

West Plains Schools Board of Education
Regular Session Meeting
5:00 P.M. June 30, 2016
Central Administration Office

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. OPEN SESSION – for a motion to go into closed session
- IV. CLOSED (EXECUTIVE) SESSION
 - A. Adjournment to Closed Executive Session
 - 1. Pursuant to Section 610.021.3 Personnel Matters
 - 2. Pursuant to Section 610.021.6 Student Matters
 - B. Adjournment from Closed Executive Session
- V. CALL TO ORDER – The regular Session of the School Board meeting will be called to order at 5:15 P.M.
- VI. PLEDGE OF ALLEGIANCE -
- VII. ROLL CALL AND ESTABLISHMENT OF QUORUM
- VIII. APPROVAL OF AGENDA
- IX. CONSENT AGENDA - Items considered routine in nature to be voted on in one motion to conserve time. If discussion is desired, that item will be removed from the Consent Agenda and will become the first item under the Regular Agenda
 - A. Approval of Minutes From Meetings May 10, 2016, & June 13, 2016
 - B. Payment of Bills
 - C. Monthly Finance Report
 - (a) Resolution and Approval of Budget Numbers for 2015-16 School Year
 - (b) Resolution to Renew Annual Lease Purchase and Budget Funds
 - (c) Approve year-end reports, authorize officials to sign reports, and approve other bookkeeping procedures to be in compliance with budgetary laws
 - (d) Approve assurance statement for Public Law 94-142
 - (e) Approval of Federal Grant Applications
 - D. Program Evaluations: 1) Professional Development
 - E. Approval will be requested for the employment of individuals as recommended by the Superintendent of Schools: 1) Speech Pathologist 2) Paraprofessionals
 - F. Resignations: 1) Erin Kimbrough
- X. REGULAR AGENDA
 - A. Previous Business for Approval, Discussion or Information Only
 - 1. Student Handbooks Update, 2nd Read and Approval (*Goal 3, Obj. 1*)
 - 2. Employee Handbooks Update, 2nd Read and Approval (*Goal 3, Obj. 1*)
 - 3. Salary Committee Proposal (*Goal 5, Obj. 2*)
 - 4. Preliminary 2016-2017 Budget, 2nd Read and Approval (*Goal 6, Obj. 1*)
 - B. New Business for Approval, Discussion or Information Only
 - 1. Adopt Salary Schedules for 2016-2017 (*Goal 5, Obj. 2*)
 - 2. Update MSBA Board Policies (*Goal 3, Obj. 1*)
 - 3. Designation of Amy Ross as ESL, Homeless and Migrant Student Contact (*Goal 3, Obj. 1*)
 - 4. Set Meal Prices for 2016-2017 school year (*Goal 6, Obj. 2*)
 - 5. Annual Audit set for August (*Goal 6, Obj. 1*)
 - 6. School Resource Officer Contract Approval (*Goal 3, Obj. 1*)
 - 7. Superintendent's Report (*Goal 3, Obj. 2*)
- XI. ADJOURNMENT
- XII. ADJOURN TO ADDITIONAL CLOSED (EXECUTIVE) SESSION – this session is reserved to complete any unfinished business from the closed (executive) session from the beginning of the meeting.
- XIII. ADJOURNMENT - Next Board Meeting Scheduled for August 23, 2016, at 5:00 P.M., the West Plains Administrative Building, 305 Valley View Dr.

I. **CALL TO ORDER:** Jim Thompson called the meeting to order at 5:10 p.m.

II. **ROLL CALL:** Board members present: Jim Thompson, Cindy Tyree, Sam Riggs, Brian Mitchell, Courtney Beykirch, Lee Freeman and Elizabeth Bennett. Absent: None. Also in attendance: Superintendent Dr. John Mulford, Assistant Superintendents Dr. Scott Smith, Dr. Luke Boyer, Dr. Julie Williams and Board Secretary Linda Y. Collins.

III. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Jim Thompson.

IV. **ROLL CALL:** Board members present: Jim Thompson, Cindy Tyree, Sam Riggs, Brian Mitchell, Courtney Beykirch, Lee Freeman and Elizabeth Bennett. Absent: None. Also in attendance: Superintendent Dr. John Mulford, Assistant Superintendents Dr. Scott Smith, Dr. Luke Boyer, Dr. Julie Williams and Board Secretary Linda Y. Collins.

V. **APPROVAL OF AGENDA.** Mr. Thompson indicated a change to Consent Agenda item C. Approval Request for Employment of Individuals – Remove to Closed Session. Mr. Riggs made a motion to approve the agenda as modified. The motion was seconded by Mrs. Tyree and voted as follows: AYE: Mr. Thompson, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mrs. Beykirch, Mr. Freeman and Mrs. Bennett. NAY: None. ABSTAIN: None.

VI. **CONSENT AGENDA** - (Items considered routine in nature to be voted on in one motion to conserve time. If discussion is desired, that item will be removed from the Consent Agenda and will become the first item under the Regular Agenda

A. Payment of Bills

B. Approval Request for Resignations:

- Matt Gurnow HS Teacher
- Travis Mackey LPN Instructor
- Dalena Allen PLTW Teacher
- Lesley Dennis Paraprofessional
- Sarah Thompson Paraprofessional

C. Approval Request for the employment of individuals as recommended by the Superintendent of Schools: (Amended to discuss in Closed Session)

Mr. Riggs made a motion to approve the Consent Agenda. The motion was seconded by Mrs. Tyree and voted as follows: AYE: Mr. Thompson, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mrs. Beykirch, Mr. Freeman and Mrs. Bennett. NAY: None

VII. **MOTION TO CLOSED (EXECUTIVE) SESSION** - Mr. Mitchell made a motion to move into Closed Session to discuss Real Estate Matters Pursuant to Section 610.021.2, Personnel Matters Pursuant to Section 610.021.3, and Student Matters Pursuant to Section 610.021.6. The motion was seconded by Mr. Freeman and voted as follows: AYE: Jim Thompson, Cindy Tyree,

Sam Riggs, Brian Mitchell, Courtney Beykirch, Lee Freeman and Elizabeth Bennett. NAY: None.

VIII. RETURN TO OPEN SESSION. Jim Thompson called the meeting to order at 6:50 p.m.

IX. ADJOURNMENT. At 6:50 p.m. Mrs. Beykirch made a motion to adjourn. The motion was seconded by Mr. Mitchell and voted as follows: AYE: Mr. Thompson, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mrs. Beykirch, Mr. Freeman, and Mrs. Bennett. NAY: None. ABSTAIN: None.

