

West Plains  
Middle School  
2020-2021  
Student Handbook



West Plains Middle School  
2020-2021 Student Handbook Signature Form

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*Student Name (Please Print)*

5                  6                  7                  8

*Grade Level (Please Circle)*

**Student Handbook Receipt**

This is to acknowledge my receipt of a copy of the West Plains Middle School Student Handbook, which includes both informational items and the Student Code of Conduct. This form must be received by the office before students will be allowed to participate in school activities, use Internet or computers, and attend field trips.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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## 2020-2021 School Calendar

JULY 2020						
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DECEMBER 2020						
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Aug. 3	All Buildings Open
Aug. 11 - 13	Registration – WPES & WPMS (New students only)
Aug. 11 - 13	Registration – WPHS all grades; drop in 8 a.m.-3 p.m.
Aug. 17 - 21	Teacher Training
Aug. 18	South Fork Preschool & Kindergarten (5-6 p.m.)
Aug. 18	WPE PreK, Kindergarten, 1st Grade Open House (5-7 p.m.)
Aug. 18	Middle School 5th Grade Orientation (6 -7 p.m.)
Aug. 20	9th Grade Zizzer Day (8:30 a.m. - 1:00 p.m.)
Aug. 20	Open House, All Buildings (5:00 p.m. - 7:00 p.m.)
Aug. 24	Classes Begin
Sept. 7	Labor Day (No School)
Sept. 21	Teacher In Service (No School)
Oct. 16	End of First Quarter
Oct. 20 & 22	Parent/Teacher Conferences
Oct. 23	No School
Nov. 3	Teacher In Service (No School)
Nov. 23 - 27	Thanksgiving Break (No School)
Dec. 18	End of Second Quarter/1st Semester
Dec. 21 - Jan. 1	Christmas Vacation-No School
Jan. 4	School Resumes after Christmas Break
Jan. 15	Teacher In Service (No School)
Jan. 18	Dr. Martin Luther King Holiday (No School)
Feb. 12	Teacher In Service (No School)
Feb. 15	President's Day (No School)
Mar. 5	End of Third Quarter
March 15 - 19	Spring Break (No School)
March 23 & 25	Parent/Teacher Conferences Week (By Appt. Only)
April 2 - 5	Spring Break (No School)
May 17	12th Grade Graduation - 7:00 p.m. WPCC
May 18	8th Grade Promotion - 7:00 p.m. WPCC
May 19	SCCC Spring Commencement - 7:00 p.m. WPCC
May 19	End of Fourth Quarter
May 19	Last Day of Classes (4 hour day, dismiss 12:15 p.m.)
May 19	Faculty/Staff Reception 1:00 p.m.
May 31	Memorial Day - No Summer School

	<u>First Semester</u>		<u>Second Semester</u>	
August	6	January	18	
September	20	February	18	
October	21	March	18	
November	15	April	20	
December	14	May	13	
<b>Total 1st Semester</b>	<b>76</b>	<b>Total 2nd Semester</b>	<b>87</b>	

JANUARY 2021						
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JUNE 2021						
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30	31					

## West Plains Middle School

### Daily Schedule

**7:15** Building opens. Students should not arrive before 7:15 a.m. Students should go to the gym/cafeteria for breakfast or to wait for dismissal to their classroom.

**7:30–8:00** Breakfast served.

**8:05** Students go to First Period

#### 5<sup>th</sup> grade

**8:05 – 9:35** Block A  
**9:40 – 11:10** Block B  
**11:15 – 11:45** Lunch  
**11:50 – 1:25** Block C  
**1:30 – 2:05** Study Skills  
**2:10 – 3:00** Seventh Hour  
**3:05 – 3:40** RTI

#### 6<sup>th</sup> grade

**8:05 – 8:55** First Period  
**9:00 – 9:50** Second Period  
**9:55 – 10:45** Third Period  
**10:50 – 11:40** Fourth Period  
**11:45 – 12:10** Lunch  
**12:15 – 1:10** Fifth Period  
**1:15 – 2:05** Sixth Period  
**2:10 – 3:00** Seventh Period  
**3:05 – 3:40** RTI

#### 7<sup>th</sup> Grade

**8:05-8:55** First Period  
**9:00-9:50** Second Period  
**9:55 – 10:45** Third Period  
**10:50 – 11:40** Fourth Period  
**11:45 – 12:35** Fifth Period  
**12:40 – 1:10** Lunch  
**1:15 – 2:05** Sixth Period  
**2:10 – 3:00** Seventh Period  
**3:05 – 3:40** RTI

#### 8<sup>th</sup> Grade

**8:05-8:55** First Period  
**9:00-9:50** Second Period  
**9:55 – 10:45** Third Period  
**10:50 – 11:40** Fourth Period  
**11:45 – 12:35** Fifth Period  
**12:40 – 1:10** Lunch  
**1:15 – 2:05** Sixth Period  
**2:10 – 3:00** Seventh Period  
**3:05 – 3:40** RTI

**3:35** South Fork buses/Parent Pick Up/Walkers Dismiss  
**3:40** All Other Buses Depart Dismiss  
**3:45-5:00** After School Detention (if assigned)

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#### Grading Scale

(A) 100-90  
(B) 89-80  
(C) 79-70  
(D) 69-60  
(F) Below 60

**West Plains Middle School  
All Grades  
School-Parent-Student Compact**

West Plains Middle School, and the parents of students participating in Title I.A activities, services, and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

**School Responsibilities**

West Plains Middle School and its staff will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Show-Me Standards as follows.

1. Retain highly qualified principals and teachers,
2. Provide instruction, materials, and high quality professional development which incorporates the latest research, and
3. Maintain a safe and positive school climate.

Hold annual parent-teacher conferences to:

1. Discuss the child's progress/grades during the first quarter,
2. Discuss this compact as it relates to the child's achievement, and
3. Examine the child's achievement and any pending options at the end of the third quarter.

Provide parents with frequent reports on their child's progress as follows:

1. Information from the classroom teacher,
2. Suggestions from the classroom teacher,
3. Mid-quarter report mailed from the school, and
4. Quarterly grade cards/reports sent home by the school.

Be accessible to parents through:

1. Phone calls or person-to-person meetings,
2. Scheduled consultation before, during, or after school, and
3. Scheduled school or home visits.

Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:

1. Listen to children read,
2. Help with classroom decorations, art projects, etc.,
3. Present a program on your culture, a different country, etc., and
4. Assist with holiday programs or parties, educational trips, etc.



### **Parent Responsibilities**

I as a parent, will support my child's learning in the following ways:

1. Make sure they are in school every day possible.
2. Check that homework is completed.
3. Monitor the amount of television watched.
4. Volunteer in my child's classroom/school.
5. Be aware of my child's extracurricular time and activities.
6. Stay informed about my child's education by reading all communications from the school and responding appropriately.

### **Student Responsibilities**

I, as a student, will share the responsibility to improve my academic performance to meet the Show-Me Standards and will:

1. Attend school every day possible,
2. Be respectful toward others,
3. Do my homework every day and ask for help when I need it,
4. Read every day outside of school time, and
5. Give all notes and information from my school to my parent/guardian daily.

### **West Plains R-7 Schools**

Our Mission:

*West Plains Schools will provide opportunities for discovery and development of individual strengths by applying innovative strategies and local values within a safe environment.*

In pursuit of our mission we will:

- create and implement plans to maximize, improve, and develop district facilities.
- develop and implement innovative plans to expand technology resources and integration.
- develop and implement plans to partner with all members of the community to remove barriers that hinder learning.
- develop and implement plans to engage our early childhood families through enriched programs.
- develop and implement plans to increase effective communication.
- develop and implement plans to provide relevant professional development for our faculty and staff.
- develop and implement plans to ensure sufficient financial resources to meet our objectives and accomplish our mission.

**OFFICE HOURS: 7:30am – 4:00pm**  
**PHONE: (417) 256-7152**

**Dr. Kenneth Holstine, Principal**

**Mrs. Erica Walker, Assistant Principal**

### **WEST PLAINS R-VII DISTRICT PHILOSOPHY**

The West Plains School District recognizes the purpose of education is to provide students with opportunities and skills that will enable them to be productive members of a democratic society. The district adheres to the belief that cooperation among community, educators, parents, and students is essential for the success of this endeavor.

As members of the West Plains R-VII School District, we recognize that the role of the educator is to provide an environment conducive to learning in which all students are challenged to work to their fullest potential as they acquire knowledge and problem-solving skills that will help them become productive members of society.

We recognize that the role of parents/guardians is to encourage their children to give their best efforts each day. It is the responsibility of the students and parents to maximize those educational opportunities through their active participation in the educational process.

Through this collaborative effort, students of the West Plains R-VII School District will develop knowledge and technical skills that will enable them to become productive citizens prepared to meet the challenges of the 21st century. We recognize that public education is an essential instrument for the preservation and continuation of our representative democracy.

### **DISTRICT CSIP GOALS**

1. Facilities Improvement: We will create and implement plans to maximize, improve, and develop district facilities.
2. Technology: We will develop and implement innovative plans to expand technology resources and integration.
3. Community Improvement: We will develop and implement plans to partner with all members of the community to remove barriers that hinder learning.
4. Early Childhood: We will develop and implement plans to engage our early childhood families through enriched programs.
5. Communication: We will develop and implement plans to increase effective communication.
6. Professional Development: We will develop and implement plans to provide relevant professional development.
7. Finance: We will develop and implement plans to ensure sufficient financial resources to meet our objectives and accomplish our mission.

### **REGISTRATION AND ENROLLMENT**

Students who are registered in West Plains School District schools at the end of the school year will automatically be enrolled in the Middle School the following year. In the spring, students will have an opportunity to request classes for the next year. Schedules will be distributed to students at open house prior to the start of the new school year. During the first week of school student information forms will be sent home for parents to complete so our records can be updated. Please complete all forms and return them to the office.

### **ENROLLMENT OF NEW STUDENTS**

The Safe Schools Act of 1996 requires new pupils to register in a school district accompanied by a parent or court-appointed legal guardian. The parent or guardian is responsible for supplying current immunization records to the school before the child may attend. The parent or guardian must establish proof of residency or must have requested a hardship or good cause waiver within the last 45 days.

A hardship or good cause is basis for a waiver to be granted by the district board, and an adverse decision may be appealed by an aggrieved party. Any person submitting false information in satisfying residency registration requirements is guilty of a class A misdemeanor. The school board may institute a civil action to recover costs of education for any pupil whose registration was based on false information. Written reciprocity agreements between school districts are allowed. The registration requirements will not apply to a homeless child, as defined by the bill, or children with disabilities; children who are wards of the state; children who are bussed into a school district; or children who are enrolled in alternative education.

The registration process may require a parent, guardian, or caretaker of the child to provide upon enrollment a sworn statement indicating whether the pupil has been expelled from school attendance in this state or another state for weapons, alcohol, drugs, or the willful infliction of injury to another person. Students who are suspended or expelled from other school districts will not be allowed to enroll at West Plains R-7 until the term of their suspension or expulsion has expired. A false statement or affirmation in this area is a class B misdemeanor.

### **DIRECTORY INFORMATION**

“Directory Information” is considered a “public record” which must be released by the district to any person who requests it under the Missouri Sunshine Law. “Directory Information” is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school district designates the following as “Directory Information:” student’s name, parent’s name, address, telephone number, electronic mail address, date and place of birth, grade level, enrollment status, participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g. artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

The district shall annually notify parents of students currently in attendance and eligible students currently in attendance of the “Directory Information” the district will release. **This statement represents the annual notice.** Parents or eligible students will have ten (10) school days after the annual notice to view the student’s “Directory Information” and to provide notice in writing to the school district that they choose to not have this information or any portion of the “Directory Information” released. Such notice shall be provided to the person in charge of student records at the building where the student attends, which is generally the building principal or their designee. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as “Directory Information” without the parent’s or eligible student’s prior written consent including in print and electronic publications of the school district.

### **COMMUNITY TASK FORCE ON ATTENDANCE**

West Plains R-7 School District is one of many schools and agencies in Howell County working together to enforce local and state laws on compulsory school attendance. We will follow the recommendation of the Community Task Force in the procedures we follow to address excessive absences, tardiness and truancy. These steps may require input from local agencies. Parents or guardians may be referred to the Task Force if their child has excessive absences. Parents who would like more information about the Community Task Force may contact the Howell County Juvenile Office

### **ATTENDANCE**

Promptness and regular attendance are imperative for students to receive full benefits of the school program. The educational loss resulting from absences from class, which cannot be adequately measured or cannot be entirely regained through make-up work, is the rationale for this attendance policy. The parent or guardian has the responsibility to decide times and reasons a student should not come to school, but it is the schools’ responsibility to set limits on a student’s absences from school due to the high correlation between attendance and success in school.

Parents that do not ensure that their child is in regular attendance are in violation of state law and are subject to legal action. Students that do not attend school regularly are subject to referral to the juvenile office.

