

**WEST PLAINS
HIGH SCHOOL**

Home of the ZIZZERS

"Inspiring Excellence"

2018-19



WEST PLAINS HIGH SCHOOL

602 EAST OLDEN STREET

WEST PLAINS MO 65775

(417)-256-6150

www.zizzers.org

**STUDENT—PARENT
HANDBOOK**

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FOREWORD

It is the special function of the secondary school to serve the needs of youth during the early adolescent years. It must, therefore, provide an environment in which each individual may find the opportunity for wholesome growth and development. In the process of development there must be an ever-increasing sense of social and civic responsibility. The need of society and the interest of each individual pupil are best served only when the school develops a deep sense of social responsibility and offers opportunities to challenge the purposeful creative effort of all.

This handbook has been published to provide information for both parents and pupils concerning the policies and programs of the high school. The curriculum and extra-classroom activities are described. The required courses for each grade are indicated. These should be of assistance in planning the pupil's program. West Plains High School has rendered immeasurable service throughout the many years of its existence. From it have gone thousands of young men and women who have later distinguished themselves in countless fields of service. In accordance with its tradition, rich in achievement, the school continues to hold that it can serve the pupil only to the extent that he or she is willing to be of service in it to himself/herself and to others.

Dr. Jack Randolph, Principal

Mr. Lenny Eagleman, Assistant Principal

Mr. Kevin Hedden, Assistant Principal

OFFICE HOURS

7:45 A.M. – 4 P.M.

(417) 256-6150

EXT. 4309

OUR MISSION

Education, Service, Life

OUR GOALS

1. Improve academic achievement in at least one core area for each student on an annual basis.
2. Provide opportunities and incentives for each student to participate in community service.
3. Ensure a safe environment that promotes excellence for students, faculty, and staff.
4. Communicate effectively at all levels.
5. Attract, retain and continually develop a highly qualified and professional administration, faculty, and staff.
6. Operate in fiscally responsible manner by being good stewards of patron resources.

The West Plains School District Board of Education is committed to ensuring that the West Plains School system considers the best interest of our students as the guiding principle in the decision-making process for the Board of Education, administrators, faculty, and staff. Our district will exhibit superior performance in all facets of educational programming, including faculty development, student achievement, and community participation when compared to state and national benchmarks. We will employ both world-class strategies and local values to provide a safe, enriching environment for faculty, staff, and students of all ages. We will provide students with opportunities for a variety of experiences that will assist them in the discovery and development of their strengths for a lifetime of success and service for the community.

DISTRICT PHILOSOPHY

The West Plains R-VII 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 a safe environment conducive to learning in which all students are challenged to work to their fullest potential as they acquire knowledge and problem-solving skills which 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.

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 student's ages 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 Dr. Wes Davis, at (417) 256-6150 extension 4576.

**WEST PLAINS R-VII SCHOOLS
NON-DISCRIMINATION POLICY**

“All students have equal access to all courses, programs and services provided by the district.” Students, their parents, and employees of the West Plains R-VII School District R-VII, are hereby notified that this school district does not discriminate on the basis of gender or handicap and is required by Title IX and Section 504 not to discriminate on the basis of gender or handicap in its educational activities and employment practices. Any person having inquiries concerning West Plains School District R-VII compliance with Title IX and Section 504 is directed to contact Dr. Lori Wilson or Dr. Wes Davis West Plains Schools, West Plains, Missouri 65775, telephone (417) 256-6150. They have 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 the Title IX may also be made directly to:

Director of the Office for Civil Rights
Department of Health, Education and Welfare
Washington, DC 20201

Nondiscrimination in Educational Programs

Gender will not be used as a basis for determining admission to education programs of the West Plains R-VII School District.

Gender will not be used as a basis for determining a student’s access to or participation in any course.

PROCEDURES

Level One:

A grievant shall, within ten (10) days after the occurrence of the event, which is the subject of the grievance, make an appointment with and discuss the matter with his or her principal or immediate supervisor. Every effort will be made to resolve the grievance informally at this level. The principal or immediate supervisor shall give an oral response to the grievant within five (5) days after the initial discussion.

Level Two:

In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign it, and submit it to the principal or immediate supervisor within five (5) days after the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and an explanation of how such facts result in gender discrimination on the basis of handicap. The principal or immediate supervisor must submit a written answer within five (5) days after receipt of the written grievance.

Level Three:

In the event the grievant is not satisfied with the resolution of the grievance at Level Two, the grievant may submit the written grievance within five (5) days thereafter to the area associate superintendent. The area associate superintendent will respond in writing to the written grievance within five (5) days thereafter.

Level Four:

In the event the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant may submit the written grievance to the Director of Title IX and Section 504 who will convene a grievance committee for the purpose of examining evidence of sex discrimination or discrimination on the basis of handicap in the case submitted. The grievance committee will consider all relevant evidence presented in connection with the grievance and may request individuals to testify before the committee. Within twenty (20) days after receipt of the written grievance, the grievance committee shall determine what action, if any, should be taken to resolve the grievance. The decision of the grievance committee shall be final and a copy of such decision shall be delivered to the grievant.

Students may be separated on the basis of gender for class activities where the materials and discussions deal exclusively with human sexuality or where physical education classes are engaged in competition in body contact sports. No course will be offered to only one sex. Sex discrimination in academic or vocational counseling is also prohibited.

Title IX requirements do not apply in any way to the selection or use of textbooks or curricular materials. The West Plains R-VII School District does recognize, however, that sex stereotyping in curricular materials is a serious matter; and textbooks and materials considered for use in the school system will be carefully examined for such stereotyping.

Nondiscrimination in Educational Activities

Gender will not be used as a basis for preventing a student's participation in extracurricular activities, school organizations or athletics.

Open access will be provided to all students in, but not limited to, the following activities: music, pep club, cheerleaders, intramurals, athletics, clubs and organizations. Students may be selected by sex in music if done for vocal range. Federal regulations do not require single co-educational teams for all sports. Athletics may be provided either through separate teams for males and females or through a single team open to both sexes. Game schedules, practice facilities, locker rooms, coaches and other related items must be equal. It is the desire of the school district to provide the sports and levels of competition which effectively meet the interests and abilities of both boys and girls.

Title IX and Section 504

Grievance Procedures for Students, Faculty and Staff

The following policies and procedures are established in order to assist in the fair resolution of student, faculty, and staff grievances. A grievance hereunder is a claim by a student, faculty member, or staff member (grievant) that a violation of Title IX or Section 504 regulations has occurred. Whenever a grievance occurs, the following procedure will be followed, and every effort will be made to secure an appropriate resolution as early as possible.

1. As used herein, the term "grievant" means the individual student, parent, faculty member, or staff member filing a grievance under this policy; the term "days" shall mean days when school is in session except when a grievance is filed on or after May 15, "days" shall refer to Mondays through Fridays, except legal holidays.
2. A grievance may be filed by an individual grievant or by a parent on behalf of a student grievant, if the grievant feels that gender discrimination or discrimination on the basis of handicap has occurred in this school district.
3. No grievance shall be recognized unless it is filed at the appropriate level within ten (10) days after the occurrence of the event which is the subject of the grievance.
4. The inclusion of time limits in this policy is for the purpose of insuring prompt action. In circumstances where the grievant does not pursue the next step of the procedure within the time period specified, unless there is a mutually agreed extension of time, the grievance shall be deemed to have been settled, and no further action shall be required. In the absence of a written reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered to have been denied, and the grievant may submit the grievance in writing to the next level.

Grievance Procedures

The school district's officer responsible for Title IX is:

Dr. Wes Davis

West Plains R-VII Schools

West Plains, MO 65775

Persons desiring additional information about Title IX should contact Dr. Davis office. Individuals who wish to file a grievance due to alleged violation of Title IX should follow this procedure.

Students – Discuss grievance with his or her principal. If not satisfied, file grievance using form provided by your principal.

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, DC 20201

STANDARD COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA'S SCHOOLS ACT PROGRAMS

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (ASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed with Dr. Wes Davis, Assistant Superintendent, 613 West First Street, West Plains, MO 65775, telephone number (417) 256-6150. If the issue cannot be resolved at the local

level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing for more information about this procedure or how complaints are resolved may contact local district or department personnel.

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 into policies, procedures and practices; and seek to actively resist re-traumatization. More information is available on the Trauma-Informed Schools Initiative available on Missouri Department of Elementary and Secondary Education website (dese.mo.gov.)

DISTRICT ASSESSMENT POLICY

Policy

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.

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-VII 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 the Family Educational Rights and 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 (such as West Plains R-VII School officials); to those of other schools in which the student seeks to enroll; and under certain conditions and for specific purposes to local, state and federal officials.

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 appropriate appeal channels within the West Plains R-VII School District have not proved satisfactory.

Complaints should be addressed:

Family Educational Rights
Switzer Building
Room 4511
Washington, DC 20202.

Custodial and non-custodial parents have equal access to student records unless a court order (e.g. divorce decree) specifically limits access.

DIRECTORY INFORMATION

Please be advised that the school district will release upon request “Directory Information” concerning your child. This will include the following information: the student’s name, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs and other similar information. Student names will be released to all military recruiters or institutions of higher education that request them unless parents/guardians specifically request their names not be released. **If you do not want this type of information about your child released, please send a note to that effect to your child’s principal. Notification must be received by the school by the end of the second full week of school.**

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 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 provided as required by Title II of the Americans with Disabilities Act 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.

Dr. Wes Davis
613 West First Street
West Plains, MO 65775
417-256-6150
Mon.-Fri. 8 a.m. to 4 p.m.

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

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.

GENERAL INFORMATION

DAILY SCHEDULE

Students arriving at school prior to 7:35 a.m. need to report to the cafeteria unless they are under the direct supervision of a faculty member.

*Bus riders for South Fork and the rural schools will be dismissed at 3:25

Bell Schedule:

- 8:10-9:00 – First Hour
- 9:05-9:52- Second Hour
- 9:57-10:44- Third Hour
- 10:49- 11:36- Fourth Hour
- 11:41-1:10- Fifth Hour
- A Lunch 11:36-12:05
- B Lunch 12:09-12:37
- C Lunch 12:41-1:10
- 1:15-2:02 – Sixth Hour
- 2:07-2:54- Seventh Hour
- 2:59-3:35- Zizzertime

Wednesday early release plan: Every Wednesday all students will be released at 2:54 p.m. with exception of bus riders who will report to the cafeteria. Sports practices and extracurricular activities will begin at 2:54 p.m.

Bus riders for South Fork and the rural schools will be dismissed at 3:25, R-7 bus riders will be released at 3:35 p.m.

BUILDING HOURS

Building Hours are from 7:00 am to 4:00 pm. Students are not permitted to be in the buildings outside of these hours unless under the supervision of West Plains R-VII faculty or staff.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences will be held periodically on dates to be announced. Parents who wish to visit with a teacher before or after designated time should contact the counselor's office to set up a conference.

CHANGE OF ADDRESS

Students must advise the attendance office of any change in address during the school year.

EMERGENCY CONTACT NUMBERS

Students, parents or guardians are asked to list at least two local emergency contact telephone numbers on each student's enrollment form. Contacts should be people who can act in their place in the event of an emergency. If students, parents or guardians fail to list emergency numbers, the school reserves the right to act in the child's behalf.

COMMUNICATION

RAPID NOTIFICATION SYSTEM - Blackboard

West Plains Schools uses a rapid notification system that allows schools to contact thousands of parents within minutes. West Plains Schools has implemented this to substantially improve its ongoing communication with parents. This service, currently through Blackboard Connect is only available to parents of children in the West Plains School District.

Our Rapid Notification System allows school administrators to keep parents updated quickly and efficiently with personalized messages and helps parents stay actively involved in their child's education.

The Rapid Notification System has the ability to do the following:

- Reach thousands of parents per minute (calls and text alerts)
- Send notifications even when school phone lines are down
- Inform parents the very morning of a child's absence from school
- Rapidly deliver first-hand information during a crisis situation

Parents will receive the following types of alerts from schools:

- Routine notification calls do not directly affect the safety of students, staff, or parents. These calls include upcoming events, delayed school bus routes etc.
- Emergency notification calls are used during critical incidents where a child, staff member or parent's safety is in immediate jeopardy. These calls include lockdowns, evacuations, and relocations.

Text alerts will be used to distribute quick reminders or information. If your primary phone is your cell phone, you will receive text alerts. (You will have the option to opt-out of receiving alerts.) Text alerts will be limited but will occur more frequently than our routine notification calls.

Email Updates will be sent out to the email address that parents enter into the student information system. These will include reminders and updates on various school events. Emails will be limited but will occur more frequently than our routine notification calls.

ZIZZERPRIDE E-NEWS

ZizzerPride E- News is the district's weekly e-newsletter that is sent out to all members of the community who have subscribed. This service is delivered by e-mail and includes updates for events across the district, as well as news items in the district. Sign up for ZizzerPride E-News on the District's homepage at www.zizzers.org.

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 extra-curricular 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 campuses 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.