Jimmy E. Thompson, President

Linda Y. Collins, Secretary

Next Board Meeting Scheduled June 30, 2016 at 5:00 P.M, Board of Education Building

West Plains R-7 Board of Education

Board Work Session Meeting

5:30 P.M. June 13, 2016

Board of Education Building

Minutes

- I. CALL TO ORDER:** The meeting began at 7:05 p.m.
- II. ROLL CALL:** Board members present: Jim Thompson, Cindy Tyree, Sam Riggs, Brian Mitchell, Lee Freeman, Elizabeth Bennett and Courtney Beykirch. Absent: None. Also in attendance: Superintendent Dr. John Mulford, Assistant Superintendents Dr. Scott Smith, Dr. Luke Boyer, Dr. Julie Williams and Board Secretary Linda Y. Collins.
- III. REGULAR AGENDA**
 - 1. Review and discussion of Proposed Budget**
 - 2. Discussion of Budget Considerations & Recommendations**
 - SRO's
 - Salary Committee Request
 - Levy Issue
 - Textbooks
 - Technology
 - 3. Strategic Plan Review**
 - Discussion Regarding the board book study of “Most Likely to Succeed”, by Wagner & Dintersmith
- IV. ADJOURNMENT.** Meeting was concluded at approximately 8:15 p.m.

Jimmy E. Thompson, President

Linda Y. Collins, Secretary

Next Board Meeting Scheduled for June 30, 2016 At 5:00 P.M.

West Plains R-7 Board of Education

Board Work Session Meeting

5:00 P.M. June 14, 2016

Board of Education Building

Minutes

- I. CALL TO ORDER:** The meeting began at 5:00 p.m.
- II. ROLL CALL:** Board members present: Jim Thompson, Cindy Tyree, Sam Riggs, Brian Mitchell, Lee Freeman, and Courtney Beykirch. Absent: Elizabeth Bennett. Also in attendance: Superintendent Dr. John Mulford, Assistant Superintendents Dr. Scott Smith, Dr. Luke Boyer, Dr. Julie Williams and Board Secretary Linda Y. Collins.
- III. REGULAR AGENDA**
 - 1. Review and discussion of Proposed Budget**
 - 2. Discussion of Budget Considerations & Recommendations**
 - SRO's
 - Salary Committee Request
 - Levy Issue
 - Textbooks
 - Technology
 - 3. Strategic Plan Review**
 - Discussion Regarding the board book study of “Most Likely to Succeed”, by Wagner & Dintersmith
- IV. ADJOURNMENT.** Meeting was concluded at approximately 6:45 p.m.

Jimmy E. Thompson, President

Linda Y. Collins, Secretary

Next Board Meeting Scheduled for June 30, 2016 At 5:00 P.M.

West Plains R-VII School District
 ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING
 Accounts Payable COMPUTER Check Register

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
CC	5740	06/09/16	003837 360 TRAINING	180.00
CC	5741	06/09/16	005263 ACCESS ELEVATOR & LIFTS	1,000.00
CC	5742	06/09/16	002394 ACT FINANCE	39.50
CC	5743	06/09/16	005189 ALDI INC.	554.25
CC	5744	06/09/16	000008 AMAZON	139.07
CC	5745	06/09/16	000008 GE MONEY BANK/AMAZON	1,791.06
CC	5746	06/09/16	000008 AMAZON.COM, INC.	264.13
CC	5747	06/09/16	000008 AMAZON MARKETPLACE	216.30
CC	5748	06/09/16	005083 AMERICAN WASTELAND ENTERTAINME	1,802.50
CC	5749	06/09/16	000186 APL ITUNES.COM/BILL	54.03
CC	5750	06/09/16	004241 AT HOME MARKET	75.00
CC	5751	06/09/16	005002 BAIRS ALL-AMERICAN SPORTS GRIL	3.00
CC	5752	06/09/16	005002 BAIRS ALL-AMERICAN SPORTS GRIL	24.92
CC	5753	06/09/16	004275 BAYMONT-JEFFERSON CITY	707.28
CC	5754	06/09/16	003604 BREAK TIME 3121	33.06
CC	5755	06/09/16	005254 BROADWAY FORMAL WEAR	250.00
CC	5756	06/09/16	003838 BRODER BROTHERS	253.10
CC	5757	06/09/16	003456 BUFFALO WILD WINGS	20.95
CC	5758	06/09/16	003862 CAMPUS TEAMWEAR	448.87
CC	5759	06/09/16	003101 CASEY'S GENERAL STORE #1715	84.56
CC	5760	06/09/16	003101 CASEY'S GENERAL STORE	15.74
CC	5761	06/09/16	004393 CASH SAVER	1,127.98
CC	5762	06/09/16	004775 CENEX	59.90
CC	5763	06/09/16	002469 CHEN'S GARDEN	59.15
CC	5764	06/09/16	005266 CITY MUSEUM	378.00
CC	5765	06/09/16	000338 CLAY EWELL EDUCATIONAL	70.00
CC	5766	06/09/16	003023 COLTON'S STEAK HOUSE & GRILL	400.70
CC	5767	06/09/16	005242 COMFORT INN SOUTH	100.11
CC	5768	06/09/16	002909 CREATOR DESIGNS	98.88
CC	5769	06/09/16	003857 CROSSROADS CONVENIENCE	37.52
CC	5770	06/09/16	003307 DAIRY QUEEN	31.07
CC	5771	06/09/16	005259 DAYS INN JEFFERSON CITY	1,602.96
CC	5772	06/09/16	000412 DECORATIONS FOR CELEBRA.	190.69
CC	5773	06/09/16	005055 DESERT DISTRIBUTING LLC	97.90
CC	5774	06/09/16	004089 DIAMOND HEAD RESTAURANT	59.77
CC	5775	06/09/16	004365 DISCOVERY CENTER	465.00
CC	5776	06/09/16	003861 DOLLAR TREE STORES, INC	248.13
CC	5777	06/09/16	000438 DOMINOS PIZZA	115.34
CC	5778	06/09/16	003014 EL CHARRO WEST PLAINS	54.98
CC	5779	06/09/16	003014 EL CHARRO WEST PLAINS	80.86
CC	5780	06/09/16	003980 ETC	45.68
CC	5781	06/09/16	004657 FAIRFIELD INN & SUITES	1,523.68
CC	5782	06/09/16	005150 FISH SHACK	21.41
CC	5783	06/09/16	000530 FOLLETT SCHOOL SOLUTIONS, INC.	342.84
CC	5784	06/09/16	004191 FREDDY'S FROZEN CUSTARD	19.19
CC	5785	06/09/16	000577 GLASS SWORD CINEMA	1,050.00
CC	5786	06/09/16	005260 HAPPY FEET ORTHOTICS	8.95
CC	5787	06/09/16	003070 HIBBETT SPORTS	50.00
CC	5788	06/09/16	004321 HOLIDAY INN EXPRESS OSAGE BEAC	122.57
CC	5789	06/09/16	004825 HOOTSUITE MEDIA INC	119.88
CC	5790	06/09/16	005272 HOTWIRE	119.96
CC	5791	06/09/16	003291 OZARK AWARDS	135.00
CC	5792	06/09/16	003291 LASER INNOVATIONS	90.00