Upon the fourth (4<sup>th</sup>) time absent a letter will be sent home reminding the parents/guardian of the absences. On the sixth (6<sup>th</sup>) absence the principal will review the reasons for absences and a letter will be sent home informing the parent/guardian that two additional absences may result in a referral to the Division of Family Services and or the Juvenile Office. If there are two additional unexcused absences after the Home/School Coordinator has reviewed the absences a referral will be made to the Juvenile Office for further action. If attendance continues to be a problem a referral will be made to the Task Force on Attendance.

Excused absences will be granted for:

1. Personal illnesses. (Parent's statements may be used no more than two times each semester. A doctor's statement, specifying the dates and times excused from school, is required for more than two consecutive days.) Parent and Physicians notes must be received by the principal or the attendance clerk within two days of being absent. If notes are not turned in during this time frame, absences will be considered unexcused.
2. Doctor's statement, the excuse must specify the dates excused from school.
3. The school nurse may excuse a student for the remainder of the school day.
4. Death and/or funeral of family members
5. Court and probationary appointments
6. Medical and dental appointments for which a doctor's statement is on file
7. Out-of-school suspension
8. Religious observances
9. With prior approval, the principal may excuse a student from school for activities that are educational in nature.

Students attending school-sponsored activities will not be counted absent. Students on Homebound Instruction for medical reasons will not be counted as absent. Homebound may be requested for a student who cannot attend school for five or more consecutive days for medical reasons. Parents interested in homebound instruction may pick up the forms in the administration office. Homebound request forms must be completed and signed by a doctor.

An absence for which no information is received or is without the parent's knowledge is considered truancy and therefore unexcused. A student with excessive absences, more than 8 in one semester, may be required to attend summer school as a condition of promotion to the next grade level.

If a student exceeds 8 days of absences per semester, the student may file an appeal for extenuating circumstances to be released from those days missed. The district attendance committee will review appeals at the end of each semester. Mandatory summer school may be implemented. This will allow the student to fulfill grade level requirements. This will be implemented after an educational committee comprised of teachers, counselors, and other educational professionals meet and deem this to be appropriate. If mandatory summer school has been deemed appropriate for the student and the student does not attend, then retention may be an option. In this situation, retention will be the decision of the educational committee.

### **PERFECT ATTENDANCE RECOGNITION**

A student who achieves perfect attendance for one school year will receive recognition. For the purposes of Perfect Attendance Recognition, a student must be present everyday that school is in session from 8:05 am – 3:40 pm.

## SCHOOL INSURANCE

West Plains Schools does not carry insurance to cover student accidents or injury. The school is not in the insurance business and does not sell insurance, but sometimes greatly reduced costs on policies are made available through student group rates. The school is always glad to help pass this savings on to the students. Parents without insurance are encouraged to visit with the school nurse for information on the MC+ Insurance Program for students. All students who participate in athletics must have insurance that will take care of them in case of an accident.

## REPORT CARDS, PARENT CONFERENCES AND PROGRESS REPORTS

Report cards will be issued four times during the year-at the end of each nine-week period. At the end of the first and third quarter, a parent-teacher conference day will be held shortly after report cards are issued. Additional conferences may be arranged through the office. Progress reports will be issued at the end of the fourth week of each quarter.

## RETENTION-PROMOTION POLICY

A student receiving a total of four (4) semester "F"s will be retained in grade level. Students receiving two (2) or more semester "F"s will be required to successfully complete summer school prior to promotion. In order to successfully complete summer school the student must complete all assigned work and may miss no more than 2 days of summer school. Students may also be retained for excessive absences. "Excessive absences" is defined as missing eight (8) or more days during a semester. Students being retained or mandated to attend summer school will not participate in end-of-the-year promotion activities.

## READING RETENTION POLICY

In compliance with state law related to mandatory reading retention the West Plains Middle School may implement the following program.

**Identification of students:** All students in grades 5 - 8 will be given a diagnostic reading assessment the first three weeks of school and quarterly thereafter. Any student scoring one (1) year or more below grade level on their first diagnostic reading assessment, and other forms of assessment will be identified as being in need of a Reading Improvement Plan.

**Reading Improvement Plan:** The Reading Improvement Plan will include but not be limited to the following:

- Establishment of reading goals for the Accelerated Reader program.
- Establishment of a home-based reading improvement program based on the diagnostic reading assessment and teacher recommendations, to include a minimum of thirty-hours (30) of reading instruction or practice outside the school time.
- Parent meeting to explain the home-based reading improvement program
- Parent/student/school contract to implement the home-based program.
- Periodic meetings with parents to assess progress of the home-based program.
- Summer School

Students scoring one (1) year or more below grade level on all quarterly diagnostic reading assessments, will be required to attend Summer School and participate in a ½- day reading program. 95% attendance is required for the successful completion of Summer School. Summer School students will be administered an appropriate reading inventory to determine specific deficiencies to be addressed during Summer School.

**Retention Determination:** Any student scoring less than one (1) year below grade level on any of the quarterly diagnostic reading assessment tests or at the end of summer school will be considered to have successfully completed their Reading Improvement Plan.

Any student successfully completing their Reading Improvement Plan as stated above or those that demonstrate completion of their improvement contract in the home-based reading program and summer school will not be retained under this policy.

Any student not successful completing their Reading Improvement Plan and has not completing their Reading Improvement Contract can be retained.

The retention determination portion of this policy will not apply to students receiving special education services in the area of reading under an individualized education plan, to students determined to have limited English proficiency or to students who have been determined prior to the beginning of the school year, to have a cognitive ability level insufficient to meet the reading requirements set out in this policy.

### **BAD WEATHER AND SCHOOL DISMISSAL**

Occasionally school must be dismissed early due to inclement weather. The Blackboard Parent Notification System will be used when school is closed or will be dismissing early. When weather is bad, please listen to radio stations KKDY, KSPQ, KWPM, and/or watch TV channels 3 or 10 for school closings and for school dismissal information, you may also check our school web page at [www.zizzers.org](http://www.zizzers.org) If the announcement comes over the radio, consider the information factual. Do not call the school unless you have pressing needs, because our phone lines become tied up and we cannot call out or people cannot call in with needed information. **It is essential for parents to provide children with an "emergency plan" for days when students are dismissed early and parents are not at home.**

### **TELEPHONE AND MESSAGES**

The telephone in the office is a business phone and is not for student use except in cases of emergency. Students will not be able to call for forgotten items, homework, notes or to make arrangements for after school activities. The school will not deliver messages to students during the school day unless an emergency exists. The office staff is extremely busy near the end of the school day and it is not always possible to get messages to students during the last hour of school, therefore we request that parents ensure their child is told in the morning before school what to do after school. **Messages received after 3:00 will not be given to students.** Phones located in offices, the music building, teacher lounges, etc. are off-limits to students. **Arrangements for after school should be made prior to coming to school.**

### **TRANSPORTATION TO AND FROM SCHOOL EVENTS**

West Plains Middle School provides transportation to extra-curricular events (ex: sports, band, etc). Students are required to ride to and from these events on school provided transportation. The only exception is when the EVENT SPONSOR releases a student to the physical care and custody of their PARENT OR LEGAL GUARDIAN after the event. The parent or guardian must sign the student out with the sponsor if they are not riding the bus back to school. Students will only be released to the parent or legal guardian unless prior arrangements have been requested in writing by the parent or legal guardian and approved by the administrator.

### **CHANGE OF ADDRESS**

Parents who change addresses during the course of the school year must present proof of residency at the district's enrollment office at 305 Valley View Drive, West Plains, MO 65775. Changes of address cannot be processed with proof of residency.

## STUDENT TRANSFERS

If a student is transferring from our school for any reason, the parent must notify the office prior to the child's last day. The student must take a withdrawal form to his/her classes for the teachers to fill in a current grade and verify that all textbooks and other materials have been turned in to the school.

A complete copy of the child's transcript will be sent by mail when we receive a written request from the new school in which student is enrolling.

## STUDENT VISITORS

Students are not to bring other students on campus to visit.

## ILL STUDENTS

According to the CDC and Missouri Department of Health and Senior Services, children should be excluded from school if they have any of the following:

- If your child is unable to participate fully in all school activities because of illness
- When your child has a contagious condition or a rash with an unknown cause
- Fever of 100 degrees or more within the last 24 hours, without fever-reducing medication
- Vomiting or diarrhea within the past 24 hours or unable to eat normally
- A diagnosis of strep throat that has not been under antibiotic treatment for 24 hours
- If your child requires fever-reducing medication or ongoing pain relief medication
- When purulent (pus) drainage and/or fever or eye pain is present or a medical exam indicates that a child may not return
- If draining sores are present and cannot be completely covered and contained with a clean, dry bandage.

If you have a question on whether or not to send your child to school, please call your building nurse. Parents are notified when their child has been injured and in the judgment of school personnel may require further medical attention. It is essential for parents to have at least THREE CURRENT phone numbers for contacts in the event an emergency arises.

If a child requires medical attention, the parent will be asked to call a physician and transport the student. In the event that a delay is judged to be potentially detrimental to the child's health and/or if a parent or guardian cannot be reached, an ambulance will be called at the parent's expense to transport the student to the emergency room.

Providing transportation and adult supervision for a child needing to be sent home for sickness or injury is the responsibility of the parent or guardian. No ill or injured child will be sent home alone or with another student. If parents are unavailable, they must secure transportation and supervision by a responsible adult. The principal, school nurse, or other school employees, may not provide this service.

## SCHOOL MEDICATION POLICY

Students' medications should be given during home hours if at all possible. This decreases the chance of errors such as missed or forgotten doses. **MEDICATIONS WILL ONLY BE GIVEN DURING SCHOOL HOURS BY COMPLYING WITH THESE GUIDELINES:**

1. Medication consent form completed and signed by the parent or guardian.
2. Prescription medications must be in the original container with the label intact and legible. Ask your pharmacist for a bottle for school use. Medications given on a regular basis (inhaler, Ritalin, etc.) must have the newest refill and send no more than a month's supply at a time.
3. Medications will only be given during school time if prescription states: "at noon", "every four hours" or "every six hours". Three times a day medication will not be given during school hours.

4. Over-the-Counter medication, including energy enhancers/ dietary supplements, nicotine patches, and medication other than those listed on the Medication Consent Form must come in the original container and must have a note from a Physician stating student's name, name of drug, dose to be given, and times to be given.
5. All medications must be turned in at the Nurse's Office along with a dated note giving permission to administer the medication. Medications are not to be sent on the bus. Incidents regarding the transportation of a controlled substance will be referred to a law enforcement official.
6. Medication bottles will be sent home when medication course is completed or expires.

Questions concerning this policy may be directed to:

Mrs. Sara Edelen, RN  
West Plains R-7  
417-256-6150

### **IMMUNIZATION**

In accordance with state law, it shall be the duty of the parents or guardian of every pupil entering public school to furnish to the school nurse, satisfactory proof that the pupil has been immunized, or that the immunization process is being accomplished. Students not in compliance with immunization requirement or do not have written documentation that the immunization is in process may not attend school.

### **HEAD LICE**

Head lice affect more people than all other childhood communicable diseases not including the common cold. But like a cold, when children come in close contact with each other, it is easy to pass head lice from one to another. Shared hats, clothing, brushes, pillows and other articles are perfect vehicles to transfer lice from one person to another. It is important to act immediately to prevent the spread to other classmates and family members. If you find head lice or nits on your child's head, keep your child at home for treatment of this problem. Please contact the school immediately so a classroom/school "head check" can be conducted. If your child is sent home from school with head lice or nits or if you find head lice or nits on your child, you must do the following:

1. Treat your child/family with an effective head lice product. (Ask your school nurse, doctor, or pharmacist for recommendations.)
2. Remove the nits (lice eggs). No product is 100% effective in killing eggs. You must remove all traces of lice or nits to prevent re-infestation.
3. All clothes, bed linens, towels, stuffed animals, and etc. must be washed.
4. Vacuum everything in your environment.
5. Clean/treat combs and brushes.
6. Check your child's head again in 7-10 days to make sure infestation has not reoccurred.

#### For your child to be readmitted to R-7 Schools:

1. Parent/guardian must accompany the student and school age brothers and sisters to school to be checked in by the school nurse or designee.
2. Proof of treatment must be provided.
3. The student must be nit free. (R-7 Schools has a "no nit" policy.)

If your child still has nits after being checked, he/she will be sent home until all nits are removed. Remember, it is important to follow these guidelines to prevent the spread of lice. Absences due to a head lice problem are unexcused. If properly treated, the problem should be resolved and the student should be back to school within 24 hours.



## **CHILD CUSTODY ISSUES**

According to Board Policy (JO-R) 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 order or divorce decree specifically removes one parent's right to have knowledge of and/or to participate in the child's education.

In cases where a student is not living with both 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 office must have legal documentation to enforce the wishes of the legal guardian.

The school will try, upon request, to provide the non-custodial parent with the 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 a custodial parent not to allow their child to leave the school premises with the non-custodial parent. WITHOUT LEGAL DOCUMENTS ON FILE EITHER NATURAL PARENT WILL BE ABLE TO TAKE A CHILD FROM SCHOOL.