VISITORS

WEST PLAINS HIGH SCHOOL AND AREAS ADJACENT TO THE HIGH SCHOOL ARE CLOSED TO UNAUTHORIZED VISITORS. Students having out-of-school visitors should instruct these individuals to stay off campus during the school day. Any visitors having legitimate business should report immediately to the principal's offices in order to secure permission to be on campus. **UNAUTHORIZED VISITORS MAY BE SUBJECT TO WEST PLAINS ORDINANCE "TRESPASSING."**

SCHOOL CALENDAR/BUILDING USE

The official West Plains High School calendar is maintained by the Activity Director's Office. Therefore, arrangements for all school related activities which require the use of WPHS school buildings/grounds after school hours should be made with the Activity Director. In addition, persons or groups wishing to rent school buildings space will also be required to sign a contract in the Assistant Superintendent's Office. If an ATHLETIC FACILITY (gym, practice field, etc.) is involved, it

should also be cleared by the Activities Director. When possible, please make arrangements at least seven (7) days in advance.

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 her 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 diskettes or CD-ROMs 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 for any purpose is 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.

PERSONAL ELECTRONIC DEVICES (PEDs)

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 High 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. Zizzertime classes will follow the guidelines of instructional time. Non-instructional times are defined as follows:
 - Any time before 8:10 a.m. and after 3:35 p.m.
 - Passing periods between classes
 - Privilege time in designated areas for those on gold or emerald status who have earned this reward during Zizzertime.
 - 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

OFFICE RULES

The high school office is open on all regular school days from 7:45 a.m. to 4 p.m. Pupils who have business in the office should possess a hall pass, be courteous, quiet and businesslike, and should leave quickly when the business is completed. They should remain outside the counter unless asked by one of the secretaries to step inside.

TELEPHONE USE

Phones in school offices are for school business only. The student telephone in the Assistant Principal's Office is also a school business phone. **PERSONAL CALLS, INCLUDING RETURNING PERSONAL MESSAGES, SHOULD BE MADE ON THE OFFICE PHONE.** Students who are in the office to use the telephone should have a HALL PASS in their possession.

TELEPHONE USE/ STUDENT MESSAGES

The school will not deliver messages to students during instruction time UNLESS AN EMERGENCY EXISTS. However, the office will take messages for the student to pick up. Students may pick up their messages at the Attendance window. Students with "call-back" messages may make their calls on the student phone at the attendance office-.

DRESS CODE

All students are expected to come to school clean and neat in appearance. Administrators will make the final decision if questions arise. The following items will be considered unacceptable for all students.

1. Headgear: (Hats, Caps, Bandannas, Do-rags, Sweatbands, Hoods of any kind, etc.) are not to be worn on campus during school hours (from the time the student arrives at school until the end of the school day). ~~It~~ Failure to comply may result in confiscation and will be considered a direct violation of the dress code policy.
2. All Shirts must have a sleeve. Halter tops, tank tops, ~~or any~~ tops which exposes the midriff, spaghetti strap tops, are not permitted *The appropriateness of any shirt is left to the discretion of the administration.*
3. Patches or suggestive writing on clothing or hats having vulgar, sexual, drug or alcohol connotations.
4. Bare feet.
5. Any type of extremism of dress, or dress that is disruptive or distracting to the educational process (such as short skirts, low cut tops, clothing that is too revealing, underwear showing, sagging, or clothing with revealing holes), will dealt with on an individual basis.
6. Clothes must fit properly and not be a distraction to the educational environment.
7. Any clothing, makeup or accessories which may cause a distraction to the educational environment.

BODY PIERCING

Due to health and safety concerns related to blood-borne diseases, West Plains R-VII School District discourages body piercing, other than pierced ears. This recommendation is related to protecting and promoting good health and safety precautions for the school population. **Students with piercings which the administration deem as hazardous or a distraction to the educational environment will be asked to remove the piercing**

Any or all body piercing jewelry may be required to be removed in order to participate in athletics and/or physical education activities.

FOOD AND OPEN CONTAINERS

All food and open containers are subject to search and are to be confined to the designated eating areas (Cafeteria/Triangle). Drinks are permitted in the hallway before school. Food and drinks are not to be consumed in the hallways or stored in lockers (with the exception of sack lunches). Delivery of fast food during the school day is discouraged. Failure to comply will result in disciplinary action.

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, a policy 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

POSTING/DISTRIBUTION OF LITERATURE

All community partner requests for distribution of flyers must go through the Director of Communications at the West Plains Schools Administration Center located at 305 Valley View Drive. The district now uses PeachJar E-flyers online for all outside groups wishing to distribute flyers to our students. If you are an outside group, you will need to create an account. Go to www.peachjar.com to create an account. If your flyer is just promoting an event that does not require a fee or is a benefit for something, you may qualify for free posting. Email lane.snodgras@zizzers.org to see if you qualify.

BULLETIN BOARDS

General information and announcements will appear from time to time on the various bulletin boards. Pupils should observe and read the bulletin boards regularly. All bulletin board announcements should be approved through the office or club sponsor before posting.

ASBESTOS

The Asbestos Hazard Emergency Response Act of 1986 (AHERA), was enacted recently by Congress, AHERA was enacted to determine the extent of, and develop solutions for, any problems schools may have with asbestos. Our facilities have been inspected by a certified asbestos inspector, as required by AHERA. The inspector has located, sampled, and rated the condition and hazard potential of all materials in our facilities suspected of containing asbestos.

An asbestos management plan has been developed for our facilities, which includes: notification procedures, education and training of our employees, plans and procedures designed to minimize the disturbance of the asbestos containing materials, and plans for regular surveillance of the asbestos containing materials.

A copy of this management plan will be available for your inspection in our administrative offices during regular office hours.

We will be implementing the asbestos management plan and taking whatever steps are necessary to insure your students and our employees have a healthy, safe environment in which to learn and work.

LOST AND FOUND

Pupils who find or lose articles should report the same to the high school office promptly. The loss of property may be minimized by identifying, where possible, every article with the owner's name.

SCHOOL MEDICATION POLICY

Student medications should be given at home 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.
 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. **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.**
 3. Over-the-counter medication such as Energy Enhancers/Dietary Supplements and Nicotine Patches (other than those listed on the Medication Consent Form) must come in the original container and must have a signed Medication Consent Form on file to be given at school. Over-the-counter medication (other than those listed on the Medication Consent Form) must come in the original container and student must have a signed Medication Consent Form on file to be given at school.
 4. **All medications must be turned in at the Nurse's Office along with a dated note giving permission to administer the medication.** Medication such as Ritalin, Dexedrine, Codeine Products including cough medicine, **May Not Be Sent on Bus.**
 5. Medication bottles will be sent home when medication course is completed or expires.
- Questions concerning this policy may be directed to:

Leslie Murray, RN
West Plains High School
256-6150 (work)

SCHOOL CANCELLATIONS

In case of inclement weather or other emergency situations, announcement of school closings will be made through the Rapid Notification System Blackboard and ZizzerPride E-News in addition to information being posted on Facebook (www.facebook.com/wpzizzers) and Twitter (@wpzizzers). Information will also be supplied to local television stations, radio stations and other news outlets. As soon as a decision is made, the media will be notified. Additionally, our school website can be accessed for school closing information or other important information at <http://www.zizzers.org>. Please check the district website or social media outlets for information rather than calling the school. The school phone lines need to be kept open for emergency purposes.

If school is dismissed early, all efforts will be made to notify parents through the methods listed above. Parents should have arrangements made each school year for emergency-type situations. These arrangements should be discussed with your child/children so they will know what to do.

FIRE DRILLS

It is necessary that we have a plan for getting students out of the building in case of an emergency. Each year we have "fire drills" to acquaint students with how to leave the building in an orderly manner.

Fire drills will be signaled by an all-call from the office. The students are to leave the rooms immediately and proceed in a brisk walk to the exits designated in each room. The instructions to follow during these fire drills will be posted in each room. Teachers should acquaint all students with which exit to use if the drill occurs while they are in your room.

All students should be instructed to walk briskly but not to run. They should proceed to the outer walks and remain outside the building until an "all clear" bell (one long ring) is heard. They should then return to their classes quietly and immediately.

ALL PERSONNEL ARE TO LEAVE THE BUILDING DURING ANY FIRE DRILL.

TORNADO DRILLS

To prepare for tornados, the school will conduct “tornado drills” to familiarize students with the proper tornado procedures. Tornado drills will be signaled by an all call from the office. Each room will have a designated area for students and staff to congregate during the drill. This information will be posted in every room. Everyone should go immediately to their area and get in proper position against the walls, away from windows and doors. We would like to have all students and personnel in their emergency area in less than one minute.

EARTHQUAKE DRILLS

In the event of an earthquake, the procedure would be for students and staff to gain cover under a desk or other heavy object during the actual earthquake. Students and staff should use the information listed under fire drills for where to proceed after the earthquake.

EMERGENCY ALERT PLAN (LOCKDOWN PROCEDURE)

It is necessary that we have a plan for keeping students safe in the case of an emergency. Each year we will conduct lockdown drills with students to familiarize them with the procedures.

Failure to comply with this policy will result in 10-90 days of out-of-school suspension.

Alert- This code will be announced when a lockdown is needed and there is no threat to the safety of students or staff. Students are to immediately return to the assigned classroom if they are in the halls or restroom. While no threat to student safety would seem to be involved with this announcement, all lockdown procedures must be followed until the announcement is made to return to normal procedure.

Lockdown – This code will be announced when imminent physical danger is possible (or has already occurred). This could be someone with a gun (or other weapon) or a hostage situation perhaps. Students are to report immediately to the NEAREST classroom that has an adult supervisor. If a room is not available they are to exit the building at the safest exit possible.

PROFESSIONAL QUALIFICATIONS OF STAFF

Parents can request information of the professional qualifications of their child’s teacher and, if the child is receiving services from a paraprofessional, the paraprofessional’s qualifications as well.

BOARD OF EDUCATION POLICIES

Board of Education policies are available in the Superintendent’s office and in the West Plains High School principal’s office. District and building accountability report cards are published in the local newspaper and are available for viewing at the superintendent’s office. Core and elective curriculums may be viewed at the superintendent’s office or at each individual building in the principal’s office.

OUTSIDE 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 School/Family Coordinator or building counselor for more information.

HOTLINE & RESOURCE NUMBERS

Samaritan Outreach Center 1-417-257-7792

Tel-Link 1-800-835-5465

Crisis Hotline 1-800-

Planned Parenthood 1-417-883-3800

Public Health, West Plains 1-417-256-7078

Birthright 1-417-256-1313

Parental Stress Hotline 1-800-367-2543

MOCARS – MO Crisis Access Response System 1-800-356-5395/417-257-6762

Bureau of Special Health Care Needs 1-417-895-6900/1-573-840-9720

Attendance

ATTENDANCE POLICY

The philosophy and goal at WPHS is it is imperative for each student to attend every day. The persistence to graduation standard requires all students to be in attendance a minimum of 95% of the school year. Based on the 168-day school year, a student should be in attendance at least 159 days. **Total verified absences can be no more than 10 in any one class for the entire school year. Exceeding 10 absences in any one class for the year will mean the absences will be automatically recorded as unexcused, except for a documented medical reason, legal proceedings, or prior authorization by the administration.**

Regular attendance is necessary for a student to reach his/her maximum potential. A student who attends school on a regular basis makes better grades, has higher levels of achievement, and is better prepared to pursue a career after graduation. Any student who fails to meet the persistency standards will be required to make up the attendance with learning activities set by the school. (A list of learning activities can be obtained in the high school office.) Any senior returning for a 9th semester (5th year) will only have to make up hours accrued during the 9th and subsequent semesters.

Absences

An absence is defined as more than 15 minutes missed from any class. Parents are encouraged to notify the school on the day of the absence to report the student's nonattendance. If the parent/guardian does not notify the school of the absence, the student must provide a note from a parent, guardian, or medical authority indicating the reason for the absence when returning to school. All absences that are not verified by parent/guardian notification will be recorded as unexcused. **Students with an unexcused absence will not be allowed to make-up work for credit.** A student may appeal this with the principal.

An absence will be classified as:

- **Verified:** An absence that is unavoidable due to illness or other conditions transcending the educational need. This type of absence will allow the student to make up work if 10 class periods have not been missed. This may be appealed to the principal. **Total verified absences can be no more than 10 in any one class for the entire school year. Exceeding 10 verified absences in any one class for the year will mean the absences will be automatically recorded as unexcused, except for a documented medical reason, legal proceedings, or prior authorization by the administration.**
- **Prearranged:** An absence that is arranged prior to the absence with the principal or assistant principal. This absence may or may not be excused at the administration's discretion. Prearranged absences will be unexcused when, in the administration's judgment, the reason for the absence does not transcend educational needs.
- **Unexcused:** An absence occurring without following proper notification procedures or without parental knowledge (before the fact), or in direct defiance of school regulation.

In the case of an absence, the parent or guardian must contact the High School Attendance office (256-3115) the day of the absence, to inform the attendance office of the reason for the absence. **Any absence not reported by a parent/guardian, to the school by phone, note, e-mail, or in person will be considered unexcused and zero credit will be given for missed work.** Absences for school-sponsored activities are exempt from this policy.

Make-up work is expected from a student upon return to class from an excused prearranged absence. The time allowed for make-up work to be completed will be reasonable and should be made up according to the late work policy for that class. Students are encouraged to begin their make-up work as soon as possible and before they return to school.

A parent may request homework through the counseling office by phone (256-6150 ext.4318) or e-mail (cmckee@zizzers.org) if multiple days of absence are predicted or the parent may use the individual teacher voice mail to leave a message to request assignment information.