West Plains R-VII School District
 ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING
 Accounts Payable COMPUTER Check Register

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
CC	5793	06/09/16	000719 HOWELL OREGON ELECTRIC	1,400.65
CC	5794	06/09/16	002897 HEROES COFFEE	196.80
CC	5795	06/09/16	002999 IMO'S PIZZA	19.47
CC	5796	06/09/16	002999 IMO'S PIZZA	39.28
CC	5797	06/09/16	005261 JET	1,055.76
CC	5798	06/09/16	003352 KUM & GO	28.39
CC	5799	06/09/16	004887 LAMINATION DEPOT INC.	149.25
CC	5800	06/09/16	003027 LIGHTNING BOWL	210.33
CC	5801	06/09/16	002450 LITTLE CAESAR'S PIZZA	40.00
CC	5802	06/09/16	003032 MCDONALD'S	109.34
CC	5803	06/09/16	003722 MEXICAN VILLA	6.19
CC	5804	06/09/16	000986 CSI MISSOURI DEPARTMENT OF REV	12.25
CC	5805	06/09/16	001011 MISSOURI TRAPSHOOTERS	478.95
CC	5806	06/09/16	001056 MSU	82.50
CC	5807	06/09/16	005262 MTN.VIEW LUMBER CO.	50.00
CC	5808	06/09/16	001073 MUSIC THEATRE INTERNA.	1,730.00
CC	5809	06/09/16	003762 SCHOOLS-SPRING-NETCHEMIA	250.00
CC	5810	06/09/16	003289 NEWEGG.COM	1,383.37
CC	5811	06/09/16	005256 NEWSPAPER SERVICES PAXTON MEDI	52.00
CC	5812	06/09/16	002395 NOCTI	337.00
CC	5813	06/09/16	001104 NORMAN ORR OFFICE SUPPLY	27.08
CC	5814	06/09/16	001694 OZARK CAFE	402.39
CC	5815	06/09/16	004705 PAPA JOHN'S #4544	160.77
CC	5816	06/09/16	001149 PARCEL EXPRESS	4.86
CC	5817	06/09/16	003370 PIZZA SHACK	68.50
CC	5818	06/09/16	001743 POSTMASTER	46.45
CC	5819	06/09/16	003540 RAMEY	60.35
CC	5820	06/09/16	004458 PRO-TUFF DECALS	291.60
CC	5821	06/09/16	001227 RAMEYS SUPERMARKET	19.96
CC	5822	06/09/16	001234 REALLY GOOD STUFF INC.	556.45
CC	5823	06/09/16	005101 RICHARD'S BROTHERS	74.56
CC	5824	06/09/16	000736 RICOH USA, INC.	3,118.21
CC	5825	06/09/16	000737 RICOH USA, INC.	3,581.18
CC	5826	06/09/16	004074 ROY'S STORE	48.43
CC	5827	06/09/16	003494 RUBY TUESDAY	270.00
CC	5828	06/09/16	001290 SAMUEL FRENCH INC.	9.59
CC	5829	06/09/16	005246 SAVOR GRILL & BBQ	24.28
CC	5830	06/09/16	001299 SCHOLASTIC BOOK FAIRS 08	1,848.02
CC	5831	06/09/16	001309 SCHWEGMAN OFFICE SUPPLY	36.57
CC	5832	06/09/16	000089 SKILLSUSA	20.00
CC	5833	06/09/16	003504 SONIC	20.00
CC	5834	06/09/16	003351 ST. LOUIS POST-DISPATCH	98.00
CC	5835	06/09/16	003308 STAPLES	46.55
CC	5836	06/09/16	000155 TAN TAR A RESORT	407.28
CC	5837	06/09/16	002991 STEAK 'N SHAKE	46.95
CC	5838	06/09/16	002991 STEAK 'N SHAKE	179.37
CC	5839	06/09/16	000129 SUBWAY	50.10
CC	5840	06/09/16	000129 SUBWAY	45.00
CC	5841	06/09/16	004814 SUPER 8 SULLIVAN	169.77
CC	5842	06/09/16	004364 SUPERIOR CHEER	306.95
CC	5843	06/09/16	004080 TEACHERSPAYTEACHERS.COM	325.88
CC	5844	06/09/16	003681 THE DONUT PALACE	454.30
CC	5845	06/09/16	003675 THE FRAME SHOP & GALLERY	225.01

West Plains R-VII School District
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CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
CC	5846	06/09/16	001460 U.S. TOY COMPANY INC.	488.99
CC	5847	06/09/16	002845 VERIZON WIRELESS	1,767.46
CC	5848	06/09/16	005196 VISTA PRINT	26.03
CC	5849	06/09/16	001502 WALMART COMMUNITY	6,942.62
CC	5850	06/09/16	001502 WALMART COMMUNITY	41.28
CC	5851	06/09/16	001523 WEST PLAINS POSEY PATCH	100.00
CC	5852	06/09/16	001528 WEST PLAINS RENTAL & SUPPLY, I	379.96
CC	5853	06/09/16	004069 WESTLAKE ACE HARDWARE	96.40

***** GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE CC *****

47,404.10*



WEST PLAINS R-VII PUBLIC SCHOOLS

PROFESSIONAL LEARNING EVALUATION



June 2016

COMMITTEE MEMBERS 2016-2017

Gina Gobel	Elementary
Tara Orr	Elementary
Nora Triplett	South Fork
Rhonda Loring	Middle School
Michelle Henderson	Middle School
Natalie Brazeal	High School
Lena Yates	High School
Diana Locke	High School
Andrea Bowers	Special Education
Tonya Jedlika	Career Center
Ruby Collins	Career Center
Dr. Julie Williams	Assistant Superintendent

At West Plains Public Schools, we realize how important it is to consider the effectiveness of chosen methods of professional development for achieving intended outcomes for professional learning. This evaluation examines the value professional learning opportunities provided by the district contribute to bring about change and their impact on teaching and learning. This evaluation draws from the *Missouri High Quality Professional Development Survey of Teachers*, the *End-of-Year Professional Development Hourly Reports*, *Professional Learning Team Logs*, and the *Needs Assessment Survey* for continued instruction. This evaluation will consider the impact of professional development on new learning, confirmation of current practice, adaptations to practice, and the change in school culture that benefits students, staff, and the community.