## **EMERGENCY PLANS**

The State of Missouri requires that each school conduct periodic emergency drills for fire, tornado and earthquake. Emergency procedures and evacuation information are posted in each room. Each teacher will explain expected conduct and procedures for his/her class during the first week of school and review information on a regular basis.

West Plains R-7 and the WPMS have developed a comprehensive Emergency Management Plan.

## **SECURITY**

For security reasons, all visitors to WPMS are to enter the building through the front door by the office and must check-in and out through the front office. Visitors are required to wear *Visitor* badges while in the building or on school grounds.

## **SUPPORT SERVICES**

### **PUBLIC NOTICE**

The West Plains R-VII School District would like to inform you that:

Public schools in the state of Missouri are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, to all eligible children with disabilities between the ages of 3 and 21. The public school assures that to comply with the full educational opportunity goal, services for students 3 to 21 will be fully implemented. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

Public schools in the state of Missouri are also required to conduct an annual census of all children with disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of child; parent/legal guardian's name and address; birth date and age of child; the child's disability; and services provided to the child. If you have a child with a

disability or know of a child with a disability who is not attending a public school, please contact Amy Ross, Director of Special Services at (417)255-8676 extension 4576.

### **SPEECH AND LANGUAGE CLINICIAN**

Students are referred to the speech and language clinician by teachers and parents for evaluation of sound usage, language skills, voice quality, and fluency of speaking. Students in need of speech and language services meet with the clinician for individual or small group classes.

### **BEHAVIORAL DISORDERS/EMOTIONALLY DISTURBED**

A behavioral disorders program is intended to help children who have specific behavior tendencies or patterns that may affect their learning in the regular classroom. This program is supported with state and federal funds. Children must be tested and parents are invited to attend a staffing where it is determined whether the child is placed in the resource program. Parent permission is required in writing before students are placed in the program.

### **TEACHER OF LEARNING DISABILITY**

A learning disability teacher is to help children who have special learning patterns. This program is supported with state and federal funds. Children must be tested and parents are invited to attend a staffing where it is determined whether the child is placed in the resource program. Parent permission is required in writing before students are placed in the program.

### **TEACHER OF COGNITIVE DISABILITY**

A program for students with intellectual disabilities is designed to aid students who perform at a level significantly lower than their peers. Specialized instruction is given to help them develop their maximum skill levels. This program is supported with state and federal funds. Children must be tested and parents are invited to attend a staffing where it is determined whether the child is placed in the resource program. Parent permission is required in writing before students are placed in the program.

### **SCHOOL COUNSELORS**

Counseling services are available for every student. These services include assistance with educational planning, interpretation of test scores, study help or any other question the student may feel he would like to discuss with the counselors. Students must discuss any requested schedule change with parents and the counselor before final changes will be made.

### **PARENT/FAMILY INVOLVEMENT IN INSTRUCTIONAL AND OTHER PROGRAMS**

The West Plains R-VII School District Board of Education believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families, and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Department of Elementary and Secondary Education (DESE), the district, parents/families and the community.

#### *Parent/Family Involvement Goals and Plan*

The Board of Education recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families, and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

1. Promote regular, two-way, meaningful communication between home and school.
2. Promote and support responsible parenting.
3. Recognize the fact that parents/families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents/families to visit the schools their children attend, and actively solicit parent/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Use available community resources to strengthen and promote school programs, family practices and the achievement of students.

The district's plan for meeting these goals is to:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents/families in the educational process, including:
  - Keeping parents/families informed of opportunities for involvement and encouraging participation in various programs
  - Providing access to educational resources for parents/families to use together with their children.
  - Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.
4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
5. Perform regular evaluations of parent/family involvement at each school and at the district level.
6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
7. If practical, provide information in a language understandable to parents.

### **Title I, Migrant Education (MEP) and Limited English Proficiency (LEP) Programs**

The Board also recognizes the special importance of parent/family involvement to the success of its Title I, MEP, and LEP programs. Pursuant to federal law, the district and parents will jointly develop and agree upon a written parental involvement policy that will be distributed to parents participating in any of these programs.

#### *Title I Program Parent Involvement*

The district and parents of children participating in the Title I program will jointly develop and agree upon a written parent involvement policy that will describe how the district will:

1. Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Build the schools' and parents' capacity for strong parental involvement.
4. Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
5. Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have

limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.

6. Involve parents in the activities of the schools served.

Each school receiving Title I funds will jointly develop with and distribute to parents of children participating in the Title I program a written parental involvement policy agreed upon by such parents in accordance with the requirements of federal law:

1. The policy must be made available to the local community and updated periodically to meet the changing needs of parents and the school.
2. The policy shall contain a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children.
3. Each school participating in the Title I program will convene a meeting annually to inform parents about Title I and to involve parents in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parental involvement policy.

#### *Migrant Education Program Parent Involvement*

Parents of students in the MEP will be involved in and regularly consulted about the development, implementation, operation and evaluation of the Migrant Evaluation Program.

Parents of MEP students will receive instruction regarding their role in improving the academic achievement of their children.

#### *Limited English Proficiency Program Parent Involvement*

Pursuant to federal law, parents of LEP students will be provided notification regarding their child's placement in and information about the district's LEP program.

Parents will be notified of their rights regarding program content and participation.

#### *Policy Evaluation*

The district, with parent/family involvement, will review and evaluate the content and effectiveness of this policy and each school-level policy at least annually. The district will revise this policy as necessary to improve or create practices that enhance parent/family involvement.

### **TITLE IX AND SECTION 504 COMPLIANCE and NOTICE OF NONDISCRIMINATION**

"All students have equal access to all courses, programs, and service provided by the district."

Students, their parents, and employees of the Unified School District R-7 are hereby notified that this school district does not discriminate on the basis of sex or handicap and is required by Title IX and Section 504 not to discriminate on the basis of sex or handicap in its educational activities and employment practices. Any person having inquiries concerning West Plains School District R-7 compliance with Title IX and Section 504 is directed to contact Dr. Wesley Davis, at the West Plains Administration Office at (417) 256-6155. He has been designated by West Plains School District to coordinate the school district's efforts to comply with Title IX and Section 504.

Inquiries or grievances concerning Title IX may also be made directly to:

Director of the Office for Civil Rights  
Department of Health, Education and Welfare  
Washington, D.C. 20201

#### **ACCESSIBILITY OF FACILITIES**

West Plains R-VII does not discriminate on the basis of disability in admission to its programs, services or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The West Plains R-VII District also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is to provide as required by Title II of the American with Disabilities Acts of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator, Mrs. Heather Miller at South Fork Elementary 3209 US Highway 160 West Plains, MO 65775, (417) 256-2836 Monday - Friday, 8:00 a.m. - 4:00 p.m.

This notice is available from the ADA and Section 504 compliance in large print, on audit tape, and in Braille.

#### **SEXUAL HARASSMENT (STUDENTS) (POLICY ACAS)**

The Board of Education declares that it is the policy of the school district to maintain a learning environment that is free from sexual harassment. As a result, it shall be a violation of this policy for any employee of the school district to sexually harass a student. It shall also be a violation of this policy for students to sexually harass other students or employees of the school district.

#### **BULLYING (POLICY JFCF)**

The West Plains R-VII school district has adopted an antibullying policy as required in Section 160.775 RSMo and has provided training to employees in the requirements of the policy. Antibullying policies include cyber bullying (RSMo 160.775) (MSIP 6.6).

The West Plains R-VII school district's antibullying policy is founded on the assumption that all students need a safe learning environment. District policies treat students equally and shall not contain specific lists of protected classes of students who are to receive special treatment. District policies may include age-appropriate differences for schools based on the grade levels at the school. The consequences for bullying can be found in the student disciplinary policies under the heading "Bullying/Humiliation".

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. The West Plains R-VII district requires that all district personnel receive training on the district bullying policy.

Bullying is defined as intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral, cyber bullying, electronic, or written communication, and any threat of retaliation for reporting of such acts

In order to promote a safe learning environment for all students, the West Plains R-VII School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

## **Definitions**

*Bullying* – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

*Cyberbullying* – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

*School Day* – A day on the school calendar when students are required to attend school.

## **Designated Officials**

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

## **Reporting Bullying**

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

## **Investigation**

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

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

## **Consequences**

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

## **Policy Publication**

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

## **Training and Education**

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

## **Additional School Programs and Resources**

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

## **ASBESTOS**

In accordance with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) all school facilities have been inspected. An asbestos management plan has been developed and implemented to insure the removal or containment of asbestos. A copy of the management plan may be inspected in the Superintendent's office during regular business hours.

## **DISTRIBUTION OF LITERATURE**

Anyone wishing to post or distribute unofficial written material must first submit for approval a copy of the material to the principal or his/her secretary 24 hours in advance of desired distribution time. Posted material must be removed the day after the scheduled event.



## PROTECTION OF INSTRUCTIONAL TIME

It is the policy of W.P.M.S. to protect the instructional time of the school day. Faculty meetings will be held before or after school, athletic events, and travel with few exceptions, will be held after school, intercom use will be kept to a minimum; field trips will be limited in number and must be approved by the school principal.

## STUDENT RECORDS - NOTICE OF PRIVACY RIGHTS

This notice informs parents and eligible students (those age 18 and older) of their rights concerning educational records maintained by the West Plains R-7 School District. The rights include those of access to the records, opportunity to challenge such records, limitations on disclosure, and provisions to file a complaint with the Department of Education. These rights are explained in Family Educational Rights & Privacy Act of 1974.

The laws and regulations require school systems to:

1. Provide parents and eligible students the opportunity to inspect educational records. Requests should be directed to the school principal.
2. Provide parents and eligible students the opportunity to challenge the contents of the records when they believe it contains information that is inaccurate, misleading, or an invasion of the student's right of privacy. This does not apply to grades.
3. Limit disclosure of information from the student's record to those who have written consent of the parent or eligible student, or to officials specifically permitted under the law (school officials); to those of other's schools in which the student seeks to enroll; and under certain conditions and for specific purposes to local, state, and federal officials.
4. Access to records - Custodial and non-custodial parents have equal access to student records unless court order (e.g. divorce decree) specifically limits access. 34 C.F.R. & 99.4 (Federal).

Parents and eligible students may file a complaint with the Department of Education if they believe their rights under this law have been violated and if efforts to resolve the situation through appeal channels within the West Plains R-7 School District have not proved satisfactory.

Complaints should be addressed: Family Educational Rights, Switzer Building, Room 4511, Washington D.C., 20202.

## BOARD OF EDUCATION POLICIES

Board of Education policies are available in the superintendent's office and at [www.zizzers.org](http://www.zizzers.org).

## COMMUNITY RESOURCES AND SERVICES

Numerous community resources and services are available to eligible students and families. These services include recreational opportunities, counseling and medical services, food pantries, rentals, and support services. Please contact the building counselor for more information.

## THINGS STUDENTS NEED TO KNOW

### ABSENCES

Your parent or guardian should call the school before 9:00 a.m. each day you are absent. If no contact is made, an automated system will call those students not in attendance. The office will be open beginning at 7:45 a.m. **Absences with no parent note or contact may result in disciplinary action. Notification letters will be mailed home after the 4<sup>th</sup> and 6<sup>th</sup> absence (per semester) from school.**

Absences of less than a full day: If you arrive at school after 8:05 a.m., report to the office to sign in. If you need to leave school during the day, your parent/guardian must sign you out.

Arrival at school: The building will open at 7:15 at which time students should report to the FEMA building using the front doors by the office. Breakfast will be served in the cafeteria beginning at 7:30.

Students must attend classes for the entire day of an activity to be eligible to participate or attend an extracurricular and/or school event. Students who are suspended or have outstanding discipline may not participate.

### **TRUANCY**

Unauthorized absences from school are considered truancy and will be treated as such. An unauthorized absence is one in which neither the school nor parent had knowledge of nor had given permission prior to the absence. Leaving the middle school without obtaining permission from the proper authority and checking out in the middle school office is considered truancy. This includes unauthorized visits to the high school at any time before, during, or after school. This includes being absent from any class or activity for which you are scheduled to attend or from the area designated for you before school or at lunch. You are not to leave the school grounds after you arrive at the Middle School in the morning. If you walk to or from school, do not stop at the high school. Come straight to the Middle School.

### **TARDY**

You are to be in your seat ready to begin class when the final bell rings. If you are detained by a teacher, you should get a note from that teacher so you will not be counted tardy to your next class. Teachers may give a tardy if you must leave the classroom to get materials or go to the restroom.

### **AGENDAS**

Students are given an agenda at the beginning of the school year. The agenda contains a calendar, assignment book, hall passes, maps of the school, bell schedule, and the parent – student handbook. Students are to have their agenda with them at all times. (Replacement cost is \$5.00.) Destroyed agendas will be considered destruction of school property and students will be required to pay restitution.

### **ATHLETICS**

WPMS will provide 7<sup>th</sup> and 8<sup>th</sup> grade interscholastic athletics in volleyball, football, basketball, track and cheerleading. Interscholastic cross-country is offered to 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders. Also 5<sup>th</sup> and 6<sup>th</sup> grade basketball and volleyball will be offered. Students must attend classes for the entire day of an activity to be eligible to participate. Students cannot participate if they are suspended or if they received more than 2 failing grades the previous semester.