A student who wishes to practice or participate in extracurricular activities must be in attendance the entire day, unless excused by administration in advance. In order to participate in a Saturday activity, a student must have prior approval by an administrator when absent on Friday.

Attendance Appeals

The appeal meetings are an opportunity for the student, parent, and district attendance committee to discuss the student's attendance. Student attendance appeals may be made near the end of each semester. Students may receive an attendance appeal intent form from the Attendance office. The student must return the completed and signed appeal form to

the attendance clerk by a specified date. The assistant principal will contact the parent/guardian to set up a meeting with the district attendance committee.

Out-of-School Suspensions

Those students assigned out of school suspension will have the opportunity to complete work missed due to their suspension. All work missed as a result of absences related to a suspension must be turned in upon the first day the student returns to school. Students failing to comply with this requirement will be treated the same as any other student who turns in late work. Final approval for make-up work will be at the discretion of the administration. These provisions do not include those students under long-term suspension and/or expulsion.

Suspended students are **NOT** allowed at school, on school grounds or at school-sponsored activities during the term of their suspension. Violation of this provision will be considered a separate offense (see Student Conduct Code).

Out of school suspension does not count against attendance hours that must be made up by the student

Truancy

Truancy is when a student; a) leaves the campus without permission from the office at any time after arriving on campus; b) comes to school but does not attend any or all classes; c) is somewhere other than at school when the parents think the student is at school; d) obtains permission from a teacher or the office to go to a certain place on campus, but does not go there; or e) brings a parent signed note that is forged or sets forth an invalid reason for the absence. **Truancies are considered unexcused absences. Disciplinary action will be taken per the Student Conduct Code when students are truant from school or class.**

THERE ARE NO SCHOOL-SANCTIONED CLASS “SKIP” DAYS. STUDENTS WHO PARTICIPATE IN ORGANIZED SKIP DAY ACTIVITIES WILL BE CONSIDERED TRUANT.

COMMUNITY TASK FORCE ATTENDANCE POLICY

West Plains R-VII 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—and truancy. These steps may require input from local agencies and parent involvement and responsibility if the problem goes uncorrected. Parents who would like additional information about these procedures may contact the Howell County Prosecuting Attorney or the Juvenile Office.

School Activities

School sponsored or sanctioned activities (i.e., field trips, interscholastic competition, etc.) are exempt from and shall not count toward the total of ten absences. Students who will be absent from class are expected to check with the teacher in advance to arrange for make-up work.

Students not in attendance at school will not be permitted to attend or participate in any school-sponsored activity that night unless permission is obtained from the principal or assistant principal.

Taking Students Out of Class

Teachers should not cause a student to be absent from another teacher’s class unless absolutely necessary. Prior approval must be obtained from the teacher whose class will be missed in order for the absence to be exempted from the total of ten days. Otherwise, the absence shall count toward the total of ten days and be treated as a truancy.

Absence Verification Procedure

1. Parent/guardian notifies the school on the day of the absence, verifying the reason for the absence. If your parent/guardian has notified the school, it is not necessary to bring a written excuse.
2. Students must obtain an admission slip in the attendance office when they return to school, if the parent/guardian does not notify the school on the day of an absence.
3. Admission slips are to be obtained before class on the first day upon returning to school. Returning to the office to obtain an admission slip will not be an acceptable reason to be tardy to class.
4. **Forgery of an excuse or parent signature will result in disciplinary action.**

Leaving School Grounds (Check-out Procedure)

Students are not permitted to leave school grounds while school is in session without first securing a Blue Slip from the Attendance Office. Blue Slips will not be issued unless the request is accompanied by a telephone call and or a written request from the parent/guardian. Students should not ask to be excused during the day, except in cases of extreme need or emergency.

Students will not be permitted to leave school for errands, doctors, dentists, haircuts, etc. **without a note or confirming phone call from a parent or guardian made the day before. Parents wishing to check out their students without requesting it a day in advance must do so in person.**

NO STUDENT WILL BE ALLOWED TO LEAVE SCHOOL TO EAT LUNCH UNLESS ACTUALLY PICKED UP BY A PARENT/GUARDIAN.

Students should sign out when departing campus and sign in immediately upon return to campus if leaving during the school day.

STUDENTS WHO LEAVE CAMPUS WITHOUT PROPERLY SIGNING OUT WILL BE CONSIDERED TRUANT.

Late Arrivals

Students who arrive at school any time after first period begins, including between periods, **MUST** report to the Attendance Office. Failure to do so will result in an unexcused absence or truancy.

Make-Up Work

Students are responsible for initiating and completing all class work to be made up when they have an absence. The deadline for make-up work shall be equal to and not exceeding the time missed. Test, term papers, notebooks, etc., which have been announced prior to the absence, are due on the day the student returns to school.

Attendance Activity Requirement:

Before a student is allowed to represent the school in a MSHSAA interscholastic activity they are required to have all attendance make up hours from prior semesters completed.

TARDINESS

A Tardy is defined as a student not being within the classroom when the tardy bell begins. All teachers will close their doors when the bell rings for class to begin. Any student not in the room will be considered tardy and will be taken to the office by faculty "tardy sweepers" where they will be issued a tardy pass which they will use to gain access back to class. The only exception to this is if he/she has a written note from a staff member. A student must check in through the office if arriving more than five minutes after the first hour tardy bell. He/ she must enter his first hour class with a note from the office. A student will be called to the office on their sixth accumulated tardy

COLLEGE DAYS

Seniors (only) at WPHS may be released for up to two (2) school days during their senior year to visit a college/technical school campus, undergo military testing and/or physicals, etc. A College Day Form must be filled out and approved in advance. Interested seniors should check with the staff in the office for more information. Requests for more than two college days must be submitted in writing to the assistant principal (in advance) with documentation of the appointment. Final approval will be made by the principal. **The following conditions must be met by the student applying for a college day: 1) student compliance with the attendance policy and 2) the student is not in danger of failing a class.** Juniors are eligible for one college day and must follow the procedures listed for seniors in order to use the day.

EOC DAYS

EOC days may be rolled over from year to year but cannot exceed **four** days. EOC days are earned by scoring advanced or proficient on the Missouri End Of Course Exam the previous school year. Advanced scores earn a full day of independent study and a score of proficient earns a half day (four class periods) of independent study. Independent study days do not count as an absence.

The independent study day is day the student may not attend school and use at his/her own discretion. Certain days are ineligible to be taken for independent study. They are as follows:

- Days when semester finals are given in any of the students classes.
- Days when the student is scheduled to take the EOC.

Other requirements for the use of EOC days.

- In order to take advantage of the independent study day you must be compliant with attendance policy.
- All attendance hours from previous years must be made up.
- You must be on gold card status at the time of the scheduled independent study day.
- The application must be turned in prior to taking the day or it can be used as a sick day as long as it is reported by 9:00 a.m. to the office-256-3115. In that case the application must be completed on the day the student returns.
- All work must be made up for the EOC days used.

WITHDRAWAL FROM SCHOOL

1. Report to the Counseling Office with a parent or guardian.
2. Complete the **WITHDRAWAL FORM** given to the student by the Counseling Office.
3. Turn in completed **WITHDRAWAL FORM** to the Counseling Office for final clearance.

Academic Services

REGISTRATION AND ENROLLMENT

1. **WPHS STUDENTS** will be pre-enrolled in the spring prior to summer vacation. Final registration is held immediately before school begins.
2. **COURSE CHANGES** must be completed no later than the second (2nd) Friday of the semester. Any students who make course changes after the 7th week of the semester will receive no credit for the course.
3. **TRANSFER STUDENTS** may enroll during registration or at any time during the year providing they meet the following criteria:
 - A. In good standing at sending school.
 - B. Not suspended/expelled at last school.
 - C. Transfer a maximum of 7 credits per school year.
 - D. Transfer grades will reflect the **letter** grades which appear on the official transcript of the sending school.
4. **SUSPENDED STUDENTS** from other districts will not be enrolled until the term of the suspension has expired. Consideration for enrollment is on an individual basis.
5. **EXPELLED STUDENTS** from other districts are not eligible for enrollment.
6. **APPEALS** to this policy should be directed to the high school principal's office. **LATE ENROLLMENT** (after school starts) will be considered during the first ten (10) days of school. After that date, only transfer students from other districts, who have been in school, will be permitted to enroll. All others must wait until the beginning of the following semester.
7. **DROPOUT-RE-ENTRY** students who dropout during a semester are encouraged to return to school. However, they may not re-enroll after 10 days has elapsed from the drop date. They may return at the start of the next semester.

PLEASE NOTE:

The Missouri Safe Schools Act of 1996 requires new pupils to register in a school district accompanied by a parent or court-appointed legal guardian. The West Plains R-VII District is obligated to provide an education to children who are homeless. The parent or guardian must provide a form of proof that the pupil is eligible to register in the district or has requested a hardship or good cause waiver within the last 45 days. 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 any other state for weapons, alcohol, drugs or the willful infliction of injury to another person. A false statement or affirmation in this area is a Class B misdemeanor. A hardship or good cause is basis for a waiver to be granted by the district board and an adverse decision is appealable. 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.

MID-YEAR TRANSFER STUDENTS

We are pleased to welcome student(s) who transfer(s) to WPHS from other districts. Please complete registration procedures at the COUNSELOR'S OFFICE (Room 200) on the second floor of the main building. You are encouraged to address questions or concerns to the counseling office or either of the two principal's offices. Non-resident students who begin the school year at another district may transfer only at the beginning of the next school year.

CLASSIFICATION AND PROMOTION OF STUDENTS

Classification and promotion of students in West Plains High School is on an annual basis. Those who have successfully completed the eighth grade in an accredited school will be classified as 9th graders. Classification of 10th – 12th Graders will be determined by credits earned as followed:

Six or more credits	10th grade
Twelve or more credits	11th grade

Eighteen or more credits 12th grade

The official reclassification of a student who falls behind in the number of credits earned may be delayed if, in the opinion of the principal, there is reason to believe that the student will be eligible to graduate at the appropriate time.

GRADUATION REQUIREMENTS

A minimum of twenty-five credits must be earned in the 9th, 10th, 11th and 12th grades including the following subjects:

**Communication skills.....	4.0 credits
Math.....	3.0 credits
+Social Studies.....	3.0 credits
Science.....	3.0 credits
++Physical Education.....	1.0 credit
Health.....	0.5 credit
Personal Finance.....	0.5 credit
Practical Arts.....	1.0 credit
Fine Arts.....	1.0 credit
Electives.....	8.0 credits
TOTAL.....	25.0 credits

****COMMUNICATIONS:** must include a minimum of THREE ENGLISH credits (9th-10th-11th). The fourth credit of Communications may be in Journalism, Speech or other classes in the Communications area. Four English credits are recommended for college bound students.

+SOCIAL STUDIES: Students are required to pass three credits of Social Studies and pass both Constitution tests as follows:

World Geography and Cultures (9 th).....	1 credit
United States History/ AP U.S. History... (10 th).....	1 credit
United States Government/ AP U.S. Government	1 credit

- Pass both United States and Missouri Constitution tests (state law requirement).

++PHYSICAL EDUCATION: All students must earn at least one (1) P.E. credit to graduate.

CORRESPONDENCE COURSES: A maximum of 2.0 credits of correspondence may be counted toward graduation requirements.

Students must take classes required toward graduation each semester until all requirements are met.

HIGH SCHOOL CREDIT PRIOR TO FRESHMAN YEAR POLICY

For any student entering ninth grade at West Plains High School having taken Algebra I during their 8th grade year he or she may earn one unit of high school credit by earning a grade of “A” or “B” in Algebra I. The same students will be able to enroll in Honors Algebra II as a freshman.*

*Students who have received Algebra I credit prior to high school who are not meeting performance expectations in Algebra II may be reassigned to Algebra I.

Students who have taken Physical Science as an eighth-grade student must score proficient or advanced on the Missouri Department of Elementary and Secondary Education end of course Physical Science examination beginning with freshman entering high school in the fall of 2019. Students taking the course alone, without receiving the advanced or proficient score, will not receive high school credit.

*Students who have received Physical Science credit prior to high school who are not meeting performance expectations in Honors Biology may be reassigned to Physical Science/ Biology.

LATE WORK

Assignments not turned in on time will be accepted for a minimum score of fifty percent of the original grade. The exact percentage is at the discretion of the teacher. Students will have through the next RTI cycle to turn in late work. Once the semester has ended no late work will be accepted.

MISSOURI VIRTUAL INSTRUCTION PROGRAM (MoVIP)

West Plains High School students who are dually enrolled in courses offered on campus, as well as those offered through the Missouri Virtual Instruction Program (MoVIP), must schedule on campus courses consecutively. Example: a

student who elects to take 3 courses through MoVIP and 4 at WPHS must take the 4 local courses during successive periods, such as periods 1-4, 3-6, or 4 -7. MoVIP courses do not receive weighted grades.

PARTICIPATION IN GRADUATION EXERCISES

The Board of Education believes the completion of graduation requirements is an achievement to be publicly celebrated. Participation in graduation exercises is a privilege, not a right. Students who have successfully completed graduation requirements will be allowed to participate:

1. Students must earn the minimum of 25 credits.
2. Students must have fulfilled all requirements for discipline code violations.
3. **Students must be in compliance with the attendance policy.**
4. Students must meet monetary obligations.
5. Students must attend eight semesters as a full-time student/ or have been approved for early graduation.