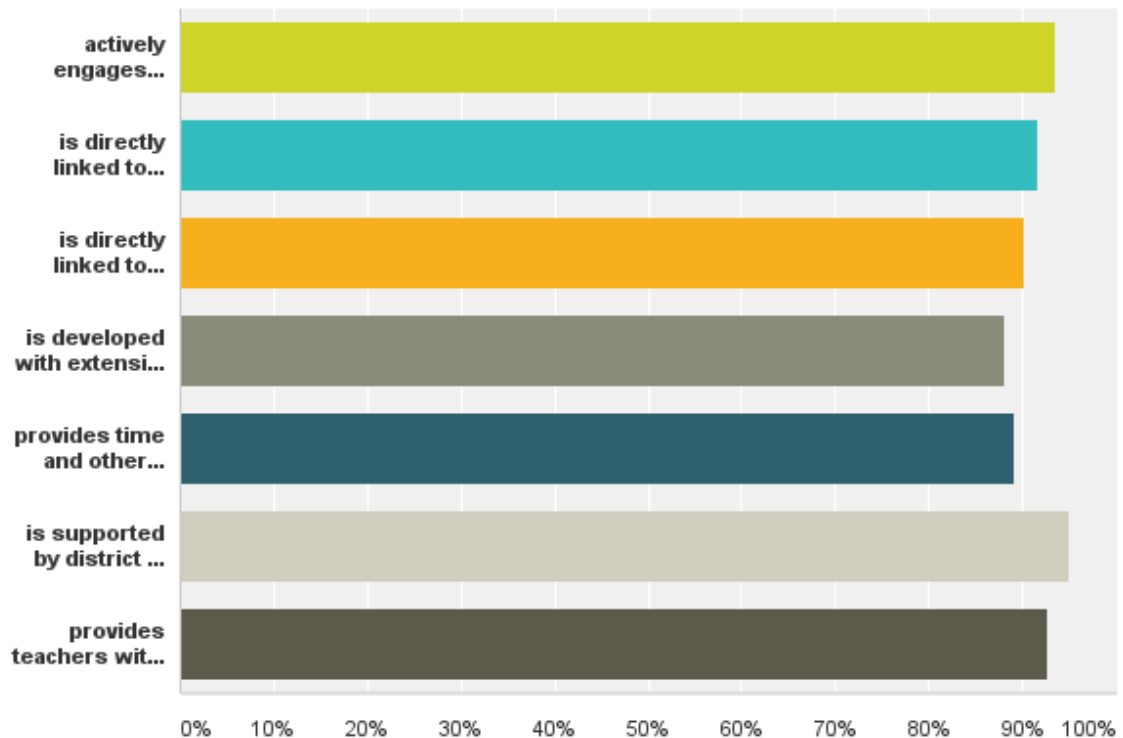
Survey of Teachers - High-Quality Professional Development Results

To be considered high-quality professional development, the fully-implemented **combined, ongoing activities** in the district, building, and/or individual professional development plan(s) must meet all of the criteria in Part I and at least one criterion in Part II and one in Part III. Unless one-day workshops and short-term conferences or workshops are part of a fully-implemented professional development plan, they are not considered high-quality professional development. All completed activities in the plan must be aligned to a goal of the district or building CSIP. *(For complete results, see Appendix A.)*

Strengths	Weaknesses
The district actively engages teachers in planning, skills, and implementation over time. Professional development is directly linked to improved student learning so that all children may meet the Show-Me Standards at the proficient level Professional development is directly linked to district and building improvement plans Professional development opportunities are developed with extensive participation of teachers, parents, principals, and other administrators (Parent participation may be at the CSIP level.) The district provides time and other resources for learning, practice, and follow-up. Professional development opportunities are supported by district and building leadership. The professional development process provides teachers with the opportunity to give the district feedback on the effectiveness of participation in this professional development activity.	None Noted

Q1 Part I: High-quality professional development:(Check each criterion which applies to the campus professional development cited on the introductory page. All may be checked if applicable.) MUST meet all of the criteria in Part I

Answered: 203 Skipped: 0



Professional Learning Team Logs

West Plains Public Schools operates as a Professional Learning Community (PLC). Each building administrator has created Professional Learning Teams which are comprised of faculty/staff who meet on a scheduled basis to seek and share learning so they may then act on what they have learned. The goal of their actions is to enhance their effectiveness as professionals students may benefit.

As an organizational arrangement, the professional learning community is seen as a powerful staff development approach and a potent strategy for school change and improvement.

For staff, the following results have been observed:

- reduction of isolation of teachers
- increased commitment to the mission and goals of the school and increased vigor in working to strengthen the mission
- shared responsibility for the total development of students and collective responsibility for students' success
- powerful learning that defines good teaching and classroom practice and that creates new knowledge and beliefs about teaching and learners
- increased meaning and understanding of the content that teachers teach and the roles they play in helping all students achieve expectations
- higher likelihood that teachers will be well informed, professionally renewed, and inspired to inspire students
- more satisfaction, higher morale, and lower rates of absenteeism
- significant advances in adapting teaching to the students, accomplished more quickly than in traditional schools
- commitment to making significant and lasting changes and
- higher likelihood of undertaking fundamental systemic change.

West Plains Public Schools 2016-2017 Required Professional Development for Educators Accountability

Professional Development Activity Description			
Date	Name of Activity/Course	Characteristics	Contact HRS
6/3/2015	OERI Innovation Summit	Innovative Practice	6.00
7/12/2015	Lausanne Learning Institute	International Collaborative	4.00
7/13/2015	Lausanne Learning Institute	International Collaborative	7.00
7/14/2015	Lausanne Learning Institute	International Collaborative	7.00
7/29/2015	New Teacher Training		5.00
7/30/2015	New Teacher Training		5.00
8/4/2015	New Teacher Tech Training		2.00
8/5/2015	Current Teacher Tech Training		2.00
8/6/2015	Current Teacher Tech Training		2.00
8/10/2015	Teacher In-Service		7.00
8/11/2015	Teacher In-Service		7.00
8/12/2015	Teacher In-Service		7.00
8/27/2015	PDC Meeting		1.00
9/15/2015	Talking about Tech Meeting SGF	Tech Specialists meeting	4.00
9/21/2015	Teacher In-Service		7.00
9/30/2015	Autism Training		7.00
10/1/2015	Autism Training		7.00
9/30/2015	PDC Committee Training		2.00
10/16/2015	Teacher In-Service		7.00
10/21/2015	SPED PLT 1/2 day workshop		3.00
10/29/2015	Tech Academy		2.00
10/30/2015	Teacher In-Service		7.00
11/10/2015	District Annual Tech Meeting		1.00
11/16/2015	Nixa Math Dept. Trip		3.00
12/9/2015	Tech Academy		2.00
12/11/2015	Social Studies Symposium Ozark		5.00
12/14/2015	KIPP School Observation	Helena, AR Kipp School	4.00
1/15/2016	Teacher In-Service		7.00
1/24/2016	Powerful Learning Conference		3.00
1/25/2016	Powerful Learning Conference		7.00
2/12/2016	Teacher In-Service		7.00
2/18/2016	Republic ELA Observation	8th grade ELA	3.00
2/22/2016	Social Studies Symposium Ozark		5.00
3/1/2016	New Math Series Presentation	McGraw Hill After School	1.00
3/15/2016	EOC examiner training		1.00
3/16/2016	EOC examiner training		1.00
3/17/2016	EOC examiner training		1.00
3/18/2016	EOC examiner training		1.00
3/22/2016	HMH Math Series Presentation	MS After school only	2.00