- PHYSICAL EXAMS - If you participate in interscholastic athletics you must have a physical examination on file before you may participate in practice or tryouts.
- INSURANCE - Students participating in athletics must be covered by a private health insurance program that will cover accidents and medical expenses.

### **AUTHORITY OF TEACHERS**

Teachers and the principals stand in the place of the parent during such time as you are under their supervision. Teachers shall have the responsibility and authority to maintain proper discipline in the classroom and the school at large as well as in specific areas of duty assigned by the principal. Time of supervision shall be continuous from the beginning of the teacher's arrival at school in the morning until their departure from school. All teachers are responsible for the supervision of students during extracurricular activities when they are present. A teacher who sees any act(s) of sub-standard or improper conduct on the part of any student(s) is expected to reprove the student(s) involved immediately and report the incident to the assistant principal if necessary. The student is expected to accept the reproof from the teacher and make whatever amends or corrections that the teacher

deems reasonably necessary. Any middle school student who strikes, slaps, kicks, or curses a teacher shall be suspended from school and their parents may be requested to appear before the Superintendent of Schools before the student is allowed to reenter the school.

### **AWARDS AND RECOGNITION OF STUDENTS**

WPMS awards and recognizes students for numerous reasons, including academic achievement, citizenship, reading, special achievement, attendance and others.

### **BICYCLES, SKATEBOARDS, SCOOTERS, & ROLLER BLADES**

Bicycles and skateboards (scooters &/or roller blades) may be ridden to school. Bicycles and skateboards are not to be ridden on the sidewalks and should be parked or placed in the rack provided outside as soon as you arrive at school. Security of your bicycle or skateboard is up to you. When leaving school, you are not to ride between or around the buses or on the sidewalks.

### **BODY PIERCING**

Due to health and safety concerns related to blood-borne diseases, as well as student tendencies to grab and pull other students when playing in PE classes or in the halls, body piercing of exposed body parts, other than modestly pierced ears, is discouraged. This recommendation is related to protecting and promoting good health and safety precautions for the school population. **Students with piercings, other than the ears, are not permitted to wear jewelry that protrudes from the body (hoops, rods, etc). Rather, the jewelry must lie flat against the skin (studs, solitaires, etc).**

All jewelry must be removed in order to participate in athletic activities. Jewelry in PE classes will be removed at the discretion of the PE teacher.

### **BOOK BAGS**

Book bags, purses, and satchels are to be left in lockers during the day and not carried from class to class.

### **BUS RULES & REGULATIONS**

- Driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
- Pupils should be on time at the bus stop; the bus cannot wait beyond its regular schedule for those who are tardy.
- Pupils should never stand in the roadway while waiting for the bus.
- Unnecessary conversation with the driver is prohibited.
- Profane language and gestures are prohibited.
- Proper conduct is to be observed by pupils while riding the bus.
- No cellular phones.
- Pupils must not throw things on the bus or extend their arms or head out of the bus windows.
- Pupils must not try to board or exit the bus while the bus is moving nor move around on the bus while the bus is in motion.
- Fighting will result in suspension from the bus and will require a meeting with the Transportation Director.
- No animals shall be permitted on the bus.
- No weapon of any sort shall be permitted on the bus.
- Any damage to the bus should be reported at once to the driver.
- No hats are to be worn on the buses.

Students not following the rules may have their bus riding privileges removed. School buses are considered extensions of the school environment. Any pupil whose conduct on the school bus is improper or jeopardizes the safety of the pupils may have their school bus transportation suspended. Students suspended from riding a route bus will be unable to ride any bus during the suspension.

### **Personal Electronic Devices**

**PERSONAL ELECTRONIC DEVICES (PEDs)** Personal electronic devices (PEDs) (i.e., cell phones, MP3 players, laptops, portable video gaming devices, etc.) should be stored away, kept out of sight, and/or be turned off or in silent mode (non-vibrating) during instructional time unless directed by a teacher. The opportunity for students to use such devices during instructional time is left to the discretion of the individual teacher. The administration of West Plains Middle School recommends that students not bring PED's to school due the high theft nature of these items.

Instructional times are defined as the time spent in the classroom during periods 1-8, with learning occurring bell to bell. Non-instructional times include anytime before 8:10 a.m. and after 3:35 p.m., passing periods, and lunch.

Students may not use their cell phone at any time during the school day to:

- Take pictures of other students or staff members without their permission
- Record videos of other students or staff members without their permission
- Record audio of other students or staff members without their permission

Cell phones are strictly forbidden in the following locations:

- Locker rooms
- Restrooms
- Any area where privacy is expected.

PED use in of these areas may be considered a criminal offense. A report of the violation will be made to law enforcement and also be dealt with as a disciplinary issue by the school

### **CLUBS AND ORGANIZATIONS**

WPMS offers numerous clubs and organizations to join, including but not limited to, BETA Club and Student Council. Join a club and have fun!

### **COUNSELING SERVICES**

There is a full-time counselor available at WPMS. The counselor will assist you with scheduling as well as any other problems that might need the assistance of an adult. If you are having problems with peers, schoolwork, or just need someone to talk to you are encouraged to see the counselor.

### **DELIVERIES**

Due to the safety of the school, deliveries to students are not permitted, example (flowers, balloons, etc.).

### **DRESS**

Middle school is a time of many changes in your life including the physical transition from childhood to adolescence. This is a time when self- responsibility for personal hygiene and dress must be taken. You are expected to come to school neat and clean. Any clothing that might be construed as impairment to the learning atmosphere of the school or a safety concern will not be permitted. This includes, but is not limited to, torn or ragged clothing, halter tops, "spaghetti" straps, muscle shirts, shirts revealing the mid-riff, apparel that exposes under garments, "short" shorts or skirts, biking shorts, running shorts, boxer shorts worn as shorts, ragged or cutoff shorts, open mesh shirts, pajama tops or bottoms, alcohol or tobacco advertisements, or obscene, vulgar

and suggestive pictures or slogans. Leggings, tights and spandex type athletic pants must have some type of top which extends from the torso to finger-tip length at the thigh. **All sleeveless shirts must have straps that are at least the width of a dollar bill and all shirts must prevent exposure of undergarments. Shirts may not be layered to meet this requirement. Shorts and skirts must not allow the middle finger to touch bare skin when standing erect. Pants must not have any holes above the knee.** Clothing with references to or pictures of death, pain, blood, suffering or torture will not be allowed. Facial paint or lip paint that is black or excessively dark will not be allowed. Caps, hats or headgear are not to be worn inside the building or on buses.

#### **DRUGS, ALCOHOL AND TOBACCO**

Students found to be in possession or using any tobacco product on district premises, or areas adjacent to school, district transportation or at any district related activities is prohibited. Tobacco products will be confiscated and destroyed. It is against the law of Missouri for minors to buy, use or possess tobacco products. This includes electronic cigarettes and e-cigarettes. Students in violation of this policy will be dealt with as described in the middle school discipline code.

#### **END OF DAY**

School dismisses at 3:35 p.m. Parent pickup, walkers, and South Fork bus riders will be dismissed at 3:25 p.m. Only students under direct supervision of a staff member should remain on school grounds after 3:45 p.m.

#### **EXTRACURRICULAR ACTIVITIES**

WPMS offers a wide range of extracurricular and after-school activities. Students attending after school activities should inform parents of pick-up times. You may not have access to the phone after the activity to call home. Sponsors will make every effort to have the students ready for pick-up at the appointed time. If you are not picked up on time, you may be forbidden to participate in extracurricular activities.

#### **EXTRACURRICULAR ELIGIBILITY**

Age and academic eligibility will be in accordance with the state activities association guidelines. A student who has been retained may not participate in extracurricular activities the second year in grade level. ***You must be present at school all day in order to participate in or attend an after school or evening activity.***

#### **FIELD TRIPS**

Field trips are arranged as an educational experience for the benefit of the students. While on field trips, you are subject to the same rules as if you were at school. Students who have demonstrated a lack of responsibility will not be allowed to participate in field trips. Sponsors may ban a student from a field trip if in their judgment, the student has not earned the privilege of attending.

#### **FIRE, TORNADO, AND EARTHQUAKE DRILLS**

The state of Missouri requires that each school conduct periodic emergency drills. Each teacher will explain expected conduct and procedures for his/her class during the first week of school and monthly thereafter. Procedures and evacuation routes will be posted in each classroom.

#### **FOOD AND DRINKS**

All food and open containers are subject to search and are to be confined to the designated eating areas (Cafeteria). Bottles of water are allowed in hallways and classrooms at the discretion of the teacher and administration. Food and drinks are not to be consumed in the hallways or stored in lockers (with the exception of sack lunches). Failure to comply will result in disciplinary action.

## GRADING

Shortly after the beginning of classes the teacher will send home class information explaining expectations and grade standards for the class.

## HALL PASSES

Students should go to the restrooms and their lockers during class breaks and should not ordinarily expect to be excused from class for these or other reasons. If you find it necessary to leave your assigned room you must have your hall pass signed from your teacher. This also includes all gym classes. If you need to see the nurse or go to the office you must go to class first and get a hall pass.

## HOMEWORK

Homework is your responsibility. All work is due on the date assigned by the teacher. You are responsible for initiating and completing all class work to be made up when you are absent. The deadline for make-up work shall be equal to and not exceeding the time you missed. Work due, tests, term papers, notebooks, etc. assigned prior to the absence will be due when you return or on the original due date. If you are absent more than one day, your parent may call the school and request homework assignments for the days you are absent. Calls for homework should be made by 9:00 a.m. and picked up from 3:30 – 4:00 p.m. If you are absent just one day you should see your teachers when you return to pick up any work missed. Teachers will notify parents when you have missed or not completed **(2 or more)** homework assignments.

## HONOR ROLL

At the end of each semester, an honor roll is published recognizing the student with a GPA of 3.0 (B) or better with no grade being lower than a (B) in any subject for the semester. In addition, students with all "A"s both first and second semester will be recognized with a trophy. This does not apply to courses/grade levels that are utilizing standard based grading.

## INTERNET USE POLICY

All students and staff must sign a **Use Contract** before using the Internet. West Plains School District makes every effort to limit access to inappropriate sights on all school computers. Students are to access educational sites only. Students are not to use chat rooms or e-mail.

## FILMING OF STUDENTS

Parental approval is not required when students are photographed, videotaped, or recorded by a representative(s) of the school district for purposes of safety, maintenance of discipline in school or on school buses, any purpose related to a co-curricular or extracurricular activity, or any purpose related to regular classroom instruction. (Examples: include but are not limited to newspaper releases, ZizzerPride News). Throughout the year, media representatives (newspapers, television and periodical publishers) may be on campus to videotape and/or photograph students in school-related activities or events. Parents may deny permission for their children to be photographed or videotaped by notifying the principal in writing.

## LIBRARY

The library is open daily from 8:10 a.m. to 3:30 p.m. for those who wish to check out a book or study. Books may be checked out for two weeks. Reference books may be checked out over night. Late, lost or damaged books and materials are to be paid for. The librarian will determine the amount of fines.

## **LOCKERS**

West Plains Middle School assigns a locker to each student. Although some lockers have permanent locks on them they have been disabled. Locks on lockers are not mandatory but encouraged by the West Plains R-VII School District. If you choose to have a lock on your locker, a combination padlock is available to each student at no charge from the office. These locks will have a serial number registered to the student as well as a key-lock on the back (for administrative use). If the lock becomes damaged or lost, a replacement fee of \$5.00 will be assessed. Locks are to be returned to the office at the end of the school year during locker clean-out or upon withdrawal from WPMS. School-issued locks are the only locks that may be used on the lockers. Any other lock will be removed from the locker by administration or designee. Lockers are the property of the school and may be searched along with all contents by school personnel at any time.

## **LOST AND FOUND**

Lost and Found is located by the Science wing in the lower hall. If you are missing an item, check the lost and found. If you find any item, it is to be turned in to the office immediately. Items left in the lost and found will periodically be donated to charity.

## **MEDICATION**

The school nurse must administer all medicine taken by you at school. You may not have any type of medication in your possession at school. Medication may be given at school if the following instructions are followed:

- **PRESCRIPTION MEDICATION** - When a pupil is to receive medication during school hours, the parent must complete and sign a Medication Consent Form. Medication must be in the original container with the label intact and legible. Ask your pharmacist for a bottle for school use. Medication given on a regular basis (inhaler, Ritalin, etc.) must have the newest refill and send no more than a month's supply at a time. Medication will only be given during the school day if prescription states: at noon, every four hours or every six hours. "Three times a day" medication will not be given during school hours. Prescription medication may not be sent to school on the bus.
- **NONPRESCRIPTION MEDICATION** - Over-the-counter medication (other than those listed on the Medical Consent Form) must come in the original container and must have a note from a physician stating: Student's name, name of drug, dose to be given and time to be given.
- **POSSESSION OF MEDICATION** - Students found in possession, or using nonprescription medication, will be referred to the principal. Students found in possession, using or distributing prescription medication at school or school-sponsored activities, will be in violation of the middle school discipline code related to drugs.