When the required number of credits for graduation is achieved, as well as any hours made up, a student shall be graduated at the end of that school year.

Any student with an IEP who will graduate based on IEP goals may remain enrolled at the high school until the necessary number of credits is earned up to the date of their 21st birthday.

* Full-time student is identified as being enrolled in a minimum of 3.0 credits per semester (6 periods). MoVIP courses will count toward the 3.0 credits.

EARLY GRADUATION

Students wishing to complete their high school career after the 7th semester must obtain permission from the high school principal, superintendent, and the Board of Education. The request must be in writing and received by the principal prior to the October board of education meeting. All attendance hours must be completed before an application can be approved. Acceptable reasons for early graduation include: entering the armed forces, pursuing a college education, apprenticeship, or training program, or other circumstances approved by the Board of Education.

Students considering early graduation should consult their counselor in the spring of their junior year to make proper preparation. Early graduating students are not eligible for MSHSAA activities. Students considering early graduation should also consult with the A+ coordinator for eligibility considerations.

Early graduates wishing to participate in commencement exercises must initiate communication with the high school principal prior to the end of their last semester in order to receive information regarding graduation. The student will also be required to attend graduation practice and must make arrangements to pick up their cap and gown.

A+ SCHOOLS

A student who qualifies according to the following criteria and continues an education at a Missouri public community college or vocational-technical school may be eligible for state reimbursed tuition and general fees, subject to legislative appropriation. Each student should enter into a written agreement with the school to be eligible and must meet the following requirements:

- *1. Attended a designated A+ school for three years prior to high school graduation;
2. Graduated from high school with an un-weighted GPA of 2.5 or higher on a 4.0 point scale;
3. Maintained at least a 95% attendance record for the four-year period;
4. Performed 50 hours of unpaid tutoring or mentoring for other students;
5. Maintain a record of good citizenship and avoidance of the unlawful use of drugs or alcohol;
6. Made a documented, good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment; and
7. Provided proof, if applicable, of registering under the United States Military Selective Service Act.
- 8. Beginning with the high school senior class of 2015, have achieved a score of proficient or advanced on the Algebra I end of course exam. (Revised, October 2011)**

The student financial incentive may be available for a period of 48 months after high school graduation and may only be made available to reimburse the unpaid balance of the cost of tuition and general fees, subject to legislative appropriation, after the postsecondary student financial assistance funds have been applied to these costs.

*If one parent is a member of the military on active duty or has retired from the military and relocated to Missouri within one year of their retirement, you are exempt from this requirement. However, you must attend an A+ designated high school and meet all the other high school eligibility requirements in the school year immediately preceding graduation.

*If you have already received an associate degree or baccalaureate degree, you are not eligible for the A+ Scholarship.

ZIZZER AWARDS PROGRAM

ATTENDANCE

Semester Test Exemption Policy- To encourage regular school attendance of students, WPHS students who meet identified criteria may have the option of not taking semester test exams. The exception to this program is in advanced placement (AP) courses. In the case of a performance event serving as the final (project, group activity) the student will not be exempt from the final. In this scenario or case, the student may drop a test grade in the class.

At the discretion of the teacher, the teacher may require all students take the final. In this scenario, students who qualifies for an exemption can elect to drop their lowest test grade, which would include the final.

Criteria for Test Exemption Eligibility:

Attendance and Academics:

Students with outstanding attendance and good grades may be exempt from taking up to three final exams (maximum number of classes listed below):

- | <u>Attendance Percentage</u> | <u>Classes exempt of finals</u> |
|---|---|
| • 100% | 2 cores and 1 elective |
| • 97% | 2 cores <u>or</u> 1 core and 1 elective |
| • 95% | 1 core <u>or</u> 1 elective |
| • The attendance percentage is based on all classes for the semester, not individual classes. Students must have a minimum grade of 75% by week 15 of the semester in all courses A drop in grade below 75% before the day of the final exam will disqualify a student from test exemptions. All absences apply whether excused or unexcused (the only exception is for school activities). | |
| • Students will not be exempted from finals for courses in which they have had late assignments. | |
- *Late assignments are defined as classwork turned in after the due date set by the teacher.

Discipline: No Out-of-School-Suspension or In-School-Suspension during the semester.

Encumbrances: All fines must be paid and library books turned in. Fines may include lost or damaged textbooks or library books.

1. Students who meet the criteria for Test Exemption must complete the Test Exemption Form. (Test Exemption is a decision to be made by the individual student and his/her parent/guardian).
2. Students who turn in their Test Exemption Form may choose to take selected finals in attempt to raise their grade. In such cases the student's grade cannot be lowered as a result of taking the semester exam(s).
3. All unexcused and excused absences will count against Test Exemption.
4. To be eligible for Test Exemption, students must be enrolled throughout the duration of the semester. Students that enroll late or transfer are not eligible for Semester Test Exemption.
5. Semester exams will only be administered during the scheduled time. Students will not be allowed to take semester exams early. Makeup Semester Exams for excused absences will be made up at the teacher's discretion.
6. Semester Exams will not be averaged in to a student's overall grade if that student is test exempt.

ALL TEST EXEMPTION FORMS MUST BE COMPLETED INCLUDING ALL REQUIRED SIGNATURES.

Grade Bonus - Students who achieve perfect attendance in any class for one semester will receive a 2% grade bonus, which shall be added to their semester grade in the class. Students who are absent from a class two periods or less during a semester, but do not achieve perfect attendance, will receive a 1% grade bonus, which shall be added to their semester grade.

Perfect Attendance – In order to achieve perfect attendance, a student must be present in each class each day. The only exceptions are absences due to school-sponsored activities, approved college visitations, or approval by the teacher for the student to be in some other location on campus. All other absences, will be counted when determining "perfect attendance."

ACADEMICS

Academic Letter

- Students with a grade point average (GPA) for the school year of 3.3 or above on a 4 point scale will qualify for an academic letter. The school year GPA shall be calculated by adding the 1st and 2nd semester's GPA's and dividing by 2.
- The first year that a student meets the criteria for an academic letter, they shall be awarded a white chenille "Z" imprinted with "academic" along with a bar pin.
- For each subsequent year that the student fulfills the criteria for an academic letter, they shall be awarded a bar pin.
- Students who maintain a GPA of 3.6 or above for both semesters of the school year shall, in addition to the above, be awarded a pin denoting academic excellence.

Zizzer Academic Award

Students who maintain a cumulative GPA of 3.6 or above for their entire high school career shall be awarded a scholastic medallion at the end of their senior year.

Recognition for Academic Awards

Students who achieve the above awards will receive recognition in the form of media listings and posting of their names in a prominent location. Awards will be presented publicly at the awards assembly at the end of the school year or at an assembly at the beginning of the school year.

HONORS CERTIFICATE

Beginning with class of 2015 students meeting the following requirements will be awarded an Honors Certificate upon completion of the 12th grade.

- Maintain a "B" average throughout high school
- Achieve a minimum of 22 on the ACT exam
- Within the regular graduation requirements, the student must have earned 14 units of honors, AP, or college credit.
- A minimum of three (3) honors level core courses during the senior year.

HONORS COURSES-DESIGNATION

The following courses are considered Honors Courses:

<u>Math Honors Courses</u>	<u>Language Arts Courses</u>	<u>Science Courses</u>	<u>Social Studies</u>
Algebra I	Honors English I	Honors Physical Science	W. Geography
Geometry	Honors English II	Honors Biology	AP American History
STEM Algebra I	Honors English III	Chemistry I	AP World History
STEM Geometry	Honors English IV	Pre AP Chemistry	AP US Government
STEM Algebra II	AP English	Pre AP Physics	Am. Government
Algebra II		AP Biology	Western Civilization
Adv. Algebra w/Trig.		AP Chemistry	Mo. Hist. / Civil War
Dual Enrollment MSU Math 103		AP Physics	
MSU Math 135 College Algebra		Anatomy and Physiology	
Pre-Calculus MSU Math 138			
AP Calculus BC			

Any course receiving college credit or a weighted grade is also considered an Honors course.

HONOR ROLL

At the end of the semester an honor roll is published based on grade averages of 2.9 (B) or above on a scale of 4.0 (A).

PRINCIPAL'S HONOR ROLL

The Principal's Honor Roll is a special honor roll for students who have achieved a grade point average of 3.8 or higher on a 4.0 (A) scale.

VALEDICTORIAN/SALUTATORIAN CRITERIA

1. Student meets the requirements to receive the WPHS honors certificate.
2. Student scores a minimum of 24 on the ACT exam.
3. The highest weighted grade point average in the senior class that achieves the other requirements will be named Valedictorian.
4. A minimum of twenty-eight (28) credits required.
5. Four (4) consecutive semesters' attendance at West Plains High School is required.

CUM LAUDE RECOGNITION SYSTEM

Currently, the student who finishes with the highest class rank while completing the College Preparatory Track is named Valedictorian, with the next person selected as Salutatorian. Additionally students will be recognized according to a college-like cum laude system:

- 4.03 GPA and above – Summa cum laude
- 3.75 to 4.02 GPA – Magna cum laude
- 3.74 to 3.50 GPA – Cum laude

GRADING

Teachers use a percentage system of grading. The grading scale is as follows:

<u>Gr.</u>	<u>G. Pt.</u>	<u>PERCENT</u>
A	4	93-100
B	3	82-92
C	2	70-81
D	1	60-69
F	0	0-59

Progress reports will be distributed every three weeks. Grade report cards are issued at the end of each nine-week grading period. Cumulative semester grades will be issued and mailed home at the close of each semester. Remember grades are posted on a student's transcript at the end of each semester. The semester grade reflects the total points accumulated over the course of a semester.

WEIGHTED GRADES

West Plains High School has implemented a weighted grades system. Under the weighted system, grades for the following core subject courses will receive extra "weight" if the student earns a C or above: Advanced Placement courses, upper level math and science courses, select college credit courses, and junior and senior level honors courses. A list of weighted courses is provided in this section. The following scale will be used:

<u>Non-Weighted</u>	<u>Weighted</u>
A = 4	A = 5
B = 3	B = 4
C = 2	C = 3
D = 1	D = 1
F = 0	F = 0

No freshman level courses will receive a weighted grade

The following is a list of courses that will receive a weighted grade:

Math: For the classes of 2017, 2018, and 2019, the following math classes will receive a weighted grade: Advanced Algebra with Trigonometry, Geometry, STEM Geometry, Pre-Calculus, College Algebra, and AP Calculus.

Beginning with the Class of 2020 the following math classes: Advanced Algebra with Trigonometry, Pre-Calculus, College Algebra, and AP Calculus.

Science: AP Biology, AP Chemistry, AP Physics, college chemistry

Communication Arts: Honors English III & IV, AP English, English 110

Social Sciences: AP U.S. History, AP World History, AP U.S. Government

MSU Associates Program: analytic geometry/ calculus math 261, college algebra math 135, human anatomy BMS 267, Introduction to Physics I and Lab PHY 123, Trigonometry Math 181 , Chemistry 160, Chemistry 161, Chemistry II 170, Chemistry II Lab 171, English 110, History 103, History 104, Math 135, Math 181.

Administration reserves the right to modify weighted status of courses as needed.

CREDIT RECOVERY

Credit Recovery provides an opportunity for high school students who would otherwise fail a course taken during the regular school year, to complete the requirements of the class and receive credit by attending summer school or credit recovery after or before school hours during the regular school year. Credit Recovery classes meet for thirty two clock hours to earn ½ unit and utilizes a self-paced computer driven program for remediation of credit. In order to qualify for credit recovery a student must have scored a minimum of 45% or higher in the class failed. Credits are offered on a pass/fail basis only.

SEMESTER FINALS

Final examinations are comprehensive in nature and will cover a semester of work. The final examination will serve as 10% of the student's semester grade, with the exception in the second semester end of course exam (EOC) classes where the EOC test will be worth 5% and the final is worth 5%. The semester grade is computed based on total points.

ADVANCED PLACEMENT CLASSES

West Plains High School offers several classes which are classified as Advance Placement (AP) courses. Advanced Placement courses offer students a more rigorous curriculum and the opportunity to earn college credit. Because these courses are more stringent in scope and requirements the following policies are in place for the Advance Placement offerings. AP course offerings are: AP Calculus, AP Biology, AP Chemistry, AP Physics, AP U.S. History, AP World History, AP U.S. Government and AP English.

- AP classes will be graded as 70% minimum for tests and 30% maximum for homework.
- AP students will be required to take a semester exam at the end of 1st semester with no exemptions possible.
- AP students will take the AP exam or the semester exam at the end of 2nd semester with no exemptions possible.
- All second semester finals will be comprehensive for the year.

Dual Degree Program

West Plains High School offers a dual degree program in cooperation with Missouri State University-West Plains. Student eligibility for the program is based on their first three semesters of enrollment in high school. Requirements for the program are listed below and are subject to change by MSU-West Plains and West Plains High School.