Professional Development Activity Description			
Date	Name of Activity/Course	Characteristics	Contact HRS
10/30/2015	Survivor Series	New Teacher BTAP	6.00
11/19/2015	Survivor Series	New Teacher BTAP	6.00
2/25/2016	Survivor Series	New Teacher BTAP	6.00
12/1/2015	ZPA fall 2015	Certificate Must be Attached for SA	48.00
5/1/2016	ZPA spring 2016	Certificate Must be Attached for SA	48.00

Plan of Action 2016-2017 School Year

Teachers are the most important school related factor influencing student achievement, and how teachers are prepared and supported throughout their careers is vital to their success. Missouri was selected as one of four states considered to be “professionally active” based on evidence of high levels of teacher participation in professional development in the 2008 Schools and Staffing Survey (SASS), administered by the National Center for Education Statistics, and the teacher surveys associated with the 2009 National Assessment of Educational Progress (NAEP); a reputation in the literature for enacting reforms that are consistent with the research base on “effective” professional development; and improvements in student achievement as measured in the 2009 NAEP. Students scored above national averages on the NAEP. Teachers in all four states had high participation rates in a wide range of professional development, from teacher induction to curriculum support and study groups focused on specific subject areas. While their approaches to professional development vary, the four states share a number of key characteristics. All have professional development standards, induction and mentoring programs for beginning teachers, and a state-level organization or professional board that oversees teacher licensing, professional teaching standards, and professional development. Most also require professional development plans for teachers and minimum levels of professional development for license renewal. All provide a range of supports and incentives for professional learning (Jaquith, Mindich, Chung Wei, & Darling-Hammond, 2010).

Effective professional development is the single most powerful strategy school systems have to increase teaching effectiveness. In multiple national surveys teachers tell us that they value professional development and the opportunity to collaborate, problem solve, and learn from colleagues, more than they value merit pay or other incentive strategies. Research also tells us that teacher performance is influenced by one's peers, that schools organized as professional learning communities produce better results for all students, and that job-embedded support for teachers can improve performance (Hirsh, 2011).

If our goal is great teaching for every child, we must use the one strategy that can ensure great practice moves from classroom to classroom and school to school. Otherwise, we will be asking ourselves once again why our student performance is not increasing.

Research evidence supports the notion that investing and supporting professional development that is ongoing, intensive, and connected to practice and school initiatives; focuses on the teaching and learning of specific academic content; and builds strong working relationships among teachers makes a difference in student achievement.

1. New Teacher to the District Induction
2. Beginning Teacher Preparation and Collaborative Mentoring Teacher Program
3. Professional Learning Community Model
4. District-Wide Network for Educator Effectiveness Training (NEE)

5. Continued Curriculum, Instruction, and Assessment revision for student learning
6. Zizzer Professional Academy
7. District-Wide Focus on Response-to-Intervention (RTI)
8. Authentic Learning Emphasis

NEW TEACHER TO THE DISTRICT ACADEMY

All new teachers to the West Plains R-VII School District will participate in a formal induction academy. The goal of series is to give new teachers to the district the tools to walk into the classroom the first day with confidence, to make the job more effective, less anxious and more rewarding.

In the New Teachers' Academy, teachers learn the rules and policies, tour the school, go through a simulated day, and learn about the school's services and labs and record keeping. Most valuable for newly graduated teachers is meeting with their mentor, a veteran teacher in their school.

BEGINNING TEACHER MENTOR PROGRAM

In order to help beginning teachers refine their skills, improve their chances for success, and encourage them to stay in the profession the West Plains R-VII school district will provide a professional development plan for each faculty member who has no teaching experience. The plan will address the teacher's first two years in the classroom and the goals identified in the plan will relate to the evaluation criteria used by the district. Copies of the initial plan and all subsequent revisions shall be filed in the new teacher's building to be readily available to the teacher and mentor for review and updating.

Beginning teachers will participate in an entry year mentor program and will be assigned a mentor who will initiate preparation of the beginning teacher's professional development plan and will help the teacher tailor the plan to his or her needs as soon as appropriate.

Mentors must have five years of teaching experience and be willing to be trained as a mentor. The building principal will be responsible for selecting and placing mentors.

A coordinated plan for seminars and visitations for first and second year teachers will be developed by the district. In addition, new teachers will participate in an ongoing "Survivor Academy" sponsored by the Rolla-RPDC. The Survivor Workshop Series will include topics such as discipline, class building, MAP preparation, lesson planning, brain-based lessons, motivation, etc. Participants will be encouraged to suggest topics they wish to learn more about.

This series may fulfill professional development requirements for the following: Personal Growth Plans, Professional Development Plans, and New Teacher Certification Hours.

Participation in the Survivor series fulfills the Beginning Teacher Assistance Program (BTAP) requirement for certification renewal/upgrade.

PROFESSIONAL LEARNING COMMUNITY MODEL

The West Plains R-VII School District will continue to implement the Professional Learning Community school improvement model. Professional learning communities see student learning, not teaching, as their mission. The policies, instruction, curriculum, programs, professional development, and other functions of the school all support student learning. In maintaining this constant focus on learning, four questions become paramount:

1. What should students know and be able to do?
2. How will the school determine that students have learned the essential knowledge and skills?
3. How will the school respond when students do not learn?
4. How will the school respond when they already know it?

The state PLC school-improvement model focuses on increasing student achievement by building the capacity of school personnel to create and sustain the conditions that promote high levels of student and adult learning.

WHAT DOES A SCHOOL THAT IS A PROFESSIONAL LEARNING COMMUNITY LOOK LIKE?

- The daily work of the school is driven by common purpose, shared vision and collective commitments.
- There are high expectations regarding student achievement and a commitment on the part of staff to accept responsibility for student learning.
- The learning of each student is monitored on a timely basis using common core curriculum and common assessments aligned with state standards.
- School structures support student learning and provide additional time and support for students who initially do not achieve intended outcomes.
- Job-embedded professional development leads to the collective identification of, reflection about, and implementation of “best practices” for improved student achievement.
- Staff members work collaboratively in processes that foster continuous improvement in all indicators of student achievement.
- The use of data promotes an action orientation and focus on results.
- Leadership of school improvement processes is widely dispersed and helps sustain a culture of continuous improvement.

NETWORK FOR EDUCATOR EFFECTIVENESS (NEE)

Beginning in the 2016-2017 school year, the West Plains School District will use the Network for Educator Effectiveness (NEE) comprehensive system for enhancing the effectiveness of K-12 educators.