## **MEALS**

Lunch and breakfast are served in the cafeteria. Breakfast is served from 7:45 until 8:10 a.m. Breakfast is provided free to all students.

If your child qualifies for free lunches, he/she will not need to pay. If your child qualifies for reduced lunch prices, he/she will need to pay 40 cents a day. If your child does not qualify for either, he/she will need to pay \$2.85 a day. Your child may bring his/her lunch from home, and milk may be purchased to drink with lunch. Milk is 40 cents a carton and is to be paid for in the lunchroom. If your child brings his/her own drink from home, please make sure it is not in a glass container. All students will be required to take milk with their lunch unless a written statement from a doctor is provided stating otherwise. This is a state regulation. This may be paid by the day, week, or quarter. Lunch prices are subject to change based on school board approval.

The delivery of food from restaurants or other eating establishments to students during the school day should be avoided if possible. Parents wishing to eat lunch with their child should coordinate such plans with the building administrator prior to arrival. In addition, arrangements should be made ahead of time if a parent would like to bring lunch for a group(s) of students. Students are responsible for disposing of their own trash. Students are under the supervision of the assigned "duty teachers," and are required to comply with their directives.

#### **CAFETERIA RULES**

Get in line and stay in line. No eating or drinking in the food lines. Everyone must buy his or her own food. You may get a salad from the snack bar line instead of a hot meal. You are expected to exhibit good table manners. Stay seated until you have finished eating. Clean up any spills or trash. You must go outside during good weather or remain in the gym during bad weather. The cafeteria supervisor may require students to clean tables, be seated at a specific table, or remove other lunchtime privileges as consequences for violating cafeteria rules. Students who do not act responsibly in the cafeteria may be referred to the assistant principal for additional disciplinary action.

#### **MOVING TO ANOTHER SCHOOL**

As soon as your parent or guardian knows you are moving, he/she should contact the school. The last day you are here you will need to carry a drop-form to all your classes so your teachers can assign you a grade. We will give you a copy of the drop-form to take to your new school; your new school will request your other records when you register.

#### **CLASSES TAUGHT AT THE HIGH SCHOOL**

You are to go to and from the high school only with the escort of an authorized adult. You must walk to these classes, do not run or "horseplay" on the way to or back to the middle school. You are to go only to your assigned classroom while at the high school.

#### **NURSE**

If you need to see the nurse, your teacher will give you a pass. Do not come to the nurse's office without a pass from your teacher. If you become ill or suffer injury at school, you should see the nurse. The nurse will examine you and determine the course of action to be taken. If necessary, the nurse will call parents; you are not to call parents. The office should have at least three emergency contacts on file in the office.

#### **PHYSICAL EDUCATION/ HEALTH**

All WPMS students are required to participate in PE and health classes unless excused by a doctor's written note.

5<sup>th</sup> and 6<sup>th</sup> grade students must wear suitable clothing (no dresses or skirts) and non-marking athletic shoes (no platforms or hiking boots) on PE days. Students are not allowed time to dress out prior to class. Failure to follow these requirements will result in loss of daily points and/or a discipline referral to the office.

7<sup>th</sup> and 8<sup>th</sup> grade students are required to wear athletic shorts, T-shirts, and non-marking athletic shoes (no platforms or hiking boots). P.E. clothes must be modest, allow for unrestricted movement, and be within the guidelines of the school dress code. 7<sup>th</sup> and 8<sup>th</sup> grade students are allowed time to change clothes before and after class. Sweatshirts and sweatpants may be worn during cold weather. Failure to follow these requirements will result in loss of daily points.



## POSTING ITEMS

Materials are not to be posted on the walls or bulletin boards, unless approval has been given by the building principal.

## PROGRESS REPORTS

Progress reports will be sent home to parents the 4<sup>th</sup> week of each quarter, (this does not apply to standard based grading).

## READING

Students reading more than one (1) year below grade level will be required to participate in and complete a Reading Improvement Program in order to be promoted.

## REPORTS TO PARENTS

Reports sent home by teachers or principals are to be signed by the parent and returned to school the next school day. Failure to return the reports will result in disciplinary action.

## RESPONSIBILITY OF STUDENT

It is the responsibility of each student as a member of our school to learn and obey its policies and regulations. These policies are enforced to provide the most desirable educational environment and to protect you. Policies are designed for the good of the school and all students; therefore, please do not ask that exceptions be made. Remember that teachers are employed to aid and help students in all areas of educational, social and emotional development. Please feel free to contact them in the settlement of your problems. You shall always remember to address or refer to your teachers as "Dr.", "Mr.", "Mrs." or "Miss." **Disrespect towards any school employee will not be tolerated.**

## SELLING IN SCHOOL

No article or item may be sold by or to the students under the direction of the school except those approved by the building administrator.

## TEXTBOOKS

Textbooks are on loan to you. You are expected to take care of your textbooks and other school-owned material. You will be expected to pay for damaged or lost textbooks.

## TOYS & ENTERTAINMENT DEVICES

Students are prohibited from the use of ipods/MP3 players, gaming systems, video cameras, digital cameras, cell phone cameras, roller blades, etc. at West Plains Middle School. Please do not bring them to school. They are a high theft item and a violation of the rules. Teachers should confiscate these items immediately and turn them into the Assistant Principal's Office. Failure to comply will result in disciplinary action.

## TRAUMA-INFORMED SCHOOLS INITIATIVE

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative." Trauma-informed schools are schools that realize the widespread impact of trauma and understands potential paths for recovery, recognizes the signs and symptoms of trauma in students, teachers and staff respond by fully integrating knowledge about trauma into policies, procedures and practices; and seek to actively resist re-traumatization.

### **VALUABLES**

You should not bring valuables, such as baseball cards, entertainment devices etc., to school. Only things needed at school or things related to school are to be brought to school. The school can't be responsible for lost or stolen items. Keep your locker locked and do not give anyone your combination. Print your name on the inside of your coats and jackets.

### **VIDEO CAMERAS**

Security cameras are operational on the West Plains middle school campus, and they provide valuable information during investigations. Video from the security cameras may only be viewed by school officials or law enforcement.

### **VISITORS**

We encourage parents or guardians to visit the school. All visitors are required to check in at the office and pick up a visitor's pass, which must be worn while at school. Students from other schools or pre-school children are not allowed to visit school without an adult.

### **STUDENT CONDUCT CODE**

The Student Conduct Code is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operations of the school. No code can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this Code to list certain offenses that, if committed by a student, will result in the imposition of specific consequences.

The circumstances surrounding an incident and the student's previous disciplinary record shall be taken into account in determining the appropriate consequence and step. Therefore, it is sometimes necessary to take more firm disciplinary action than the guidelines might specify. Disciplinary actions include, but are not restricted to; conferences with student, parent conferences, loss of privileges, after-school detention (ASD), lunchtime detention (LD), in-school-suspension (ISS), out-of-school suspension (OSS), corporal punishment, referral to the Juvenile Office (JO) and referral to law enforcement. Due to a student's disciplinary history or severity of the incident the administrator may select a consequence at a higher step than indicated in the discipline code. Consequences for Step 5 and above will be determined by the assistant principal and may include a referral to the Juvenile Office.

### **CORPORAL PUNISHMENT**

Board Policy JGA states "Corporal punishment, as a measure of correction or of maintaining discipline and order in school is permitted. It may be used when other alternative means of discipline have failed, and then only in reasonable form." Only the assistant principal or principal, in the presence of a school official, shall administer corporal punishment by swatting the buttocks with a paddle.

A staff member may use reasonable physical force against a student if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

### **LOSS OF PRIVILEGES**

May include denial of hall passes, attendance at assemblies, school activities, participation in athletics, going outside during lunch or before school, and may also include being restricted to an assigned seat at lunch or in class.

### **AFTER SCHOOL DETENTION (ASD)**

After school detention may be assigned as a consequence for inappropriate behavior. Students not staying for detention on the day(s) assigned may be suspended from school. Parents are responsible for providing transportation for students assigned detention. Detention will be from 3:30 until 5:00 pm.

### **LUNCH DETENTION (LD)**

Lunch detention may be assigned for inappropriate behavior. Students are assigned to a classroom during lunchtime and a hot/sack lunch will be available from the cafeteria. The lunch will be charged to the students account as with any lunch. Once a student has received 3 lunch detentions for the same offense the student will be referred to the office for one day of ISS. At 5 lunch detentions for the same offense the student will then have two days of ISS. After this, it will be at the discretion of the administrator.

### **IN SCHOOL SUSPENSION (ISS)**

ISS may be assigned for inappropriate behavior. Students assigned to ISS will be isolated during the day in the ISS room. Students are to report to the ISS room at 8:10. While in ISS students will be given work from regular classroom teachers to complete during the day. Students will be given a morning and afternoon restroom break. Inappropriate behavior during ISS will result in out-of-school suspension or additional days of ISS.

#### Rules

1. Tardy to ISS will result in another day of ISS.
2. Students are to bring all textbooks, two number 2 pencils and notebook paper.
3. There will be absolutely no talking!
4. Remain seated until permission is given to get up.
5. If a student needs help, they are to raise their hand and the ISS supervisor will assist.
6. Students are to be doing assigned work or writing the entire day.
7. Students must complete daily assignments as a condition of In School Suspension.
8. There will be no sleeping, reclining, or putting head on desk.
9. If a student must be removed from ISS, they will spend the remainder of their time in OSS.

### **OUT OF SCHOOL SUSPENSION (OSS)**

OSS is the most drastic action taken by the principal. During suspension, the student is not to be on school grounds or at school sponsored activities. Work assigned during suspension may be made up, but must be turned in no later than the day following the return to school.

### **LONG-TERM SUSPENSION**

The Superintendent of School may suspend a student for more than ten days for serious misbehavior or violations of the conduct code or the reoccurrence of misbehavior.

## **DEFINITIONS**

### **ASSAULT**

A person commits assault if that person: (1) Attempts to cause physical injury or; (2) Causes physical injury recklessly or; (3) With criminal negligence using a deadly weapon or; (4) Recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person or; (5) Purposely places another person in apprehension of immediate physical injury or; (6) Knowingly causes physical contact knowing the other person will regard it as offensive or provocative. Assault will be reported to the police.

### **BULLYING**

Bullying is defined as intimidation, humiliation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

### **CHEATING/PLAGIARISM**

Giving or receiving answers on homework or tests; copying material directly from others works; or talking during tests.

### **FIGHTING**

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Fighting will be reported to the police.

### **CONTRIBUTING TO THE INSTIGATION OF A FIGHT**

Actively encouraging others to fight, carrying messages which result in fights or takes part in any other activity which results in a fight.

### **FORGERY**

Signing another individual's name with the intent to deceive.

### **SEXUAL MISCONDUCT**

Sexual misconduct is a behavior of a sexual nature that is unwelcome and personally offensive to its recipient. 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 misconduct, examples include but are not limited to unwanted touching, sexual gestures or remarks or indecent exposure. Sexual Misconduct will be reported to the police.

### **WEAPONS**

Weapons are defined in the Safe School Act. Examples include: knives, chains, metal knuckles, explosives, firearms, clubs or any item used as a weapon. Possession or use of a weapon by any student is prohibited upon, or in the vicinity of school grounds, while going to or from school, or at school sponsored events and will be reported to the police.

## **DISRUPTIVE ITEMS**

Any item that might disrupt the educational process. Examples include rubber bands, paper airplanes, spit wads, phones, pagers, etc.

## **DISRUPTION AND INTERFERENCE WITH SCHOOL**

No student shall block passage ways; prevent others from attending a class or school activity; block normal pedestrian or vehicular traffic; lie to school officials; threaten (verbally or in writing) the safety and security of the school, use violence, force/noise coercion, threats, intimidation, racial or ethnic intimidation, harassment, fear, passive resistance or any other conduct intentionally to cause a disruption of the educational process. Nor shall he/she refuse to identify himself/herself on request or encourage other students to violate any rule or school board policy.

## **HARMFUL ITEMS**

Any item that if used may cause harm. Examples include: firecrackers, snowballs, rocks, pocketknives, billfold chains, laser lights, large or spiked necklaces, etc.

## **INAPPROPRIATE LANGUAGE**

Profanity, degrading, offensive language or gestures.

## **INSUBORDINATION/DEFIANCE**

The immediate willful refusal to obey a teacher's or staff member's reasonable request in a timely manner and / or is disrespectful in word or action. Failure to give correct name when asked by a staff member is considered insubordination.

## **PUBLIC DISPLAY OF AFFECTION**

Students shall conduct themselves in a proper manner at all times on school property and a school sponsored activities. Any physical contact, including handholding, hugging or kissing is defined as excessive display of affection.

## **THREATENING BODILY HARM**

Telling someone you will kill, hurt or injure him or her. Such threats may be reported to the police.

## **DISRUPTIVE/MISCONDUCT**

Interfering with the smooth flow of the educational process or activity; conduct or speech (verbal, written or symbolic) which disrupts classroom work, school activities or school function, such as bothering others, talking in class, not bringing necessary work or materials to class.