To be considered for the dual degree program, students must meet the following requirements during their first three semesters of high school:

- 3.25 cumulative GPA on a 4.0 scale at the end of the third semester,
- 95% attendance rate, and
- Age 16 by the first day of MSU-WP classes, and

In addition, students must meet the following requirements as established by MSU-WP prior to be admitted into the dual degree program:

- ACT* composite score of 21 or above, and
- ACT subject area scores:
 - READING: Reading ACT* score of 19 or higher or an Accuplacer** test reading score of 85 or above
 - ENGLISH: An English ACT* score of 21 or higher and, placement as determined by MSU-WP
 - MATHEMATICS: In order to take MTH 135, a Math ACT* score of 22 or appropriate placement on an approved placement exam. In order to take MTH 181, a Math ACT* score of 24 or higher is required. In order to take MTH 261, a Math ACT* score of 26 or higher is required.

*The ACT may be taken at MSU-WP or scores from the national ACT exam may be used.

**The Accuplacer test may be taken at MSU-WP.

COLLEGE CREDIT COURSES

West Plains High School offers two types of courses for college credit, they are Dual Enrollment and Dual Credit. Those courses are defined below:

Dual Enrollment: Dual enrollment is defined as high school students taking postsecondary classes and who are physically present on the postsecondary education campus or online for those classes. Instruction for those courses is provided by the college. Dual enrollment courses receive .25 high school credit for each hour credit awarded by the college.

Dual Credit: Dual credit courses are courses taught on the high school campus in which the student is concurrently earning both high school and college credit. Dual credit courses are taught by West Plains High School faculty. Dual Credit courses receive .50 high school credit per semester.

CLASS DAY (Senior Awards)

Near the close of school, time is set aside for the recognition of seniors and other students, who have been outstanding in activities during the year. Letters of recognition, honor medallions, academic letters, scholarships and other items of significance are presented at that Instruction for those courses is provided by the college. Dual enrollment courses receive .25 high school credit for each hour credit awarded by the college.

Dual Credit: Dual credit courses are courses taught on the high school campus in which the student is concurrently earning both high school and college credit. Dual credit courses are taught by West Plains High School faculty. Dual Credit courses receive .50 high school credit per semester.

STUDENT IDENTIFICATION BADGES

Due to the high number of individuals who utilize our campus daily it is important that we maintain a safe school environment. Student I.D. Badges will be granted status every three weeks. The three levels are: red, gold, and emerald and are incorporated as part of the Zizzertime 8th hour. Students' status for their card will be updated every three weeks in conjunction with distribution of progress reports. Students will receive a status based on three factors: grades, discipline and attendance. Student I.D. cards will also serve as a library card.

GOLD Status - will be awarded to students with no grade of D or F, no discipline referrals requiring ISS or OSS placement, and no attendance issues. Students with Gold status will have free admission to athletic contests and the ability to attend privilege areas during Zizzertime.

RED Status- will be awarded to students with any grade of D or F, a discipline infraction requiring ISS or OSS placement, or attendance issues. Students on red card status will be required to report to an assigned tutoring area during Zizzertime

EMERALD Status – will be awarded to junior and senior students with no grade lower than a B, no discipline referrals requiring ISS or OSS placement, and at least 97% attendance for the first quarter. Students with Emerald status will have the same privileges as Gold status, with the addition of being free to leave school during Zizzertime with a signed parental/guardian permission form.

*Students on emerald status must be compliant with all requirements in order to maintain emerald status, a drop in grades, attendance, or a discipline infraction resulting in ISS or OSS placement could result in loss of the emerald status for the remainder of the semester. All absences apply; whether excused or unexcused (the only exception is for school activities).

8TH PERIOD RESPONSE TO INTERVENTION (RTI)/ ZIZZER TIME

At West Plains High School we want students to be successful. The Zizzertime Response to Intervention (R.T.I.) program is intended to help students who are struggling academically. During this time those students will be assigned to a tutor or a study hall where they can work on improving their grades. These assignments are made for 3 weeks in conjunction with distributing progress reports.

Teachers can require a student that is falling behind academically to report to their room for Zizzertime on any given day. The teacher needs to inform the office and if applicable the students extra-curricular sponsor. This

communication should be done through filling out a Zizzer Pass. Reasons for this could be the following: failure to turn in homework repeatedly, need to make up a test or other assessment. This should be done to avoid the student having a three-week placement.

Opting out provision: Once a semester, a student assigned to tutoring may be released after one week provided they have brought up the grade in question, and no other grades are below a "C." Students having a "D" or "F" will be identified as requiring level one, two or three tutoring by a team consisting of teachers, counselors and administrators. Levels one and two students will be in a study hall corresponding to the class(es) in which there is a "D" or "F". Level three students with consistent "D" or "F" grades in math and/or English will be placed in small group intensive tutoring in those subjects.

Students who have received a discipline referral requiring ISS/ or OSS placement or attendance issues (ex. truancy, excessive absences) will be assigned to a study hall.

Students may attend the following areas during privilege time:

- Cafeteria
- Library/ Computer lab
- Agriculture Building*
- Sports Complex
- Art Room*
- Band Room*
- Choir Room*
- Athletic Practices *

*Areas open to students in those programs.

Students must report to privilege time areas by the tardy bell. Once a student has scanned in to a privilege area they may not leave.

Students who leave school during privilege time without permission will be considered truant. Students who do not report to designated 8th hour areas will be considered truant

LIBRARY & COMPUTER USAGE

The library is available to students and staff during the hours of 7:30 a.m. until 4 p.m. Computers are available for student use before school or after school.

Access to and use of the computers and networked equipment of the West Plains R-VII District is a privilege. In order to obtain access to the school's computer network, students must read and sign an Acceptable Use Policy. There is no expectation of privacy in the use of district computers or other technology. Violations of the policy are covered under the Abuse of Computer or Internet.

SUPPORT SERVICES SPEECH AND LANGUAGE CLINICIAN

Teachers and parents may refer students to the speech and language clinician 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.

TEACHER OF BEHAVIORAL DISORDERS/EMOTIONALLY DISTURBED

A behavioral disorders program is provided 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. Written parent permission is required before students are placed in the program.

TEACHER OF LEARNING DISABILITY

A learning disability teacher is in effect 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. Written parent permission is required before students are placed in the program.

TEACHER OF COGNITIVE DISABILITY

An EMH program 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 skills 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. Written parent permission is required before students are placed in the program.

SCHOOL/FAMILY COORDINATOR

The School/Family Coordinator assists school administrators and counselors in working with students and parents and acts as a liaison between the school, family, and community. Any student with special academic, social or behavioral needs may be referred for intervention services. Parents who have concerns about their child's school progress may also request to be served. This program accesses community resources whenever appropriate.

S.W.A.T. (Student's Working at Transition) REQUIREMENTS

Goal: It is the goal of this program to provide transitional education students with the opportunity to develop career awareness, exploration, assessment, and the positive social skills necessary for successful integration in the world of work and society.

Mission: The SWAT Program is designed to offer transitional work experience for students with disabilities whose education centers on the transitional education curriculum. The mission of the SWAT program is to improve job skill levels, increase employment skills, encourage acceptance of responsibility, and to ensure successful vocational outcomes.

Program: The SWAT program includes a classroom instruction component and a transitional work study component. The classroom component will include 5 credit hours of classroom instruction including but not limited to math, science (reading/written expression), social studies (reading/written expression), communication arts, and independent living skills. All required assessments as noted in the IEP or required from DESE will be administered. The classroom component will also include occupational guidance, practical application of mathematics, pre-employment training, post-secondary educational training options, and will address individual IEP goals. The work component will provide approximately 2 hours of work experience per day.

The SWAT program will adhere to following requirements:

- A maximum of 15 students will be allowed in the SWAT program.
- First priority for open slots will go to the students meeting the MAP-A eligibility criteria. If remaining openings exist, the Coordinator of Special Services, the Special Services Counselor, case manager, and process coordinators will determine if the SWAT program is appropriate for the student and aligns with their transitional vocational education.
- All required courses must be completed with applicable course credit earned before transferring into the SWAT program. These courses/credits are as follows:
 - 9th/10th Grade-14 total credits
 - Communication Arts- 2 Credits
 - Mathematics-2 Credits
 - Science-2 Credits
 - American History/Western Civilization-2 Credits
 - P.E.-1 Credit
 - Electives or Fine/Practical Arts-5 credits (must include ½ Health and ½ Personal Finance, and 1 Fine Arts Credit)
- The multidisciplinary team will determine which students meet the criteria for enrollment in the program.

The following criteria will be followed for student's entering the SWAT program:

- Students will only be allowed to be enrolled in the SWAT program the last 4 semesters of their high school education.
- Students will be offered 2 hours a day for work study for a total of 10 hours a week. One credit per semester will be earned for the 10 hours of work study.
- Students who qualify for ESY will earn a ½ credit toward their graduation requirements.
- Students will only be allowed to work at the Sheltered Workshop the last semester before graduating. Placement in other job sites will be used for work experience until this point.
- Students must be able to adhere to all safety guidelines as established by the Board of Education.

- Once approval into the SWAT program is granted, students must adhere to the participating agencies agreements and requirements.
- The graduation requirements will be followed as aligned to the West Plains High School Board approved guidelines unless noted otherwise in the IEP.
- A total of 25 credits are required for graduation.

Student Services

PUPIL PARTICIPATION IN CONTESTS

The eligibility rules of the Missouri State High School Activities Association (MSHSAA), those of the contests in which the school participates and those of the West Plains R-VII School District, shall determine the eligibility of individuals or groups representing the school. Currently a student must earn 3.0 credits (pass 6 of 7 classes per semester) during the preceding semester in order to be eligible to participate. Any questions regarding eligibility should be directed to the coach, athletic director, or principal.

NOTE: This requirement includes **ALL** participation in extra-curricular activities. Participation in extra-curricular activities is a privilege, not a right. (Athletics, Band, Choir, Speech/Debate, Drama, etc.)

Non-Traditional Students

The Missouri State High School Activities Association MSHSAA beginning with the 2018-19 school year allows non-traditional students to participate in MSHSAA sponsored activities. Non-traditional students are students who are not fully enrolled at West Plains High School and are not seeking a diploma from WPHS. Non Traditional students must meet the following guidelines in order to participate in West Plains High School MSHSAA sponsored activities:

1. Be enrolled and attending two (2) transcripted classes through West Plains High School.
2. Be enrolled in five (5) credit equivalent courses through some academically approved entity (home school curriculum, private school, etc.)

NCAA CLEARING HOUSE

Student athletes are advised that they will have to apply to the NCAA Clearing House to be eligible for college athletics at a Division I or Division II college. It is strongly suggested that they begin planning early in high school (9th grade) to make sure that they follow a College Preparatory course of study that will insure their eligibility. For more information, inquire in the counseling office, Room 200.

EDUCATIONAL SURVEYS

Students may be required to participate in various educational surveys. Parents have the right to inspect surveys prior to participation. Surveys funded in whole or part by a program of the U. S. Department of Education will not be administered without affirmative consent of parent.

STUDENT INSURANCE

Student insurance will be available for all students. All vocational students will be required to have school insurance or furnish evidence of coverage through another insurer.

TRANSPORTATION TO SCHOOL EVENTS

West Plains High School provides transportation to extra-curricular events (ex: sports, choir, band, etc.) As such, students are required to ride to and from said events on school provided transportation. The only exception is when a student is released to the physical care and custody of their parent or legal guardian by the EVENT SPONSOR.

PEP BUS CHARGE

Students shall pay \$1.00 to ride a pep bus to athletic contests. This charge is in addition to the admission charge of the host school.

PUBLIC CAMPAIGNING FOR QUEEN ELECTIONS

Public campaigning is not allowed for Homecoming or Mid-Winter Queen. The Student Council will provide the funds for all candidates to appear together on a poster during the week of the election. Public campaigning will result in

removal from the election and a student will be named to replace the candidate. A signed agreement will be required of all candidates and parents prior to final selection as a candidate indicating intent to follow this guideline.

DANCES AND PROM

West Plains High School hosts several dances throughout the year. Non-school dates must complete an out-of-school date form through the principal's office. All dates must be less than 21 years of age.

West Plains High School students who attend the WPHS Prom must be of Junior or Senior status. WPHS sophomores may attend prom as long as their date is a WPHS Junior or Senior. Their dates must also be of at least sophomore status or "out-of-school and less than 21 years of age."

STUDENT DRIVING AND PARKING

Driving to school is a privilege, not a right. Privileges can be revoked. Upon arriving at school, student drivers should park, leave their vehicle and proceed into the building(s). It is highly recommended students lock their vehicles. **THE SPEED LIMIT ON CAMPUS IS 10 MPH. Seatbelts must be worn while driving on all R-7 property.**

All West Plains High School students who park their vehicle on high school property during school hours are required to register with the attendance office. Students are required to purchase a parking permit if they plan to park their vehicle on campus. Parking permits are to be placed on the rear-view mirror. Permits may be purchased for \$5.00 each. Failure to display a permit or park in the assigned spot may result in disciplinary measures.

The student parking lot is **OFF-LIMITS** during the school day. Vehicles exiting the parking lot after school should not interfere with the flow of departing school buses. Students who "cut into line" with departing school buses will be subject to Disciplinary Measures. If necessary, student drivers will be delayed until all buses have departed. **All students are to exit via the student parking lot on to North Howell Avenue.**

Student parking areas are: a) WPHS Student Parking Lot, and b) city streets adjacent to the school. **DO NOT PARK IN FACULTY PARKING AREAS** (i.e. Career Center, on lanes within campus, music building, food and family science area, lane south of gym, etc.