NEE is a comprehensive evaluation system based on new Missouri standards for educators and including a web-based platform for storing and managing data on each educator in the building/district.

Beginning in 2012 the system was pilot tested by 22 Missouri school districts, with training and implementation completed for approximately 180 school districts and 900 evaluators by the summer of 2013. NEE currently includes evaluation management for classroom instructors, but is currently being piloted for principals, with pilots for library/media specialists, speech and language pathologists, and school counselors soon to follow.

The Network for Educator Effectiveness (NEE) trains evaluators to make consistent and reliable assessments of educators' professional effectiveness, engagement with students, professional development activities, and achievement of goals. It creates a common understanding among all educators and administrators of the criteria, standards, and rubrics used for evaluation.

NEE focuses on helping educators grow and improve. It assists principals in developing the skills of each teacher from the beginning, first-year instructor through and including mid-career and experienced practitioners. The NEE is a cohesive system helping administrators fulfill their responsibility to improve effectiveness in their buildings and districts.

CONTINUED EDUCATION OPPORTUNITIES

West Plains Public Schools partners with Missouri State University (MSU)—Springfield to provide courses for graduate and undergraduate credit for our faculty and staff. These courses are developed in-house and target areas of request as determined by a Needs Assessment. This year we were fortunate enough to receive approval to offer Continuing Education courses for credit through MSU and the Department of Education.

ADDRESSING STATE AND FEDERAL MANDATES

THE MISSOURI LEARNING STANDARDS

The West Plains School District implements curriculum which is district written and local board approved. As a Missouri School District, we do participate in the Missouri Assessment Program (MAP) Grade-Level and End-of-Course (EOC) assessments which are aligned with the Missouri Learning Standards. These standards include the Common Core State Standards (CCSS), which are a set of high-quality academic expectations in English Language Arts (ELA) and Mathematics (MA). The standards define both the knowledge and skills all students should master by the end of each grade level to be on track for success in college and career. They were created through a state-led initiative and have been adopted by 40 states, including Missouri. The CCSS have enhanced Missouri's state standards.

The Missouri State Board of Education adopted the CCSS in 2010.

The standards:

- Establish consistent learning goals for all students – regardless of where they live.
- Provide a clear roadmap of academic expectations at each grade level.

- Are relevant to the real world and prepare students for post-secondary education and a globally competitive workforce.
- Were developed by a diverse team of educators, researchers and parents from across the country—including Missouri—to be academically rigorous, attainable for students, and practical for teachers and districts.

We want to make sure that all children are given the tools they need to succeed. High standards that are consistent across states provide teachers, parents, and students with a set of clear expectations that everyone can work toward together. This will ensure that we maintain America's competitive edge, so that all of our students are well prepared with the skills and knowledge necessary to compete with not only their peers here at home, but with students from around the world.

RESPONSE TO INTERVENTION (RtI)

A Response to Intervention (RTI) approach is not new. RTI refines earlier initiatives in general education such as teacher assistant teams, pre-referral interventions, and problem-solving teams. With the reauthorization of IDEA in 2004, however, RTI is brought to the forefront of educational practice and service delivery as an alternative to the traditional approach to identifying students with learning disabilities. The Individuals with Disabilities Education Improvement Act of 2004 states, "a local educational agency may use a process that determines if the child responds to scientific, research-based intervention as part of the evaluation procedures." RTI represents a progressive intervention approach that identifies students at risk for learning difficulties, including those who may have a Specific Learning Disability (SLD), and provides early intervention with the goal of improving the achievement of all students.

The West Plains School District has a system-wide RtI process where each building implements a model which best attends to the needs of the building population.

AUTHENTIC LEARNING & ASSESSMENT

Authentic assessment has been proposed as having potential to enhance student learning for a changing world (Vu & Dall'Alba, 2014, p. 778). Conventionally (Martin Heidgger) wrote, assessment is seen to be authentic when the tasks are real-to-life or have real-life value. Vu & Dall'Alba's (2014) studies argue that authenticity need not be an attribute of tasks but rather, a quality of educational processes that engage students in becoming more fully human. The current context in which changes constantly occur in our social, economic, and political situation presents challenges in shaping futures that can accommodate these changes. Education is seen to have a crucial part to play in preparing for the future. In this context of change, attention is being directed to ways in which educational programs can contribute to preparing students for a changing world. Renewed interest has been directed to assessment, in particular, because it has been demonstrated to drive student learning. Authentic assessment has been proposed as having potential to enhance student learning in preparation for a changing world.

Such a conceptualization emphasizes attributes of the tasks and, consequently, the design of the tasks. A strong emphasis on attributes and development of the tasks highlights knowledge and its uses in real-life situations, an epistemological focus. In so doing, this emphasis risks overlooking ontological aspects of education, or who students are becoming. For authentic assessment to have value for students, it needs to “engage the whole person: what they know, how they act and who they are” (Dall’Alba & Barnacle, 2007, p. 691).

The West Plains School District will embark on an effort to develop the potential for educators to conceptualize instruction and assessment to increase authenticity for students.

Vu, T. T., & Dall’Alba, G. (2014). Authentic assessment for student learning: An ontological conceptualisation. *Educational Philosophy & Theory*, 46(7), 778-791.
doi:10.1080/00131857.2013.795110

CONCLUSION & FINAL THOUGHTS

Across the nation, new state legislation is weaving together educator evaluation, student assessments, and continuous professional learning for educators. New evaluation systems for educators commonly define levels of effective performance, require preparation for those responsible for conducting the evaluations, and call for support systems for educators' continual professional growth and development. It is imperative to sustain district policy for effective educator professional learning necessary for continuous growth.

Our educators are fortunate enough to work in a system with sound professional learning policies that define effectiveness; which holds one another accountable for effective professional learning practices; and makes the necessary resources available for continuous learning.

The data shows the district is finding great success with the goal of providing professional learning opportunities to bring about change which impacts teaching and learning. The data drawn from the *Missouri High Quality Professional Development Survey of Teachers*, the *End-of-Year Professional Development Hourly Reports*, *Professional Learning Team Logs*, and the *Needs Assessment Survey* for continued instruction show supportive conditions for professional opportunities. The professional development efforts of the district have created a positive impact on new learning, confirmation of current practice, adaptations to practice, and the change in school culture that benefits students, staff, and the community.