## **FALSE ACCUSATIONS TOWARD A STAFF MEMBER**

Any intentional slander or libelous statements by a student towards any school employee that is meant to harm that staff member's reputation or employment.

## **BOMB THREAT**

Making a false bomb report by telephone, computer or to another person. Such threats will be reported to the police.

### **EXTORTION**

Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

### **THEFT**

The intentional taking of or attempting to take private or school property. This includes not turning in items found. Theft may be reported to the police.

### **SECRET ORGANIZATIONS**

Sororities, fraternities, gangs or secret societies of the community are not school organizations. Conduct by students while in school that is influenced by such organizations that interferes with the normal conduct of the educational program shall not be permitted. This includes special attire, pins and insignia or other identifying symbols. Students may not organize secret organizations at school. Violations will be dealt with on an individual basis.

### **THREATENING THE SAFETY AND SECURITY OF THE SCHOOL**

Threatening (verbally or in writing) to bring weapons on or near school property, including school grounds or buses, with the intent to commit harm to people or property. Such threats will be reported to the police.

### **UNCOOPERATIVE BEHAVIOR**

The student does not comply with teacher's request in a timely or appropriate manner.

### **VANDALISM**

The defacing or destruction of school property. Vandalism may be reported to the police.

**STUDENT CONDUCT CODE  
VIOLATIONS AND CONSEQUENCES**

The teacher, through classroom rules, a student/teacher conference and a report home and/or a parent/teacher conference will first deal with behaviors in this section. If the behavior continues after these steps have been taken the student will be referred to the assistant principal for disciplinary action. The assistant principal will determine on which step a student is placed based on the severity of the behavior and previous corrective actions taken by the teacher.

	Step 1	Step 2	Step 3	Step 4
UNCOOPERATIVE BEHAVIOR	1-3 days ASD	2-5 days ASD or 1-2 days ISS	3-6 days ASD or 2-3 days ISS. parent conference	3-5 days ISS or OSS
DISRUPTIVE MISCONDUCT	2-3 days ASD	2-5 days ASD or 1-2 days ISS	3-6 days ASD or 2-3 days ISS. parent conference	3-5 days ISS or OSS
TARDIES (by quarter)	1 day ASD or LD	2 days ASD or 1 day ISS	3 days ASD or 2 days ISS and parent conference	4 days ASD or 2-4 days ISS
CHEATING/PLAGERISM	1-3 days ASD	1-3 days ISS or OSS	2-3 days OSS	5-10 days OSS
FAILURE TO BRING NECESSARY MATERIALS TO CLASS OR COMPLETE ASSIGNMENTS	Discretion of the Administration			

The following behaviors may be immediately referred to the Assistant Principal for action. The Assistant Principal will determine at which step action will be taken based on student's disciplinary history and/or the seriousness of the offense.

	Step 1	Step 2	Step 3	Step 4
INSUBORDINATION/DEFIANCE	1-3 days OSS	2-5 days OSS	3-6 days OSS	5-10 days OSS
TRUANCY	1-3 days ISS	3-5 days ISS	1-3 days OSS	3-5 days OSS
INAPPROPRIATE LANGUAGE or GESTURE TOWARD A STUDENT OR UNDIRECTED	warning or 1-3 days ASD	3-5 days ASD or 1-2 days ISS	2-5 days ISS parent conference	3-5 days OSS
INAPPROPRIATE LANGUAGE or GESTURE TOWARD A STAFF MEMBER	2-5 days ISS	3-5 days OSS	5-10 days OSS	10-90 days OSS
LEWD OR OBSCENE LITERATURE, WRITING, OBJECTS, MATERIALS	1-3 days ASD	1-3 days ISS	2-5 days ISS	5-10 days OSS
FAILURE TO STAY FOR ASD	2 days ASD	1 day ISS or OSS	1-3 days ISS or OSS	1-3 days OSS
HORSEPLAY, TRIPPING, PUSHING, or other actions that may cause injury.	1-2 days ASD	2-3 days ASD or 1 day ISS	3-5 days ASD or 2 days ISS	3 days ISS or OSS
With injury.	2 days ISS	3 days ISS or 1 day OSS	3-5 days OSS	5-10 days OSS

DISHONESTY	1-3 days ASD	1-3 days ISS or OSS	2-3 days OSS	5-10 days OSS
CONTRIBUTING TO A FIGHT	1-2 days ASD	2-3 days ASD	3-4 days ASD or 1 day ISS	2-3 days ISS or OSS
FIGHTING (may be reported to law enforcement)	Suspended the remainder of day and 1-3 days of ISS or OSS	2-5 days OSS	5-10 days OSS	10-90 days OSS
THREATENING BODILY HARM	The administration will investigate each reported incident and determine the level of consequences warranted. May be reported to law enforcement			
PUBLIC DISPLAY OF AFFECTION	Warning and notice home	1-2 days ASD	3-5 days ASD or 1 day ISS	1-3 days ISS or OSS
VIOLATION OF LUNCHROOM OR PLAYGROUND RULES	Loss of Privileges	1-3 days LD	2-5 days LD	1-3 days ISS
DRESS CODE VIOLATIONS	Warning and correction	Parent contact, correction	Discretion of the Administration	
BULLYING/HUMILIATION (may be reported to law enforcement)	1-3 days ISS or OSS	5-10 days OSS	10-90 days OSS	10-180 days OSS
POSSESSION OF HARMFUL DEVICE OR ITEM	Confiscation and 1-3 days ASD	Confiscation and 3-5 days ASD or ISS	Confiscation and 1-3 days OSS	Confiscation and 3-5 days OSS
USE OF HARMFUL DEVICE OR ITEM. Injury will result in movement to step 2 and a report to law enforcement. Item used as a weapon will be dealt with under weapons.	1-3 days ISS or OSS	5-10 days OSS	10-90 days OSS	10-180 days OSS and possible expulsion
THEFT/VANDALISM (may be reported to law enforcement)	Restitution, 1-3 days ASD or ISS	Restitution, 3-5 days OSS	Restitution, 5-10 days OSS	Restitution, 10-90 days OSS
FALSE ALARM OR REPORT, such as 911 calls, fire alarms. Telling others that there will be violence at school. (may be reported to law enforcement)	5-10 days OSS	10 days OSS, referral for expulsion		
BOMB THREAT (will be reported to law enforcement)	10-180 days OSS, referral for expulsion			
ARSON (will be reported to law enforcement)	10-180 days OSS, referral for expulsion			
POSSESSION OF A WEAPON OTHER THAN A FIREARM (will be reported to law enforcement)	10-90 days OSS	10-180 days OSS, referral for expulsion		
POSSESSION OF A FIREARM (will be reported to law enforcement)	Referral to the Superintendent for suspension up to one calendar year and possible expulsion			
ASSAULT, (will be reported to law enforcement) Injury will move to step 3	1-3 days OSS	3-5 days OSS	5-10 days OSS	10-90 days OSS, referral for expulsion
FORGERY	1-3 days ASD	1-3 days ISS or OSS	2-4 days OSS	5-10 days OSS



TOBACCO POSSESSION	Confiscation, 1-3 days ASD	Confiscation, 1-3 days ISS or OSS	Confiscation, 3-5 days ISS or OSS	Confiscation, 5-10 days OSS
TOBACCO USE or DISTRIBUTION	Confiscation, 1-3 days ISS or OSS	Confiscation, 3-5 days ISS or OSS	Confiscation, 5-10 days OSS	Confiscation, 10-90 days OSS
POSSESSION, USE OR ATTENDANCE UNDER THE INFLUENCE OF: controlled substances, alcoholic beverage, prescription medication without Dr. note, energy enhancers, "trucker dope", or substances represented to be such, possession of drug paraphernalia. (may be reported to law enforcement)	10 days OSS, May be reduced to 5 days with drug/alcohol evaluation	10-90 days OSS	10-180 days OSS, referral for expulsion	Note: The Safe Schools Act increases the criminal penalty for the possession of ephedrine or its derivatives (White Crosses, Mini-Thins, etc.) to a class D felony.
SALE OR DISTRIBUTION OF ABOVE ITEMS (will be reported to law enforcement)	10-90 days OSS	10-180 days OSS, referral for expulsion		
SEXUAL MISCONDUCT, with no physical contact or exposure	1-3 days ISS	2-5 days ISS or OSS	5-10 days OSS	10 days OSS
SEXUAL MISCONDUCT, with physical contact or exposure (will be reported to law enforcement)	2-5 days ISS or OSS	5-10 days OSS	10-90 days OSS	10 - 180 days OSS, referral for expulsion
VERBALLY THREATENING BODILY HARM TOWARD A STAFF MEMBER (may be reported to law enforcement)	3-5 days OSS	5-10 days OSS	10-90 days OSS, referral for expulsion	
STRIKING, SLAPPING, KICKING AT A STAFF MEMBER, may be reported to law enforcement, contact will result in movement to step 2	5-10 days OSS	10-90 days OSS, referral for expulsion		
FALSE ACCUSATIONS TOWARD A STAFF MEMBER	10-90 days OSS	10-180 days OSS, referral for expulsion		
THREATENING THE SAFETY AND SECURITY OF THE SCHOOL	10-180 days OSS, will be reported to law enforcement, referral for expulsion			
HUMILIATION (will be reported to law enforcement if related to gender, race, creed, national origin, sexual orientation or handicap.)	1-3 days ISS or OSS	5-10 days OSS, report to law enforcement.	10-90 days OSS	10-180 days OSS
DISRUPTION AND INTERFERENCE WITH SCHOOL	1- 3 Days OSS	3 - 5 Days OSS	5 - 10 Days OSS	10 – 180 Days OSS, referral for expulsion
TECHNOLOGY MISCONDUCT Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops, or any other electronic communication device during instructional time.	Restitution Confiscation Principal/Parent conference, ASD or ISS	Restitution Confiscation Principal/Parent conference, 1-3 days ISS	Referral to insubordination/defiance policy	

EXTORTION	1-5 days OSS	5-10 days OSS, report to law enforcement	10 days OSS	10-90 days OSS
GAMBLING	1-3 days ASD	1-3 days ISS or OSS	3-5 days OSS	5-10 days OSS
BEHAVIORS NOT COVERED ABOVE	Consequences will be at the discretion of the administration and based on the seriousness of the incident and its impact on the safe and orderly operation of the educational environment and/or its impact on the safety and well being of students.			

## DISTRICT ELECTRONIC COMMUNICATIONS GUIDELINES

### Purpose and Scope

The purpose of these regulations is to ensure the proper use of West Plains R-VII School District's (the "District") computer and telecommunication resources and services (the "System") by its students, employees, and other computer users. All computer users have the responsibility to use computer resources in an efficient, effective, ethical and lawful manner.

The following regulations, rules, and conditions apply to all users of computer and telecommunication resources and services, wherever the users are located. Violations of this policy may result in disciplinary action, including possible termination, and/or legal action.

The District has the right, but not the duty, to monitor any and all aspects of the computer system, including employee e-mail, to ensure compliance with this policy.

The computers and computer accounts given to students and employees are for educational purposes only. Users should not have an expectation of privacy in anything they create, send, or receive on the computer. The computer and telecommunication system belong to the District and may be used for educational purposes only. Commercial and/or personal use of the District's system is strictly prohibited.

Computer users are governed by the following provisions, which apply to all use of computer and telecommunication resources and services. Computer and telecommunication services include, but are not limited to, the following: host computers, file servers, workstations, stand-alone computers, laptops, software, and internal or external communications networks (internet, commercial online services, bulletin board systems, and e-mail systems) that are accessed directly or indirectly from the District's computer facilities.

These regulations may be amended or revised periodically as the need arises and are implemented pursuant to District policy (CQ Local).

The term "users" as used in this policy refers to all students, employees, independent contractors, and other persons or entities accessing or using the District's computer and telecommunication resources and services.

### *SYSTEM ACCESS*

The following guidelines will determine access to the District's system:

1. District employees will be granted access to the District's system with the approval of the immediate supervisor.
2. The District may require that all passwords be changed frequently.
3. Teachers will be required to maintain password confidentiality by not sharing their password with students.
4. Student completing required course work on the system will have first priority for use of District equipment after school hours.
5. Teachers may require students to restrict access to course program files, as appropriate.
6. Any system user identified as a security risk or having a history of violations of.

District and/or campus computer use guidelines may be denied access to the District's system.

### *Individual User's Responsibility*

The following rules will apply to all users of the District's system:

1. Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
2. Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, inaccurate, sexually threatening, offensive, or other unlawful material may not be sent by e-mail or other form of electronic communication or

displayed on or stored in the District's computers. Users encountering or receiving such material should immediately report the incident to a superior.

3. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Others may review anything created on the computer.

4. Users may not install software onto any computer or the network.

5. Users should not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file.

6. Without prior written permission, the computer and telecommunication resources and services of the District may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and/or self-replicating code), political material, or any other unauthorized or personal use.

7. The individual in whose name a system account is issued will be responsible at all times for its proper use. Users are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored online, or given to others.

Users are responsible for all transactions made using their passwords.

8. A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

9. System users must not encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by District policy or state or federal law.

10. Transmission of material, information, or software in violation of any District policy or local, state, or federal law is prohibited.