SCCC DRIVING REGULATIONS

Students must ride in district provided transportation unless a special permit is issued. Vocational students are not permitted to ride with any student to off-campus locations. Students are not to be picked up at off-campus locations without prior approval. Students must report to a designated area upon returning to the high school campus.

Emergency situations or home school activities may require a student driving to school. A special permit can be granted with the approval of the home high school Principal and Career Center Director. The initial request must go through the home high school before the actual permit will be granted by the director. All permits must be requested in advance. Disciplinary action may be taken if the above procedure is not followed.

RULES AND SAFETY REGULATIONS FOR PUPILS RIDING ON BUSES

1. Driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
2. Pupils should be on time at the bus stop; the bus cannot wait beyond its regular schedule for those who are tardy.
3. Pupils should never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Profane language and gestures are prohibited.
6. Proper conduct is to be observed by pupils while riding the bus.
7. No cellular phones.
8. Pupils must not throw things on the bus or extend their arms or head out of the bus windows.
9. 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.
10. Fighting will result in suspension from the bus and will require a meeting with the Transportation Director.
11. No animals shall be permitted on the bus.
12. No weapon of any sort shall be permitted on the bus.
13. Any damage to the bus should be reported at once to the driver.
14. No hats are to be worn on the buses.
15. School buses are considered extensions of the school environment. Any pupil whose conduct on a school bus is improper or jeopardizes the safety of other pupils may have his/her school bus transportation suspended.

LUNCH FACILITIES & REGULATIONS

West Plains High School has a “CLOSED LUNCH” period. Classes are scheduled to eat lunch in three shifts. Students will be notified of their lunch shift assignment by the appropriate teacher. All students will eat lunch in the cafeteria or the triangle. Students may bring their lunch from home. Any extra (seconds) must be purchased at full price. 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.

ANNOUNCEMENTS

In order to avoid unnecessary classroom disruptions and ensure students and staff receive necessary information, daily announcements will be read over the intercom at the beginning of first hour daily.

CLASS OFFICERS

Class officers are president, vice president and one (1) representative per 50 students in the class. They are elected by members of the class for the following year.

STUDENT COUNCIL

The **Student Council** represents the student body in the promotion of a planned program of student activities and coordinates students’ interests and faculty supervision for a better understanding of the ideals of democracy and our school. Members consist of the elected officers of the Student Council, the four sets of class officers, commissioners, and class representatives which are based on the size of the class

STUDENT BODY OFFICERS

West Plains High School has several student body officers. These students represent the entire student body, they are as follows: president, vice president, secretary. These offices are elected by the entire student body for the following year.

STUDENT GOVERNMENT COMMISSIONERS

Student government commissioners facilitate the mission of the student council they are appointed to the positions after following an application process. The positions are awarded to the most qualified candidates. Commissioners are as follows: activities commissioner, art commissioner, assemblies’ commissioner, public relations commissioner, elections commissioner, media commissioner, recognitions commissioner and spirit commissioner.

QUALIFICATIONS FOR LEADERSHIP POSITIONS IN STUDENT ORGANIZATIONS

Student leaders are elected by members of their class and/or student body. Student leadership candidates must meet the minimum MSHSAA standards for participation (pass 6 of 7 classes attempted the prior semester), and have maintained a “C” cumulative grade point average. Student leadership candidates shall not have excessive absenteeism during the past two semesters...unless said absenteeism is waived by the Attendance Appeal Committee due to extenuating circumstances. Student leadership candidates shall be of good character, both in and out of school, and have no major infractions of the law and/or WPHS Student Conduct reviewed within the semester. All candidates are subject to review by administration and may be denied or allowed to run based on above mentioned criteria.

STUDENT LOCKERS

All students will be provided with a locker upon request, completely free of charge. These lockers are for the storage of books and school supplies. They should be maintained in a neat and orderly condition. Please note:

1. Lockers are owned by the school. therefore, the school may legally search them should the need arise.
2. Unassigned lockers are not for student use.
3. “Jamming” locking mechanisms will result in disciplinary action.
4. You are responsible for your locker. if it is abused, you must pay for the damages.
5. Keep your locker locked at all times.
6. Do not share your locker without permission
7. Do not give out your combination to others.
8. A locker clean out day will be held at the end of each year.
9. Lockers must be cleaned out before school ends. the school is not responsible for any items left in lockers after school is dismissed.
10. Students will be charged \$5.00 for lost or damaged locks.

CLUBS AND ORGANIZATIONS

Annual Staff Members are selected by application from the junior and senior class. The staff is responsible for producing a 200+ page pictorial and written history of the school year. The students interview, write and photograph all events related to the year.

The **Art Club** consists of a group of students who are interested in promoting the visual arts in our school and community. Club functions revolve around art activities that promote an awareness of and appreciation for the role of art in our daily lives. It is open to all students interested in the visual arts.

The **Zizzer BETA Club** is a National organization that recognizes student achievement and character while promoting leadership and service to others in our school and community. The National Beta Club is a service-oriented, student-led organization that strives to honor those leaders of tomorrow who serve as role models today. Students invited to join this organization must maintain an A- GPA and demonstrate excellence in leadership, character, and service.

Drama Club is an organization of students who are interested in the acting and the creative aspects of theater. We meet only a few times during the year. Our activities include: 1) building a float for the Homecoming parade 2) supporting the fall play and spring musical 3) taking a trip to St. Louis or Springfield to see a professional or a community play. Students do not have to be taking drama to be a member of this club, just interested in what we do.

FCCLA the Family, Career and Community Leaders of America, has a membership of 184 young men and women who have taken or who are currently enrolled in family and consumer sciences education. The main goal of FCCLA is to improve personal, family, community and job/career life. Chapter projects focus on a variety of youth concerns, including nutrition and fitness, teen pregnancy, strengthening family relationships, energy conservation, working with children and the elderly, teen-run businesses, youth employment and career exploration.

FFA is an organization of, by, and for students enrolled in agriculture education programs. The FFA organization focuses on developing leadership, cooperation and citizenship for tomorrow's agriculturists. For more than 65 years, the FFA has complemented agricultural instruction by making classroom lessons come to life through realistic applications.

FTA is the Future Teachers of America. This club is for anyone who might want to join the educational field. It provides experience within the classroom setting of elementary and middle school ages.

Foreign Language Club is a club for all students who have taken or are currently enrolled in a foreign language (Spanish, French or German). Its purpose is to bring together students of foreign language and to enhance the cultural knowledge of other countries. Dues are paid in the fall and meetings are held throughout the school year.

The **Library Media Club** staff is chosen from students making a "B" or better. They like to read and are often technically oriented. The students assist in the library and are practiced in research and work skills.

National Forensics League (Speech & Debate) The speech and debate team is active in contests from early October through late April and consistently does well in district, state and national competition. Students enrolled in the program are required to compete in the speaking and performing arts. They also work within the community in a variety of speaking and performance areas, such as the spring productions in conjunction with the Avenue Theatre Board. The group is also very active in fundraising activities.

National Honor Society – NHS is a school and community organization selected by GPA, service, scholarship and leadership. Society members all must have a 3.5 GPA and be active in two organizations.

NATIONAL HONOR SOCIETY – SELECTION OF MEMBERS

Section 1.

To be eligible for membership the candidate must be a member of the junior, or senior class. Freshmen and Sophomore are not eligible for membership. Candidates must have been in attendance at West Plains Senior High School one semester prior to election

Section 2.

For membership to be extended, a Candidate must have a cumulative scholastic average of a minimum of 3.75 on a 4-point scale. Candidates must also have 95% attendance and have no discipline referrals for academic integrity and/or serious violations of the discipline code. Candidates must also have taken at least one honors level course to be considered for membership.

Section 3.

To meet the requirements for service, candidates must participate in a minimum of two co-curricular activities during the year in which they are being considered for membership. These activities must represent two different areas of service.

Section 4.

To meet the requirements for leadership, candidates must provide leadership in the classroom, in co-curricular activities, and in upholding school ideals to inspire positive behavior in others.

Section 5.

To meet the requirements for character, candidates must demonstrate highest standards of honesty and reliability, cooperate by complying with school regulations, and uphold principles of morality and ethics.

Section 6.

Candidates will be required to complete a Student Activity Information Form if they desire to be considered for membership.

Section 7.

The selection of members to the chapter shall be by a majority vote of Faculty Council. Other members of the faculty may be consulted for recommendations on candidates, but only members of the Faculty Council may vote.

Section 8.

The Faculty Council has the authority to award honorary membership.

Section 9.

Students may appeal the committee's decision via letter to the principal within fourteen days of receiving notification

Section 10

In order to maintain membership, members must complete the following:

1. Pay dues by the end of the first semester.
2. Attend all meetings, with the exception of two excused absences.
3. Participate in the following:
 - One blood drive per year (two are offered).
 - One trash pick-up
 - One individual service project (of the member's choice).
4. Maintain the standards and qualities expected of a WPHS chapter member at all times, including the following:
 - maintain a (3.75 GPA for the class of 2021, and 2022) and (3.5 GPA for the classes 2019, 2020).
 - have no discipline referrals for academic integrity and/or serious violations of the discipline code
 - maintain a 95% attendance record
5. The consequences for not meeting each of the requirements for membership are as follows:
 - probation of the member
 - denial of the NHS stole for graduation.
 - removal from the NHS

The **Ridgerunner** is a folklore publication that is a full year class available through application, English teacher recommendation, and further evaluation by current staff and teacher. The purpose of the class is to produce a folklore magazine which focuses on Ozark heritage. The *Ridgerunner's* primary purpose is to familiarize the public with their area's people and history from the past to present.

The **Zizzerette** staff is chosen from students enrolled in creative writing class. The staff is responsible for producing eight issues of the school newspaper, the *Zizzerette*, during the school year. Student's interview, write, photograph, edit, type set and lay out the paper to be sent to the *Quill* for printing. They also visit local businesses to sell advertising, and they do the billing and bookkeeping for the paper. The class is open to juniors and seniors with a completed application, teacher recommendations and according to availability of staff positions.

Student Conduct/Discipline

STUDENT CONDUCT

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

The circumstances surrounding an incident and the student's previous disciplinary record should be taken into account in determining the appropriate punishment. Therefore, it is sometimes necessary to take more firm disciplinary action than the guidelines might call for because of repeated misconduct. It is assumed that the classroom teacher will handle many of the minor violations of rules which do not warrant referral to an administrator.

PENALTIES FOR VIOLATIONS OF WPHS STUDENT CONDUCT CODE

1. STUDENT CONFERENCE/WARNING BY A PRINCIPAL.

2. PARENT/STUDENT CONFERENCE WITH PRINCIPAL.

3. LUNCH DETENTION: Students assigned to LUNCH DETENTION are to report to the designated room at the beginning of the lunch period. Students in LUNCH DETENTION will bring their own lunch or will have a sack lunch with white milk delivered to the room. Failure to bring assignments to complete will result in additional time being assigned. LUNCH DETENTION is supervised by a certified teacher.

4. AFTER SCHOOL DETENTION (ASD): A student may be assigned a 45-minute detention before or after school. Failure to bring assignments to complete will result in additional time being assigned.

5. FRIDAY SCHOOL: Student assigned to Friday school at the High School will be under the supervision of a teacher, he/she will work on assigned class work from 3:30 p.m. to 5:00 p.m. Failure to bring assignments to complete will result in additional time being assigned.

6. IN-SCHOOL SUSPENSION (ISS): To be served during the school day in the ISS Room under the supervision of a school employee. Students are to report to ISS with all books and a completed daily assignment sheet.

In-School Suspension Rules

1. Student will be reading or studying the entire time.
2. Lunch will be at the regular time. Lunch can either be brought from home or from the cafeteria. Lunch must be eaten in the room.
3. There will be NO SLEEPING, reclining or putting head on desk.
4. Students should get assignments from teachers before the day they are assigned to in-school suspension. Students will be assigned one extra day of ISS if they fail to get assignments.
5. Students should bring schoolwork or book to read (no magazines or newspapers) during suspension.
6. Students must complete daily assignments as a condition for release from in- school suspension.

7. OUT OF SCHOOL SUSPENSION (OSS): Suspended students may not be on campus or at school activities while suspended. Failure to comply will result in additional suspension. Building principal(s) may suspend for up to 10 days. The superintendent may suspend for up to 90 days.

8. EXPULSION: By the West Plains R-VII Board of Education. Student may not return to school.

9. OTHER: Reasonable penalties worked out between student, parents and administrators.
Example: restitution for damages; working after school

VIOLATIONS AGAINST PERSONS

ASSAULT – The Missouri Safe Schools Act of 1996 establishes the crime of “assault while on school property”. A person commits the crime of assault while on school property if the person

- 1) Knowingly causes physical injury to another person; or
- 2) With criminal negligence, causes physical injury to another person by means of a deadly weapon; or

3) Recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; and the act occurred on school or school district property, or in a vehicle that at the time of the act was in the service of a school or school district, or arose as a result of a school or school district-sponsored activity.

Assault while on school property is a class D felony.

(Safe School Act—House Bills 1301 & 1298; 1996)

All Assaults will be referred to local law enforcement.

Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

Step One:	5-10 days OSS and parent conference with principal.
Step Two:	10-180 days OSS; possible expulsion.

Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

Step One:	Expulsion.
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District Bullying Policy

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 anti-**bullying** coordinator. The anti-**bullying** 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 anti-**bullying** education and training programs. In addition, the anti-**bullying** 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 anti**bullying** 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 anti**bullying** 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

BULLYING/CYBERBULLYING (see Board policy JFCF) – Intimidation 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; threats of retaliation for reporting such acts; promoting suicide or self-harm. Written or symbolic words or gestures meant

to harass or injure another person; i.e., threats of violence or defamation of a person’s race, religion, gender, or ethnic origin. Students will not be disciplined for speech in situations where the speech is protected by law.

Step One:	5 days OSS and parent conference with principal.
Step Two:	10 days OSS and parent conference with superintendent.
Step Three:	10-180 days OSS and possible expulsion.

Harassing, intimidating or threatening computer usage: Inappropriate computer usage intended to bully, harass, intimidate, or threaten student(s) and staff. This includes using language or material that is disparaging or demeaning; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others. Constitutionally protected speech will not be punished.

Step One:	10-180 days OSS and possible expulsion.
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FIGHTING (see also, “Assault”) – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

Step One:	3-5 days OSS; parent conference with principal.
Step Two:	10 days OSS; parent conference with superintendent.
Step Three:	10-180 days OSS; possible expulsion.

HAZING (see Board policy JFCF) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

Step One:	5 days OSS; parent conference with principal.
Step Two:	10 days OSS; parent conference with superintendent.
Step Three:	10-180 OSS; possible expulsion.

HARASSMENT, including Sexual Harassment (see Board policy AC)

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

Step One:	Principal/Student conference; ASD, Friday School, or ISS; 1-180 days OSS; or expulsion.
Step Two:	ISS; 1-180 days OSS; or expulsion.

Sexual Misconduct - Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the breasts or genital area, regardless of whether the touching occurred through or under clothing; touching of undergarments, exposing of the breasts and/or genital areas, requests for sexual favors, and/or other unwelcome sexual advances.

Step One:	3-5 days ISS; 1-180 days OSS; or expulsion.
Step Two:	1-180 days OSS or expulsion.

Sexual Activity – Acts of sex or simulated acts of sex.

Step One:	3-5 days ISS or OSS; parent conference.
Step Two:	5-10 days OSS; conference with Principal.

Step Three:	10-180 days OSS; referral to superintendent before readmission.
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INCENDIARY DEVICES/FIREWORKS – Possessing, displaying or using matches, lighters, fireworks or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

Step One:	2-10 days ISS or OSS.
Step Two:	5-10 days OSS; referral to superintendent.

INSTIGATING A FIGHT – Students shall not instigate fights by actively encouraging others to fight, carrying messages which result in fights or take part in any other activity which results in a fight or take part in any behavior that encourages violence.

Step One:	1-3 days ISS or OSS; parent conference.
Step Two:	3-5 days OSS; conference required for readmission.
Step Three:	10 days OSS; referral to principal before readmission.

VERBAL ABUSE TO STAFF – Verbal, written or symbolic language or gesture, that is rude, vulgar, disrespectful and defiant or considered inappropriate in public settings, directed at a staff member.

Step One:	1-3 ASD or Friday School; 2-5 days ISS or OSS.
Step Two:	5-10 days OSS.
Step Three:	Expulsion.

VERBAL ABUSE TO STAFF OF A THREATENING NATURE – Verbal, written or symbolic language or gesture that is threatening in nature; directed at a staff member.

Step One:	5-10 days OSS.
Step Two:	10 days OSS.
Step Three:	Expulsion.

FALSE ACCUSATIONS TOWARD A STAFF MEMBER - Any intentional slander or libelous statements by a student towards any school employee, which is malicious, untrue and meant to harm that staff member’s reputation or employment, will result in immediate suspension.

Step One:	10-180 days OSS.
Step Two:	90-180 days OSS.

WEAPONS (see Board policy JFCJ) – The possession or use of a weapon, concealed or otherwise, by any student is prohibited upon or in the vicinity of school grounds, while going to or from school or at any school sponsored event. Examples include, but are not limited to: knives, guns, chains, metal knuckles, fireworks or explosives. (This would include any item representing a weapon.)

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

Step One:	One (1) calendar year OSS or expulsion.
Step Two:	Expulsion.

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

Step One:	10-180 days OSS; possible expulsion.
Step Two:	180 days OSS; possible expulsion.

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

Step One:	1-10 days ISS or OSS; or expulsion.
Step Two:	1-180 days OSS; or expulsion.

VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY

DRUGS/ALCOHOL (see Board policies JFCH and JH)

Possession, sale, purchase, distribution and/or receiving (**or the attempt of such**) of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

Step One:	ISS; or 1-180 days OSS.
Step Two:	1-180 days OSS; or expulsion.

Possession of or in attendance while under the influence of or soon after consuming unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act. This includes energy enhancers, dietary supplements and nicotine patches. This would include attempting the use of a controlled substance or one to be purported as a controlled substance.

Step One;	10 day OSS. If a student agrees to a chemical dependency evaluation at an approved facility, suspension will be reduced to 5 days.
Step Two:	10-180 day OSS; pending expulsion, unless the student agrees to a chemical dependency evaluation and complies with the recommended treatment plan.
Step Three:	Expulsion.

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

Step One:	10 OSS; Referral to superintendent for possible expulsion
Step Two:	Expulsion.

SECRET ORGANIZATIONS (see Board policy JFCE) – The Board of Education does not recognize secret organizations. Sororities, fraternities, gangs or secret societies of the community are not school organizations. Conduct by students while in school such as hazing of initiates, special attire (including pins and insignia or other identifying symbols), improper activity on campus or any other influence of sorority, fraternity, gang or secret society that interferes with the normal conduct of the educational program shall not be permitted.

Step One:	10-180 OSS.
Step Two:	90-180 OSS.

TOBACCO -Use and/or possession – Student possession or use of any tobacco product(s) (including electronic cigarettes) on district property, or areas adjacent to school property, district transportation or at any district related activities

is prohibited. Tobacco products will be confiscated and destroyed. It is against the law in Missouri for minors to buy, use or possess tobacco products

Step One:	2-5 ASD or Friday School; or ISS.
Step Two:	5-10 ASD or Friday School; or ISS.
Step Three:	5-10 days OSS.

Sale, purchase, distribution, and/or receiving (or the attempt of such) of any tobacco product(s).

Step One:	3-5 days ISS.
Step Two:	3-5 days OSS
Step Three:	5-10 days OSS.

VIOLATIONS AGAINST PROPERTY

ARSON – Starting or attempting to start a fire or causing or attempting to cause an explosion.

Step One:	10-90 days OSS with possible expulsion.
Step Two:	10-180 days OSS with possible expulsion.
Step Three:	Expulsion.

BOMB THREAT – The Safe Schools Act 1996 increases the penalty for making a false bomb report from a Class A misdemeanor to a Class D felony.

Step One:	10-90 days OSS with possible expulsion.
Step Two:	Expulsion.

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

Step One:	5-10 days OSS.
Step Two:	Expulsion.

FALSE ALARM – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

Step One:	10 days OSS; parent conference.
Subsequent Step:	Expulsion.

TECHNOLOGY MISCONDUCT (see Board policies EHB and KKB and procedure EHB-AP)

Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device. Violating the district’s Electronic Communication/Technology agreement.

Step One:	Restitution. Principal/Student conference; loss of privileges for minimum of 2 weeks, maximum rest of the semester; ASD; Friday School; or ISS.
Subsequent Step:	Restitution. Loss of user privileges for remainder of the school year; 1-180 days OSS; or expulsion.

THEFT – Theft, attempted theft or knowing possession of stolen student, staff or school property.

Step One:	1-3 days ISS or OSS and restitution; parent conference.
Step Two:	5-10 days ISS or OSS and restitution; parent conference.
Step Three:	10-180 days OSS and restitution; referral to superintendent before readmission.

VANDALISM (see Board policy ECA) – The willful damage or the attempt to cause damage to any property, real or personal, belonging to the district, staff or students.

Step One:	Restitution and 5-10 days OSS.
Step Two:	Restitution and expulsion.

VIOLATIONS OF PUBLIC DECENCY AND GOOD ORDER

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

Step One:	“0” Grade for Assignment and 3 days Lunch Detention or 1-3 days ASD, and Parent notification.
Step Two:	“0” Grade for Assignment and 3 days ASD or 1-3 days ISS, and Parent Conference with Assistant Principal.
Step Three:	“0” Grade for Assignment and 3-5 days ISS and Parent conference with Principal.
Subsequent Step:	“0” Grade for Assignment and 5-10 days OSS and Referral to Superintendent.

CARELESS DRIVING VIOLATIONS – This covers students who drive carelessly or without due caution on or adjacent to West Plains High School campus, so as to endanger persons on the property. Career Center students are not permitted to drive to the other vocational locations without advanced or special approval from the director.

Step One:	1-3 ASD or Friday School; or 1 day ISS.
Step Two:	2-5 days ASD or Friday School; ISS; driving privileges revoked for 2 weeks; parent conference.
Step Three:	5 days OSS; conference with principal.

DISHONESTY - Any act of lying, whether verbal or written, including forgery. Including: failure to properly identify self when asked and/or withholding information from teachers and/or administrators when asked.

Step One:	1-3 ASD or Friday School, or ISS.
Step Two:	2-5 ASD or Friday School or ISS.
Step Three:	10 days OSS; parent conference with superintendent for readmission.

DISMISSAL FROM DETENTION, FRIDAY SCHOOL, or ISS – Any student who is disruptive in Lunch Detention, After-School Detention, Friday School, or In-School Suspension will be referred to the principal’s office.

Step One:	Assigned punishment doubled; parent notification.
Step Two:	2-3 days ISS; parent notification.
Step Three:	5 days ISS; parent notification; conference with principal for readmission.
Step Four:	10 days OSS; parent notification; conference with superintendent for readmission.
Step Five:	90 days OSS.

DISRUPTIVE CLASSROOM BEHAVIOR AND/OR DISMISSAL FROM CLASS – In the event a student has disrupted class and the classroom teacher has attempted to remedy the problem using other methods, the student shall be

dismissed from class and referred to the assistant principal's/ office. The classroom teacher will submit a referral to the assistant principal. A parent/guardian will be notified of the referral. Disruption and/or dismissal totals are tabulated throughout the school year and may be from any class.

Step One:	Conference, warning or 1-3 Lunch Detention, ASD.
Step Two:	1-3 ASD or Friday School; or ISS; parent conference.
Step Three:	2-3 days ISS; OSS; conference with principal required for readmission.
Step Four:	5 days OSS; conference with principal required for readmission.
Step Five:	10 days OSS conference with superintendent required for readmission.
Step Six:	90 days OSS.

DISRUPTION AND INTERFERENCE WITH SCHOOL – No student shall block the doorway or corridor; prevent others from attending a class or district activity; block normal pedestrian or vehicular traffic; 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 environment. Nor shall they refuse to identify themselves on request or encourage other students to violate any rule or school Board policy.

Step One:	1-5 days ISS; parent conference.
Step Two:	5-10 days OSS; referral to superintendent for reinstatement.

DRESS CODE VIOLATIONS (see policy JFCA and procedure JFCA-AP) (SEE ALSO DRESS CODE)

Step One:	Warning call to parents and opportunity to change clothes.
Step Two:	Student sent to ISS until another item can be brought from home
Step Three:	Student sent home to change with an un-excused absence for time missed from school and 3 days ISS.

Repeated violations may result in out of school suspension and conference with the superintendent.

PERSONAL ELECTRONIC DEVICES (PEDS) – (See PERSONAL ELECTRONIC DEVICES (PEDs. p.15)

Students are also reminded that such property brought to school is the responsibility of the student and WPHS is not responsible for theft of such property. Refusal to give a staff member a phone due to a violation will result in an additional charge of insubordination.

Step One:	Confiscated and returned at the end of the day to student.
Step Two	Confiscated and only returned to a parent or guardian: 1-day ISS; Administration Discretion.
Subsequent Step:	Confiscated and only returned to a parent or guardian; 3 days ISS; Administration Discretion.

PHOTOGRAPHY OR FILMING OF STUDENTS INVOLVED WITH ACTIVITIES VIOLATING THE DISCIPLINE CODE

– Students taking pictures or filming other students who are violating the discipline code or breaking the law on school property (example: filming a fight/ assault) will be subject to the discipline listed below. Posting of the images on social media sites will result in additional discipline.

Step One:	2-3 days ISS; OSS; and parent conference with Assistant Principal
Step Two	5-10 days OSS; and parent conference with principal for readmission.
Subsequent Step:	10-180 days OSS and parent conference with superintendent for readmission.

FAILURE TO ATTEND DETENTION/ISS– Students who are assigned DETENTION or ISS are expected to report on time and on the day assigned.

Step One:	Assigned punishment doubled; parent notification.
Step Two:	Assigned punishment doubled, 2-3 days ISS or; OSS.
Step Three:	3-5 days ISS or OSS
Step Four:	10-90 days OSS.

FAILURE TO COMPLETE OR TURN IN ASSIGNMENTS; FAILURE TO BRING NECESSARY MATERIALS TO CLASS; REFUSAL TO DO WORK - The classroom teacher will attempted to remedy the problem using the following steps.

