blended families. The school nurse or administrator may contact the family and provide educational materials. A check should be made to see if the individual has any siblings attending area schools. If so, these facilities should be notified of the bed bug found, and the applicable school nurse should also check those students.
3. The school nurse will notify other building personnel on a need-to-know basis such as the building family school liaison and/or counselor for additional student/family support.
4. The school nurse will notify the director of health services who will in turn notify the below Departments (in the absence of the director of health services, the building administrator will be responsible for notification):
 - Notify the director of facilities. The director will access a pest inspector to first confirm specimens caught, inspect the affected areas in the facility, and make recommendations for next steps. Department procedures will be followed for usual cleaning of affected areas.
 - Notify the director of transportation to initiate internal department procedures for inspection and handling affected student discreetly while riding the bus.
 - Notify director of neighborhood and family services to enact home and family education, support and home visits where appropriate.
5. Per Missouri Department of Health and State Guidelines, students should not be excluded from the classroom due to bed bugs, nor should the facility be closed.

I have read, reviewed, and understand the policies and items described in the "Independence Middle School General School Policies" and the Student Planner. I understand the consequences that may result if I violate any of the policies or rules described in these documents.

Student Signature: _____ Date: _____

Nowlin Middle School Student Spectator Expectations

In order to provide a safe environment in which students may demonstrate school spirit and enjoy Nowlin sports, the following guidelines have been established. Students who adhere to all of these guidelines are welcome to attend athletic events.

1. Students who plan to attend a game must ride the bus home or be picked up by a parent at 3:09 (unless involved in an after-school club, tutoring, practice, etc.). Students should arrive at the game no earlier than 3:50.
2. Students who serve ISS/OSS on the day of a game are not eligible to attend the game on that same day.
3. Students who plan to attend a game must have the appropriate game pass with them accompanied with a parent signature and emergency phone number for that day's game. The game passes for each sporting season are in the student agendas.
4. Students will not be allowed to call home on the day of a game to obtain parent permission to stay for a game.
5. Students who attend games without their parents must sit in the designated "student section" of the gym or football/soccer complex. The gym section is on the far right corner as you enter the large gym.
6. Students who attend games are expected to watch the game. Loitering will not be permitted. Any student who leaves the building or stadium complex will not be allowed to return to the game.
7. Students who attend games are expected to demonstrate appropriate school spirit (i.e., cheering for Nowlin, but not booing the opposing team).
8. Students who attend games must be picked up promptly at 5:45 p.m. If a game runs longer than the scheduled pick-up time, parents are welcome to join their children or pick up the students, as they wish.
9. Students who are not picked up or with their parents by 5:45 p.m. will lose privileges to attend games for the remainder of that sporting season.
10. Students whose behavior does not adhere to school rules and the above guidelines will lose privileges to attend games for the remainder of that sporting season.

We encourage all Nowlin students to attend after-school activities. It is equally important for supervisors to be able to provide a safe, orderly place for students, parents, community members, guests, athletes and performers to enjoy performances or games.

INSERT SPORTS PASSES HERE