11. System users identifying a security problem in the District's system must notify the appropriate teacher, campus administrator, or District coordinator.

12. System users may not use another person's account without written permission from the campus administrator or District coordinator, as appropriate. Attempts by a user to log on to the District's system as another user will result in cancellation of user privileges and may result in other disciplinary action.

13. System users must not write to directories other than their own, as identified by the District.

14. Students may not use real-time conference features, such as talk/chat/Internet relay chat, nor will students be allowed to use e-mail.

15. System users must remove electronic mail in accordance with established retention guidelines. Such messages will be removed if time lines are not respected by the system user.

16. System users will not evade, change, or exceed resource quotas or disk usage quotas set by the District, except with the specific approval of the District. The District may remove the file of a user who continues to exceed disk space after seven calendar days of notification.

#### *Vandalism Prohibited*

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to Internet is prohibited. Deliberate attempts to degrade or disrupt system performance will be viewed as violations of District policy and administrative regulations and may be viewed as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. The use of any software having the purpose of damaging the District's system or other user's system is prohibited.

#### *Forgery Prohibited*

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

#### *Updating Member Account Information*

The District may periodically require new registration and account information from system users to continue service. System users must notify the District of any changes of account information, such as address and phone number.

### *Information Content/Third Party Supplied Information*

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student or employee knowingly bringing prohibited materials into the System may be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with District policy.

### *Termination/Revocation Of System User Account*

The District may suspend or revoke a system user's access to the District's system upon any violation of District policy and/or administrative regulation. Prior to a suspension or revocation of system service, or as soon as practicable, the principal or District coordinator will inform the system user of the suspected violation and give him or an opportunity to present an explanation, as follows:

1. A system user may appeal the suspension or revocation within seven calendar days.
2. The District coordinator or designee will conduct a hearing, but the principal or District coordinator who imposed the suspension or revocation will not be the person designated to hear the appeal.

Termination of an employee's account or of a student's access will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

### *Disclaimer*

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information of software contained therein. The District does not warrant that the functions or services performed by, or that the information of software contained on, the system will be the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not of the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

In order to protect the technology assets of West Plains R-VII, to minimize unnecessary system downtime, and to supplement the District's Electronic Communications Use

Guidelines, the following policies are to be followed by all system users:

#### 1. Computer Access

- A. User passwords are to be kept secure and not shared between users.
- B. Staff members are not to allow student access to any portion of the district network through a staff user's account.
- C. Student use of an administrative or office workstation is not allowed.
- D. Students are not to perform administrator level activities on any computer system.

#### 2. Software

- A. Software can be loaded or removed only by Office of Technology Staff.

- B. Students and staff are not to bring portable storage media from home or other sources and load them onto any computer.
- C. Strict compliance with software copyright laws will be maintained. There must be a license to support each and every installation of a program.
- D. Downloading of programs for storage on a hard drive or diskette is not allowed without authorization.
- E. Use of computer games not linked to the curriculum are not allowed.

### 3. Hardware

- A. Setup and connection of new computers is to be done only by Office of Technology Staff.
- B. Computer hardware must not be moved without prior approval from the Office of Technology.
- C. Repairs to technology equipment are to be performed only by Office of Technology Staff.

## **EXTRA-CURRICULAR and CO-CURRICULAR ACTIVITIES CODE OF CONDUCT**

The West Plains School District desires to provide activities for students in a wholesome, healthy, drug-free environment. Participation in extra-curricular and co-curricular activities provides students with opportunities that cannot be duplicated in the classroom experience. Educational research has demonstrated repeatedly that a high correlation exists between participation in activities and academic achievement. Extra-curricular and co-curricular programs seek to develop leadership abilities as well as the mental, physical, social, emotional and moral well being of student participants. An excellent extra-curricular and co-curricular activities program promotes school spirit and loyalty in addition to preparing students to make a positive contribution to their society.

Students must understand to represent their school and fellow students, as a participant in the activities program is a privilege, not an inherent right. Being a part of an extra-curricular activity places additional responsibilities upon students. Student participants are ambassadors for their school and community. They are in the public eye and thus, their personal conduct must always be above reproach. They have an obligation to create a favorable image and gain the respect of fellow students, teammates, and members of the West Plains community.

Program sponsors and coaches are expected to be of high character, modeling positive attitudes and characteristics to their students. Winning should always be stressed but never at the expense of lowering any moral or legal standard as outlined by the West Plains School District, Board of Education, the Missouri State High School Activities Association, or rules of the contest.

Although participation in extra-curricular and co-curricular activities is viewed to be of great value for the total development of the student, participation must necessarily be of secondary importance to the student's academic development. The successful completion of the regular program of studies leading to graduation from high school must be primary.

This policy is in effect 365 days per year.

### **Missouri State High School Activity Association (MSHSAA) Standards**

For those activities governed by the Missouri State High School Activities Association (MSHSAA), students must abide by the rules and regulation set by MSHSAA in addition to requirements of their school district and team expectations. The following rules are included in the MSHSAA official handbook and are listed here to help students and parents understand state requirements. Also, this information is shared to help avoid a misunderstanding that could lead to a violation of eligibility standards.

1. A student shall not be permitted to practice or compete until the school has verification that he/she has basic athletic insurance coverage.
2. The school shall require of each student before the student is allowed to practice or participate, a physician's certificate stating that he/she is physically able to participate in athletic contests of his/her school.

3. Non-school competition: Before competing in any non-school competition check with your coach or athletic director. Refer to MSHSAA handbook, by-law 235.0.
4. A middle school or high school student may be eligible in a public school only in the district in which his/her parents, legally established guardian, or a person with whom he/she has been living for one (1) calendar year resides, and which is designated as the school for him/her to attend by the Board of Education.
5. A student in grades 9-12 must be currently enrolled in courses that offer a total three (3) units of credit, and must have earned three (3) units of credit in courses that met the preceding semester in which he/she was in attendance in high school. This basically means he/she must pass 6 out of 7 classes the preceding semester in order to be eligible for participation during the current semester.
6. A student in grades 7-8 must be enrolled in a normal course load for their grade at the member school and must have been promoted to a higher grade prior to the first day of classes for the new school year. However, even though you have been promoted, you will be ineligible if you failed more than two (2) courses the previous semester.
7. Any student who withdraws from school because of disciplinary measures shall not be eligible for any interscholastic activity for one (1) full year from the date of withdrawal.
8. A student who misses class(es) on the date of a school contest without being excused by a principal prior to the absence shall not be considered eligible to represent his/her school on that date or any subsequent date until such student attends a full day of class. Additionally, students absent from school may not attend any school events on that same date without prior approval from the principal.
9. It is the responsibility of the coaches and the administration to inform both players and parents of MSHSAA regulations and to enforce these guidelines.
10. MSHSAA Citizenship Requirements, By-Law 212 – Eligibility reinstated upon conclusion of all proceedings with legal system and all penalties satisfied. If the student does not notify the school of the situation prior to the school’s discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

**West Plains R-VII School District Interscholastic Competition Code of Conduct--WPMS**

The West Plains School District insists that student behavior be in compliance with the policies of the Board of Education, Student Handbook Disciplinary Code and Regulations, and with public laws. Students who exhibit behavior not in compliance may be suspended from participation in the activities program. While it is not possible to cite every example of behavior that violates policies, regulations, or public laws, the following addresses the more common behaviors that lead to a disciplinary action. Unless otherwise indicated, when an infraction leads to suspension from participation, the student will not be allowed to participate in competition. However, the participant will be expected during the duration of the period of the suspension to fulfill all responsibilities to the team, such as attending practices, team meetings, attending contests, etc. per coach/sponsor judgment. This policy is in force 365 days of the year.

**West Plains R-VII School District Interscholastic Competition Code of Conduct**

INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Drugs/Alcohol (use, possession, under influence)	Suspension from participation *30 days	Suspension from participation *180 days	Permanent Restriction
Drugs/Alcohol Distribution	Suspension from participation *180 days	Permanent restriction	N/A

Suspension from activities program School	For all infractions: One day suspension from participation in the for each day out-of-school suspension and/or ALC school assignment.
Violations of law  (Felony)	For all infractions: Suspension from participation for an alleged violation.  **Reinstatement upon acquittal. Permanent restriction upon Conviction.
Violations of law (Misdemeanor)**	For all infractions: Students may be suspended from participation at the direction of review committee comprised of the principal, Athletic Director, Coach or Sponsor, and Central Office administrator, per MSHSAA citizenship By-Law.  *Suspension term of 30 and 180 days will be consecutive regular school term days. Summer break days are excluded.

\*\*The student must immediately report any violation of law to the Athletic Director. Failure to report will effect student eligibility requirements according to MSHSAA By-Laws.

*Definition of terms:*

1. Alcohol and Drugs - Student participants are expected to lead a drug free lifestyle. The possession, use, or distribution of alcohol, drugs, narcotics, hallucinating agents, controlled substances, illegal substances or contraband by participants in the activities program at any time at any location is prohibited and will result in the penalty set forth herein.
2. Suspension from school - A suspension from participation in the activities program will be assigned for a violation of West Plains School District standards which result in an out of school suspension or placement in the in-school suspension program. One-day suspension from participation in the activities program will be assigned for each day of out of school suspension or assignment in the in-school suspension program.
3. Violations of law – Felony- A suspension from participation in the activities program will be assigned for an alleged violation of law that results in felony charges being filed in a court of law. The suspension will be terminated when the participant has been acquitted or adjudicated not to have committed the felony. A participant who has been convicted of a felony will not be permitted to participate in interscholastic activities for the duration of his/her enrollment in the West Plains Middle School. The student must immediately report any violation of law to the Athletic Director. Failure to report violation to athletic director within 72 hours will result in the loss of student eligibility according to MSHSAA By-Laws.
4. Violations of law – Misdemeanor - A suspension from participation in the activities program may be assessed for an alleged violation of law that results in misdemeanor charges being filed in a court of law. An Appeals Committee comprised of the Principal, Athletic Director, Head Coach or Activity Sponsor, and a Central Office Administrator will convene to review the facts surrounding the allegation. The decision to suspend and the length of suspension will be determined by this committee on a case by case basis. The student must immediately report any violation of law to the Athletic Director.
5. Team responsibilities – If a participant is suspended from participation for a period of time less than the duration of the entire season, the participant is expected to fulfill all team responsibilities including attendance at practice, team meetings, games, and other expectations placed on team members by the coach or sponsor.



6. Eligibility for other activities – In the event the duration of a suspension carries beyond the close of a season, the participant may try out for another activity. The balance of any suspension will carry over to the next activity and the season the student participates.
7. Application - The standards outlined are in effect for students in grades 7-8. Infractions accumulate during the period of time a student is enrolled at these grade levels. Every student enrolled is a potential student participant and is subject to the standards and consequences as outlined above, although at the time of infraction, the student is not actively participating in an activity.
8. Performance enhancing substances - In order to minimize health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel should never supply, recommend or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.
9. Required Co-curricular involvement - If a student is enrolled in a course where participation in an activity covered by this policy is required, and is subsequently suspended from participation in accordance with this policy, the student will be provided alternate assignment(s) to meet the mandatory interscholastic participation requirement, thus deferring an academic penalty.
10. Additional standards - In addition to the West Plains School District standards outlined above, student participants will be expected to adhere to the standards of the Missouri State High School Activities Association standards and program expectations and standards established by each coach or sponsor. Program rules and standards will be communicated to participants prior to their participation.
11. Co-curricular activities – activities that students participate in outside of the classroom as a result of being enrolled in a school offered class. (i.e. Band, Choir, Debate, and Academic Team interscholastic competition.)
12. Extra-curricular activities – activities that take place outside the regular course of study in school. (All athletic teams that compete interscholastically.)
13. Drug Use Test – scientifically substantiated method to test for the presence of illegal drugs in a person’s urine.
14. Illegal Drugs – any substance, which an individual may not sell, possess, use, distribute or purchase under either Federal or Missouri law. (Including narcotics, performance altering drugs, and unauthorized use of prescription medication.)
15. Positive Test Result – when referring to a drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
16. C/TPA – Consortium/Third Party Administrator. A service agent that provides or coordinates the administrative tasks concerning the operation of a company/school drug and alcohol testing program.
17. Off-season– the part of the regular school year that an activity has been completed or has not yet begun (Does not include summer break).
18. MRO – Medical Review Officer. A licensed physician responsible for reviewing laboratory results and evaluating medical explanations generated by a drug testing program.

#### **Drug Testing of Students in Extra Curricular and Co-Curricular Activities**

The West Plains Board of Education, in an effort to protect the health and safety of its students from illegal drug use and abuse or injuries resulting from the use of drugs, thereby setting an example for all students of the West

Plains R-VII School District, adopts the following policy for drug testing of students participating in extra-curricular and/or co-curricular activities.

### *Statement of Purpose and Intent*

It is the desire of the Board of Education, administration, faculty, and staff that every student in the West Plains R-VII School District refrain from using, possessing or distributing illegal drugs. The sanctions of this policy relate solely to limiting the opportunity of any student in violation of this policy to represent this school district in extra-curricular and/or co-curricular activities. This policy is intended to supplement and compliment all other policies, rules and regulations of the West Plains R-VII School District regarding possession or use of illegal drugs.