Appendix A
Missouri Survey of Teachers—High Quality Professional Development
Total Finished Surveys: 183

Part I: High-quality professional development:	
-actively engages teachers in planning, skills, and implementation over time.	93.60%
-is directly linked to improved student learning so that all children may meet the Show-Me Standards at the proficient level	91.63%
-is directly linked to district and building improvement plans	90.15%
-is developed with extensive participation of teachers, parents, principals, and other administrators (Parent participation may be at the CSIP level.)	88.18%
-provides time and other resources for learning, practice, and follow-up	89.16%
-is supported by district and building leadership.	95.05%
-provides teachers with the opportunity to give the district feedback on the effectiveness of participation in this professional development activity.	92.61%

Part II: Types of activities that may be considered high-quality professional development if they meet the above requirements are:	
-study groups	33.50%
-grade level collaboration and work.	43.35%
-content-area collaboration and work.	81.77%
-specialization-area collaboration and work.	51.72%
-action research and sharing of findings	74.38%
-modeling	39.41%
-peer coaching	53.20%
-vertical teaming	31.53%

Part III: Topics for high-quality professional development include:	
content knowledge related to standards and classroom instruction.	70.9%
instructional strategies related to content being taught in the classroom.	74.4%
improving classroom management skills.	59.6%
a combination of content knowledge and content-specific teaching skills.	56.2%
the integration of academic and vocational education.	36.9%
research-based instructional strategies.	61.1%
strategies to assist teachers in providing instruction to children with limited English proficiency to improve their language and academic skills.	23.6%
strategies to assist teachers in creating and using classroom assessments.	47.8%
instruction in the use of data to inform classroom practice.	48.3%
instruction in methods of teaching children with special needs.	40.9%
instruction in linking secondary and post-secondary education.	30.5%
involving families and other stakeholders in improving the learning of all students.	48.8%
strategies for integrating technology into instruction.	66.0%
research and strategies for the education and care of preschool children.	18.7%
research and strategies for closing achievement gaps between diverse groups of students.	31.0%

Student Handbook Changes

click here to return the the agenda

This document contains hyperlinks.

Click on a section to advance to that area.

Click in the blue box to return to the Board Agenda

1 Elementaries

2 Middle School

3 High School

4 SCCC

5 Gifted

Elementary Proposed Revisions

Student Handbook

SCHOOL RESOURCE OFFICER

~~Through combined effort of the West Plains R-VII School District and the 37th Judicial Circuit-Juvenile Division, a Juvenile Officer is available to work with families on attendance and behavior issues.~~

Through a partnership with West Plains R-VII School District and the City of West Plains, a full time Resource Police Officer is employed at West Plains Elementary. The staff member is utilized for security and many other duties that enhance the safety and security of all stakeholders at West Plains Elementary.

❖ Arrival Time

The instructional school day begins at 7:45 a.m. and ends at 3:00 p.m. Supervision of children is not provided before ~~7:15~~ 7:00 a.m.

❖ Walkers and Parent-Pick-ups

Parent drop off / pick up is located in the front of the building. There is no parking in this area between the times of ~~7:15~~ 7:00 am – 7:45 am and 2:15 pm – 3:00 pm.

❖ ~~Messages~~

~~If a message needs to be left for a child, please call the school before 2:00 p.m.~~

~~Students should be informed at home of any information that the student would need before leaving school. Phone messages will not be delivered after 2:00. A note to the student's teacher must be provided if the information pertains to changing the student's regular schedule. The note must contain name and address if it is requesting a different bus stop.~~

Transportation Change Messages

Transportation changes should only be made on an emergency basis. If an emergency situation occurs during the school day please call the elementary office no later than 2 pm and we will make sure your child gets to the safe location that you desire. Last minute changes can often result in confusion for students, staff, and care takers. Transportation phone calls should only be made to the office in emergencies, and should not occur frequently. When students are unsure of their end of the day transportation it is difficult for them to focus on their school work to reach their greatest potential both academically and socially. Parents and guardians who make changes frequently will need to meet with school administration to seek solutions on how to prevent future emergency phone transportation changes.

For planned transportation changes we ask that you send a note with your child to their teacher describing the change for the day ahead. This not only allows us to have your wishes in writing, but it also allows you the opportunity to visit with your child about the transportation change. Your child will be at ease as they will have clear direction on where you wish for them to go at the end of the school day.

❖ School Dress Code

All students are expected to come to school clean and neat in appearance and wear clothing appropriate for the weather conditions. Even on cold days, students will normally spend at least part of their recess outdoors; thus students should be prepared with coats, hats, gloves, etc. The building principals will make the final decision if questions arise and reserve the right to contact the parents or guardians in order to have acceptable clothing brought to school.

Clothes must fit properly and not be a distraction to the school environment in order to be acceptable. Any dress that might be construed as impairment to the learning atmosphere of the school or a safety concern will not be permitted. This includes, but is not limited to the following clothing items:

1. allowing for the exposure of the chest, and/or undergarments
2. containing offensive language and/or symbols
3. advertising drugs, alcohol, and/or tobacco products

Exceptions to the dress code may be made for special days or special events. These days and events are announced in advance.

~~The following items will be considered unacceptable for all students:~~

- ~~1. Halter tops, open mesh shirts, altered (torn, cut, etc.) shirts or pants, or bare midriffs.~~
- ~~2. Patches or suggestive writing on clothing or hats having violent, vulgar, sexual, drug, alcohol, or tobacco connotations.~~
- ~~3. Platform shoes, high heels, Heelys (shoes with skate wheels), or bare feet.~~
- ~~4. Caps, hats or headgear are not to be worn inside the building. This includes du rags, sweatbands, and bandanas.~~
- ~~5. Biker shorts, short shorts, running shorts, tights or leggings, ragged or short cutoffs, abbreviated t tops, shirts, or pants, etc.~~
- ~~6. Clothes must fit properly and not be a distraction to the school environment in order to be acceptable.~~
- ~~7. Facial paint or lip paint, which is deemed to be a distraction, is not acceptable for the West Plains Elementary environment. This also includes stickers and excessive glitter.~~
- ~~8. Heavy chains attached to billfolds or worn elsewhere are prohibited.~~
- ~~9. Body piercing, except for ears, is prohibited.~~

WEST PLAINS R-VII SCHOOLS NONDISCRIMINATION

“Students, their parents, and employees of the West Plains R-VII District 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 compliance with Title IX is directed to contact ~~Dr. John Mulford~~ **Dr. Scott Smith**, 305 Valley View Dr., West Plains, Missouri 65775, telephone (417)256-6155. Any person having inquiries concerning compliance with Section 504 is directed to contact ~~Karen Sholes~~ **Dr. Scott Smith, or Mrs. Amy Ross**, 610 East Olden, West Plains, Missouri 65775, telephone (417) 256-6150. These people have been designated by the West Plains School District to coordinate the school district’s efforts to comply with Title IX and Section 504.”

AMERICANS WITH DISABILITIES ACT

“All students have equal access to all courses, and services provided by the district.”

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

ADA Coordinator: ~~Dr. John Mulford~~ **Dr. Scott Smith**, ~~613 West 1st Street~~ **305 Valley View Dr.**, West Plains, Missouri 65775, 417-256-6155.

Section 504 Coordinator: Amy Ross, 610 East Olden, West Plains, Missouri 65775, 417-256-6150.

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

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 that when a grievance is filed on or after May 15, “days” shall refer to Mondays through Fridays, excepting 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 upon 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.