Step One:	Warning; Teacher-Student conference
Step Two:	Parent contact by phone, e-mail, or written note by teacher
Step Three:	Referral to AP, 1-3 days Lunch Detention and Parent notification
Step Four:	Referral to AP, 1-3 days ASD or ISS, Parent-Teacher-Student conference with Assistant Principal
Subsequent Steps:	Referral to AP, 2 days ISS and Parent-Teacher-Student conference with Principal

FAILURE TO COMPLETE OR TURN IN ASSIGNMENTS - In the event a student has fails to complete and/or turn in assignments, the classroom teacher should attempt to remedy the problem using the following steps.

Step One:	Teacher –student conference, warning
Step Two:	Parent contact by phone, e-mail or written note and conference with Assistant Principal
Step Three:	Parent conference with teacher in person or by phone
Step Four:	Referral – 1-3 days Lunch Detention
Step Five:	Referral – 1-3 days ASD or 1 day ISS
Step Six:	Teacher, Parent and Student conference with Assistant Principal and 2 days ISS

FAILURE TO MEET CONDITIONS OF SUSPENSION, EXPULSION, OR OTHER DISCIPLINARY

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

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

Step One:	Verbal warning; ASD or Friday school; ISS; 1-180 days OSS; or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Step:	Verbal warning, ASD or Friday school; ISS; 1-180 days OSS; or expulsion. Report to law enforcement for trespassing if expelled.

FOOD AND OPEN CONTAINERS - All food and open containers are subject to search and are to be confined to the designated eating areas (Cafeteria). Food and drinks are not to be consumed in the hallways or stored in lockers (with the exception of sack lunches). Delivery of fast food during the school day is prohibited. Failure to comply will result in disciplinary action.

Step One:	Warning.
Step Two:	1-3 days ASD; Friday School; or ISS.
Step Three:	3-5 days ISS; and parent notification.

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

Step One:	Principal/Student conference; loss of privilege; 1-3 days ASD or Friday School; or ISS.
Subsequent Step:	Principal/Student conference; loss of privileges; 2-5 days ASD or Friday School; ISS; or 1-10 days OSS.

HALL PASSES – Any student out of a regularly scheduled class, during a scheduled class period, is required to have in their possession a hall pass that has been authorized by the assigned teacher. Failure to meet this requirement will automatically result in.

Each Offense:	1-3 ASD or Friday School.
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INSUBORDINATION– Defiance, willful refusal to perform requested action and disrespectfulness in word and action. Including, refusing to comply with a teacher’s request in a timely or appropriate manner.

Step One:	1-3 ASD; Friday School; or ISS; parent conference.
Step Two:	3-10 days ISS; or OSS.
Step Three:	Semester OSS.

NUISANCE ITEMS – Possession/use of these items is considered a disruption or possible disruption of the educational process.

Knives (blade less than 4 inches) – The possession or use of any type of knife, including pocket knives, is prohibited.

Step One:	1-3 days ASD; Friday School; or ISS; parent conference.
Step Two:	3-5 days ISS; referral to principal.
Step Three:	5-10 days OSS; referral to superintendent for readmission.

Laser Lights – Laser pointers/lights may cause eye damage and therefore are prohibited at school and all school activities.

Step One:	1-3 days ASD; Friday School or ISS; parent conference.
Step Two:	3-5 days ISS; referral to principal.
Step Three:	5-10 days OSS; referral to superintendent for readmission.

Skateboards – Skateboards are not allowed on campus.

Step One:	Held by assistant principal until day's end.
Step Two:	Held by assistant principal until parent picks up.

Other – Any disruptive or potentially disruptive item not listed

Step One:	Administrator's discretion.
Step Two:	Administrator's discretion.

OUT OF SCHOOL SUSPENSION AND ALTERNATIVE LEARNING CENTER - Students who violate the conduct code while attending the Alternative Learning Center (OALC) will have the suspension lengthened. **(SEE ALSO OUT-OF-SCHOOL SUSPENSIONS OALC)**

Step One:	3-10 days added to suspension.
Step Two:	11-180 days OSS.

PARKING VIOLATIONS – Student drivers who park so as to impede normal traffic flow. Students should only park in designated areas; failure to do so will result in the following penalties:

Step One:	1 day ASD; Friday School; or ISS.
Step Two:	2-5 days ASD; Friday School; or ISS; parking/driving privileges revoked for 2 weeks; parent conference.
Step Three:	3-5 days OSS.

POSSESSION OF SEXUALLY EXPLICIT, VULGAR, OR VIOLENT MATERIAL, USE OF LEWD OR OBSCENE LITERATURE – The writing or drawing of lewd or obscene literature, gang/satanic writing and drug related items.

These are offensive to school standards and do not have a serious literary, artistic, political or scientific value. Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

Step One:	1-2 days ASD; Friday School; or ISS.
Step Two:	3-5 days Friday School; ISS; or OSS.
Step Three:	3 days OSS; conference with principal.

PUBLIC DISPLAY OF AFFECTION (PDA) – The public display of affection is not appropriate behavior at school. Failure to comply with the reasonable expectations of the school staff will result in disciplinary action.

Step One:	Conference and/or warning and/or ASD.
Step Two:	1-3 days ASD; Friday School; or ISS; parent conference.
Step Three:	2-5 days ASD; Friday School; or ISS; parent conference.

TARDINESS – Students who are not in their seats prepared for work when the tardy bell rings are considered tardy. (**SEE TARDINESS**) Tardies are totaled cumulatively for all classes by **QUARTERS**.

Sixth Tardy	1 day Lunch Detention.
Seventh Tardy	2 days Lunch Detention
Eighth Tardy	1-2 days ASD or Friday School.
Ninth Tardy	2-3 days ASD or Friday School; 2 days ISS.
Each Additional Tardy:	2 days ISS;

TRUANCY (see Board policy JED) – Absence from school, assigned class, and/or location without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians. (**SEE ALSO TRUANCY**)

On Campus - Failure to report to assigned location when on campus. Permission must be obtained and granted by supervisory staff member(s) or administrator when a student is going to be in a class or area where they are not assigned.

Step One:	1-3 days ASD; Friday School; or ISS; parent conference.
Step Two:	3-5 days ASD; Friday School; or ISS; parent conference.
Step Three:	5 days OSS; referral to principal.
Step Four:	10 days OSS; referral to superintendent.
Step Five:	Recommended OSS of 90 days.

Off Campus – Leaving campus after arrival before or during the school day or at lunchtime, including going to the West Plains Middle School campus during the school day without permission from the principal.

Step One:	3-5 days ISS.
Step Two:	5 days OSS; referral to principal.
Step Three:	10 days OSS; referral to superintendent.
Step Four:	Recommended OSS of 90 days.

USE OF DISRUPTIVE SPEECH AND CONDUCT – Conduct or speech, be it verbal, written, pictorial or symbolic that materially and substantially disrupts classroom work, school activities, school functions such as not keeping hands and feet to yourself, talking in class when told not to do so, and refusal to do work.

Step One:	Conference with student and notification of parents.
Step Two:	1-3 days ASD; Friday School; or ISS; and parent conference.
Step Three:	3-10 days ISS.
Step Four:	Semester OSS.

DISRUPTIVE BEHAVIOR WITH INJURY OR WITH THE POTENTIAL FOR INJURY – Including, but not limited to pushing, shoving, tripping, or any deliberate act(s) that could result in injury.

Step One:	1-3 days ISS and Parent Conference
Step Two:	3-5 days ISS and Parent Conference
Step Three:	3-10 days OSS
Step Four:	Semester Suspension

USE OF LANGUAGE OR BEHAVIOR THAT IS DISPARAGING, DEMEANING, OR THREATENING – Words or actions, verbal, written, pictorial or symbolic meant to harass or injure other people, such as threats of violence, profanity, name-calling, putdowns, intentionally hurting others’ feelings, spitting, depantsing, defamation of a person’s race, religion, gender or ethnic origin. All threats of violence will be reported to law enforcement.

Step One:	1-3 days ASD; Friday School; or ISS; and parent conference.
Step Two:	3-10 days OSS parent conference.
Step Three:	10-90 days OSS; possible expulsion.

BUS OR TRANSPORTATION MISCONDUCT (see Board policy JFCC and procedure JFCC-AP) (SEE ALSO RULES AND SAFETY REGULATIONS FOR PUPILS RIDING ON BUSES)– Any offense committed by a student

on transportation provided by or through the district shall be punished in the same manner as if the offense has been committed at the student's assigned school. Transportation misconduct will be punished pursuant to policy and may include suspension of bus riding privileges.

BEHAVIOR NOT COVERED - The school district reserves the right to pursue disciplinary or legal action for behavior that is subversive to good order and discipline in the schools even though such behavior is not specified in the preceding written rules.

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 contest without being excused by a principal 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.
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 Standards

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	For all infractions: One day suspension from participation in the activities program School 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 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 School District. 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 7-12. 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.
11. **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.

12. **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.)
13. **Extra-curricular activities** – activities that take place outside the regular course of study in school. (All athletic teams that compete interscholastically.)
14. **Drug Use Test** – scientifically substantiated method to test for the presence of illegal drugs in a person’s urine.
15. **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.)
16. **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.
17. **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.
18. **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).
19. **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 RVII 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

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 (7th – 12th 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. 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 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 R-VII School District from the date of the initial report of the third offense as stated in this procedure.

Reduction Clause: A student may have the penalty reduced from 30 days to 15 days (first offense only) by having a substance abuse evaluation and providing written documentation of enrollment and regular attendance (3 or more sessions) in a certified drug education counseling program (licensed substance abuse counselor) approved by the school. The student would still be retested at the assigned reentry time within the 30 days as described in number one (1) above.

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.

CALENDAR PAGE

STUDENT HANDBOOK RECEIPT

This is to acknowledge my receipt of a copy of the West Plains High School Student Handbook, which includes both informational items and the Student Code of Conduct.

Student Signature

Parent or Guardian Signature

DISTRICT COMMUNICATIONS GUIDELINES ACKNOWLEDGEMENT SHEET

District System User Agreement:

I agree to abide by the West Plains R-VII District electronic communications system guidelines, and I understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, and disciplinary and/or appropriate legal action will be taken.

Student Name (Printed)

Student Signature

Date

Parent or Guardian Signature

Date

**CONSENT FORM
EXTRA-CURRICULAR AND CO-CURRICULAR
CODE OF CONDUCT AND DRUG-TESTING POLICY
WEST PLAINS R-VII SCHOOL DISTRICT**

APPROVED BY THE WEST PLAINS R-VII BOARD OF EDUCATION, August, 2013:

Participant Name (Print): _____ Grade: _____

Date of Birth: _____

I, the undersigned participant in the extra-curricular and/or co-curricular activities program in the West plains R-VII School District, West Plains, Missouri, am willing and consent to take a drug screening test for illegal substances in accordance with District policies and procedures. I understand the restrictions that would be imposed on me for failure to consent to the drug screening test. I also understand that the results of such tests will be considered toward determining my continued eligibility for participation in extra-curricular activities.

I consent to allow a specimen of my urine to be collected by the drug testing collection agency designated by the West Plains RVII School District and to have a drug testing collection agency and/or testing laboratory designated by the District perform a substance abuse analysis on the specimen. I also consent to the release of the results of the analysis by the drug testing collection agency and/or testing laboratory to the authorized district personnel via electronic or other means, i.e., telephone, teleprinter, facsimile, computer, etc.

Signature of Student/Participant: _____ Date: _____

My signature below signifies that I have read and understand the West Plains School District Extra-Curricular and Co-Curricular Code of Conduct participant's pledge, I consent to the random drug testing of my child and release those results to the West Plains School District.

Signature of Parent/Guardian: _____ Date: _____

This form must be signed and returned to the WPHS/WPMS Office by the first Tuesday in September by all students planning to participate in any extra-curricular and/or co-curricular interscholastic competitive activity at West Plains R-VII Schools.

COOPERATIVE LIVING AND WORKING TOGETHER

PLEDGE TO THE FLAG

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation, under God, indivisible, with Liberty and Justice for all.

SCHOOL SPIRIT

The term "School Spirit" is usually thought of in connection with the spirit of the group. It is the attitude of the individuals that contributes to and makes the spirit of the school. A general school spirit is based upon a larger number of interests and appreciations within the individual. It includes the desire for self-improvement and growth. The same spirit motivates the individual toward a cooperative attitude, which will make the school a place where others can enjoy and experience the same growth and improvement. School spirit is the manifestation of a desire on the part of the individual to develop and acquire those traits and abilities necessary for successful living. It means encouragement for one another and support for the school in all of its programs.

A WEST PLAINS HIGH SCHOOL STUDENT CREED

I am aware of the many opportunities existing for me in West Plains High School. As a student I desire to avail myself of these opportunities and at the same time to help perpetuate and add to the splendid traditions and ideals which the school now enjoys.

As a lamp to guide my course, I will keep uppermost in my mind this thought: "Is what I am about to do or say, something that every student could do or say without injury to my school?"

SCHOOL SONG

*Zizzers, Zizzers faithful to West Plains High,
We love this dear old school of ours,
Our motto is "Never Say Die."
The finest school in South'souri,
It's the one we call our own.
It ranks right up with the varsity,
It stands out all alone.
So come all ye Zizzers,
Oh, come, I say,
And boost for the West Plains High!*

SCHOOL COLORS

Red and White