Participation in school sponsored extra-curricular and/or co-curricular activities at the West Plains R-VII School District is a privilege. Accordingly, students competing interscholastically carry a responsibility to themselves, their fellow students, their parents, their school, and their community to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Students are again reminded that the West Plains R-VII School District's prohibition on possession or use of alcohol and illegal drugs is in effect 365 days a year. Random drug testing is not the exclusive means for determining whether a student has violated the District's prohibition on possession or use of alcohol or illegal drugs. A positive drug test is not required for the administration to assign the penalties set forth herein if the administration has conducted an investigation and found that a student has violated the District's prohibition on alcohol or illegal drugs.

The purpose of this policy is to prevent illegal drug use and to strive within the West Plains R-VII School District for an environment free of illegal drug use and abuse. If the discipline policy of the West Plains R-VII School District is violated for illegal drug possession or use on school grounds or at a school activity, the student will be subject to the penalties of the discipline policy and the violation will also be counted as a violation of the "extra-curricular and/or co-curricular drug testing policy". A positive drug test obtained through voluntary participation in the random drug testing program will not result in a disciplinary academic suspension. Students should be aware that a positive test result obtained through this program may affect their eligibility for participation in other privileges and honors such as National Honor Society and the A+ Program.

Illegal drug use of any kind is incompatible with participation in extra-curricular and/or co-curricular activities of the West Plains R-VII School District. For safety, health and well-being of the students of the West Plains R-VII School District, the district has adopted this policy for use by all students participating in off-season and/or in-season extra-curricular and/or co-curricular activities in grades 7-12.

### **DRUG TESTING PROCEDURE**

Each student participating in extra-curricular and/or co-curricular activities shall receive copies of the "Student Extra-Curricular and/or Co-Curricular Activities Drug Testing Policy" and "Student Extra-Curricular and/or Co-Curricular Activities Drug Testing Consent Form" which shall be read, signed and dated by the student, parent and/or guardian. All students must turn in the "Student Extra-Curricular and/or Co-Curricular Activities Drug Testing Consent Form" to the high school or middle school office by the first Tuesday of September before the student will be allowed to continue or begin practice or participation in any extra-curricular and/or co-curricular activity. Any student (7<sup>th</sup> – 12<sup>th</sup> grade) who does not turn in the required forms by this time will not be eligible to participate in any extra-curricular and/or co-curricular activity during the remainder of the school year. 7<sup>th</sup> and 8<sup>th</sup> grade students will be allowed to return the form anytime during the year prior to the first athletic season in which they participate. Form must be returned before the student participates. Transfer students will be placed in the testing pool within one week of enrolling in the West Plains R-VII School District if they intend on participating in extra-curricular and/or co-curricular activities. A hardship exception may be granted by a written appeal to the Appeals Committee composed of central office administrator, principal, athletic director, and head coach/sponsor.

Students to be drug tested are those in any interscholastic extra-curricular, co-curricular, school sanctioned/sponsored team or activity. Teams/activities to be tested include but are not limited to: Band, Choir, Speech, Academic Team, and all Athletic Teams.

## *Procedure*

Drug testing will be based on a random suspicionless selection basis from a list of all students participating in extra-curricular and/or co-curricular off-season and/or in-season activities.

Any drug test required by the West Plains R-VII School District under the terms of the policy will be administered by or at the direction of a professional laboratory chosen by the West Plains R-VII School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

All aspects of the drug use-testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students to maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected on campus in a restroom or other private facility behind a closed stall. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal who will then determine if a new sample should be obtained.

If during the drug testing procedure, the student delays urination beyond a reasonable period of time or if there is suspicion of use of a test alternating substance, the school district may send the sample to the drug lab for more specific and accurate tests.

If the initial drug test result is negative, the parent/legal guardian and student will be notified by the appointed school administrator. The potentially positive test result will then be subject to confirmation by further testing of the same specimen. A specimen shall not be reported positive unless the test result utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof.

If the confirmation test for any student has positive results, the third party administrator (TPA) will inform the appointed school administrator who in turn will notify the parent/legal guardian and student. A medical review officer (MRO) will contact the student to determine if the positive results were due to the legal use of prescription drugs/medication. The MRO will confirm their findings with the TPA who will release the results to the appointed school administrator. The principal and athletic director will schedule a conference with the student and parent/legal guardian. At the conference, the principal will solicit any explanation of the positive result. Once a positive is determined, the student will become ineligible to compete in any activity. The student may remain involved in the activity, i.e. practice, meetings, etc., if involvement does not adversely affect team/activity.

If the student asserts that the positive test result was caused by other than consumption of an illegal drug, the student will then be given an opportunity to present evidence of such to the principal. The West Plains R-VII School District will rely on the opinion of the laboratory, which performed the confirmation test in determining whether the positive test result was produced by other than consumption of an illegal drug. The principal and athletic director will make a decision within five (5) working days.

The decision may be appealed in writing within five (5) days to the Appeals Committee, composed of the appointed central office administrator, principal, athletic director, and coach/sponsor. All Appeals Committee decisions are final.

A student who has tested positive will be required to undergo one or more additional drug tests to determine whether the student is no longer using illegal drugs before he or she may rejoin an extra-curricular and/or co-curricular activity.

All parents or guardians of students who test negative in the initial screening will be contacted via letter by personnel of the West Plains R-VII School District within five (5) working days of testing.

## *Violations*

Any student who tests positive in a drug use test under this procedure shall be subject to the following restrictions:

1. For the first offense, the student shall be suspended from participation for all in-season or off-season extra-curricular and/or co-curricular activities for 30 school days. During this time, it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. Students enrolled in a class that involves co-curricular activities will remain in the class during the 30 day period and may participate in classroom activities, but may not participate in any activities outside the regularly scheduled class time. If a participant in an extra-curricular activity is suspended from participation for a period of time less than the duration of the entire season, the participant may be expected to fulfill all team responsibilities including attendance at practice, team meetings, games and other expectations at the discretion of the coach/sponsor. At the end of the 30 day period, the student will be retested and must pass a drug test to re-enter the extra-curricular and/or co-curricular activity. If he/she refuses to be retested, this will be considered the second offense.
2. For the second offense, the student shall be suspended from participation in all activities for 180 school days. The stipulations of the first offense shall continue to apply. At the end of the 180-day period, the student will be retested and must pass a drug test to re-enter the extra-curricular and/or co-curricular activity. If he/she refuses to be retested, this will be considered the third offense.
3. For the third offense, the student shall be suspended from participation in all in-season or off-season activities including all meetings, practices, performances, and competitions for the length of the student's enrollment at West Plains Middle School from the date of the initial report of the third offense as stated in this procedure.

#### *Refusal to Submit to Drug Use Test*

If a student refuses to submit to a drug use test authorized under this policy, such student shall be ineligible to participate in any extra-curricular and/or co-curricular activities including all meetings, practices, performances and competitions for 180 school days and until such time that a drug use test has been administered and passed. After the 180-day period, the participating student shall again be subject to the West Plains R-VII School District Drug Testing Policy and must pass a drug test to re-enter the extra-curricular and/or co-curricular activity.

Clarification: Any student who has a positive test result and does not complete the required procedure process will be treated as a refusal. Failure to appear for a drug test after receiving notification also implies refusal.

#### **Vape/E-cig/Tobacco**

1<sup>st</sup> Offense: During season the student-athlete will be required to meet with his/her coach/sponsor and fulfill any disciplinary procedure required to meet team membership expectations as communicated in team contract or membership expectation agreement. (loss of playing time, extra running, picking up cups or water bottles, etc.) Out of season student-athlete will be required to meet with school administration along with parent/guardian.

2<sup>nd</sup> Offense: During season the student-athlete will be suspended from all competition for 7 consecutive days. Out of season student-athlete will serve suspension beginning first week of competition in their next competitive season.

3<sup>rd</sup> Offense: During season the student-athlete will be suspended from competition for the remainder of the season for no less than 30 consecutive days with any balance carried over to next season of competition. Out of season student-athlete will serve their suspension beginning the first week of competition of their next competitive season for 30 days.

4<sup>th</sup> Offense: Student-athlete in or out of season will be suspended from participation in all athletic/activities for the remainder of school year. Student will be at 4<sup>th</sup> Offense for subsequent school years.

## **Parent/Guardian Notification to Access Public Insurance**

Dear Parents/Guardians:

For a number of years, Missouri has participated in a federal program called Medicaid School-Based Services. The program helps school districts by providing partial reimbursement for some medically related services listed on a student's individualized educational program (IEP). Under the Individuals with Disabilities Education Act (IDEA), school districts are permitted to seek payment from public insurance programs such as Medicaid (called MO HealthNet in Missouri) for some IEP services provided at school.

In 2013, the requirements under the IDEA changed to be less burdensome for parents/guardians and schools. Before a school district may access your public insurance for the first time and every year thereafter, school districts must provide parents/guardians with written notification. So what does that mean?

### **What will you be asked to do?**

You will be asked to give your consent in writing one time to release information from your child's education records, including information about the services your child receives through the IEP. This information is being released for the purpose of billing MO HealthNet and seeking partial payment for some medically related IEP services under the IDEA.

### **What type of information will be in the consent form?**

The consent form must tell you the personally identifiable information that may be disclosed, such as your child's name, date of birth, Social Security number (if provided), Medicaid number or other identification, disability type, IEP and evaluations, types of services, times and dates of service, and progress notes. The consent form must also tell you the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will get the information.

### **What does it mean if you give your consent?**

By consenting, you state you understand and agree that your MO HealthNet insurance will be billed to partially pay the cost of IEP services and that the necessary information about your child and the IEP services may be shared with the MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (e.g., physician scripts, referrals) in order to access your MO HealthNet benefits.

### **Can you be required to enroll with the MO HealthNet Division (MHD) for public insurance?**

You cannot be required to sign up for or enroll in public insurance for your child to receive a free appropriate public education, including IEP services.

### **Will your consent affect your family's MO HealthNet benefits?**

No. Reimbursed services provided by your school district do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in MO HealthNet programs.

### **What if you change your mind?**

You have the right to withdraw consent to disclose your child's personally identifiable information to the MO HealthNet Division for billing purposes at any time.

### **Will your consent or refusal to give consent affect your child's IEP services?**

No. Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for purposes of the school accessing your MO HealthNet benefits.

### **What if you have a question?**

Please call your school district's Special Education Department with questions or concerns.

## West Plains Board Policy – IL – Assessment Program

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

### District Assessment Plan

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the districtwide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* – To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. *Student Guidance* – To serve as a tool for implementing the district's student guidance program.
3. *Instructional Change* – To provide data that will assist in the preparation of recommendations for instructional program changes to:
  - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
  - b. Help the professional staff formulate and recommend instructional policy.
  - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* – To provide indicators of the progress of the district and individual schools toward established goals.
5. *Accreditation* – To ensure the district maintains accreditation.

There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

### **Reading Assessment**

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

### **English Proficiency Assessments**

The district will annually assess the English reading, writing and oral language skills of district students with limited English proficiency.

### **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent/guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

## **National Assessment of Educational Progress**

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

West Plains R-VII

Date Adopted: 10/16/2001

Last Revised: 4/15/2014

ILE: EF-AP1

Critical

## **FOOD SERVICE MANAGEMENT**

### ***(Meal Charges)***

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

### **Notice**

At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need. A copy of this procedure will also be posted on the district's website, and information about charging meals will be included in the student handbook.

### **Employees**

Employees may charge meals only after completing the form provided by the district authorizing the district to withhold the amount of any unpaid charges from the employee's pay. The district will withhold amounts due from meal charges in the June pay period or the employee's final pay period from the district. Employees may appeal a deduction for meal charges using the process outlined in policy DLB.

### **Students**

1. A student may not accumulate more than \$20 in unpaid meal charges.
2. Students may not charge à la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.



### ***Interventions***

After a student accumulates \$20 in unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

### ***Working with Parents/Guardians***

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and acquires more than \$20 on their account.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

### **Debt Collection**

#### ***Delinquent Debt***

Unpaid meal charges will be considered a delinquent debt 30 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

#### ***Bad Debt***

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using nonfederal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:

1. State revenue matching funds in excess of state revenue matching-fund requirements.
2. State and local funds provided to cover the cost of student meals.
3. Local contributions from organizations or individuals.
4. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.
5. Revenue from the sale of à la carte items and profits from foods not purchased with NSFSA funds and funded by an account separate from the NSFSA.
6. Revenues from catering or contracting services that operate from an account separate from the NSFSA.

***Records***

The district will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from nonfederal sources.

Implemented: 06/27/2017

West Plains R-VII School District, West Plains, Missouri

## **Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of 2015 (ESSA) 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 Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup> .

### **1. What is a complaint?**

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

### **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 the 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 ESSA program has been violated by the LEA or the Department, and 2. The facts on which the statement is based and the specific requirement allegedly violated.

### **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-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

In addition to the procedures listed above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

**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. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**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.