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 or 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 grievance within five (5) days thereafter.

Level Four:

In the event the grievant is not satisfied with 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 gender 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.

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

~~Dr. John Mulford~~ Dr. Scott Smith
~~613 West 1st Street~~ 305 Valley View Dr.
West Plains, Missouri 65775

Persons desiring additional information about Title IX should contact ~~Dr. Mulford's~~ Dr. Smith's office. Individuals who wish to file a grievance due to alleged violation of Title IX should follow this procedure:

Students – Discuss grievance with your 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, D.C. 20201

ACCESSIBILITY OF FACILITIES

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

This notice is 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 coordinators.

ADA Coordinator: ~~Dr. John Mulford, 613 West 1st Street,~~ **Dr. Scott Smith 305 Valley View Dr.** West Plains, Missouri 65775, 417-256-6155.

Section 504 Coordinator: Amy Ross, 610 East Olden, West Plains, Missouri 65775, 417-256-6150.

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

~~NO CHILD LEFT BEHIND (PUBLIC LAW 107-110)~~

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

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

~~In addition to the above information that you may request, the West Plains R-VII School District will also provide timely notice of your child has been assigned to or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. If you have additional questions you may contact the appropriate building principal.~~

~~STANDARD COMPLAINT RESOLUTION PROCEDURE~~

~~NO CHILD LEFT BEHIND ACT PROGRAMS~~

~~This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).~~

~~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 and the resolution pursued in accordance with local district policy. In accordance with this policy, the written grievance should be filed with the building principal, who will respond to the grievance within five days. If the complainant is not satisfied with the disposition of the grievance at the building level, the grievance may then be filed with the Superintendent of Schools. Upon receipt of the Superintendent's response, if the complainant is not satisfied with the disposition of the grievance they may request that the grievance be reviewed by the West Plains R-VII Board of Education.~~

~~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 more information about this procedure or how complaints are resolved may contact local district or Department personnel.~~

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.

~~❖ Posting/Distribution of Literature~~

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

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 is 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.

SCHOOL CANCELLATIONS/EARLY DISMISSALS

Occasionally school must be dismissed early due to inclement weather.

If we must dismiss school an automated call will be placed by the district stating the details of the cancellation. It is extremely important that we have current phone numbers so that you may receive the message. Cancellation information will also be posted on the school Facebook and Twitter accounts. Local radio stations and Springfield television stations will also be airing the school dismissals. Please do not call the school when you hear of a cancellation unless you have pressing need. Our phone lines become tied up quickly and we cannot call out or people cannot call in with emergency information. It is essential for parents to provide children with an “**emergency plan**” for days when students are dismissed early and parents are not at home.

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.



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.

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.

Faculty Handbook

West Plains R-VII Strategic Plan

The development of this strategic plan was a process that took place during the fall of 2015. The West Plains Elementary School Strategic Planning committee utilized the district's strategic plan to compile action steps to meet the goals of the district. Committee members were comprised of the West Plains Elementary School Leadership Team and various parent volunteers. Using the district's objectives, a comprehensive plan was compiled.

Action Steps

The following action steps were developed by members of the West Plains Elementary School Strategic Planning Committee for the purpose of implementing the goals and objectives of the school district.

Goal 1, Objective 1

1. Monitor academic rigor in district-wide curriculum to ensure proficiency by implementing the 10 month pacing guide and curriculum updates.
2. Provide high quality professional development based on goals and standards set by the district.

Goal 1, Objective 2

1. Provide academic resources for teachers and staff to identify learning gaps in student achievement.
2. Utilize assessment data to inform instructional strategies for high quality classroom instruction.
3. Utilize a variety of student data to provide and support student academic success. (RTI, Acuity, Study Island, Standard-Based Grading)

Goal 2, Objective 1

1. Reinforce the value and relevance of giving back to the community through social studies units of instruction. Members of the community will be invited to participate in activities within the building and students will visit applicable locations within the community.
2. Effectively utilize the Positive Behavior Support program which develops school-wide leadership and character.

Goal 2, Objective 2

1. Develop a comprehensive, building-wide community service plan. Each student will be engaged in at least two service experiences on an annual basis.
2. Engage students in service activities which support the Bridges program. Students will be taught the importance of supporting these programs which serves those in the community who are in need.

Goal 3, Objective 1:

1. Students and parents will be informed about the Positive Behavior Support (PBS) system that serves as our code of conduct. This system encompasses all aspects of appropriate behavior, while identifying and addressing unacceptable behavior.
2. Implement and annually review a comprehensive safety plan which includes safety training/drills for all students, faculty, and staff. The elementary teachers will undergo additional safety training and situational training focused on the threat of an intruder.

Goal 3, Objective 2:

1. Establish informational Parent Night meetings once a month to educate students, parents and faculty about current issues affecting local schools. The meetings will focus on curriculum that will be covered throughout the month, the methods used to teach the curriculum, and ways parents can assist their children.
2. Promote school events and special announcements by utilizing monthly and weekly newsletters, utilizing the automated phone/text/email system, and our electronic sign at the front of the school.

Goal 4, Objective 1

1. Develop partnerships with local media to establish a community awareness campaign focused on providing student success “tips” for parents and the community. Inform the community of upcoming events through various avenues such as e-news bulletins, department/program/grade level websites, social media: Facebook and Twitter, voicemail messaging, principal’s monthly newsletter, texts from teachers to parents, radio spots, open forums, special events/nights at school, newspapers, Peachjar, personal calls to parents, etc.
2. Establish a process to disseminate information regularly to all West Plains area residents. Information may include items such as the Annual Performance Report (APR), upcoming events, financial information, etc. Family and community nights are currently held to disseminate information as well. They include but are not limited to; open house events, monthly parent nights, Academic Booster Club meetings and events.

Goal 4, Objective 2

1. Create and enhance community volunteer opportunities by extending specific invitations to various school stakeholders.
2. Offer incentives to attract community members to events.

Goal 5, Objective 1

1. Effectively integrate PLC’s into the educational policies and practices so that they are a seamless part of all daily activities and all strategic planning.
2. Establish a building-wide continuum of professional development so that educators can measure their PD progress relative to peers.

Goal 5, Objective 2

1. Develop and implement a research based, supportive teacher-mentor, instructional coach program for all first and second year teachers.
2. Use the Network for Educator Effectiveness evaluation system to provide formative and summative feedback to teachers and administrators with data which will direct professional development.

Goal 6, Objective 1

1. Utilize traditional and social media to provide concise fiscal information to the public.
2. Manage software programs that are available at all learning levels so that the programs are used appropriately and consistently.
3. Collaborate with staff prior to purchasing new computer programs to ensure that programs are beneficial and will be utilized by educators.
4. Utilize public venues (such as forums, workshops, etc.) to share fiscal information with the community.

Goal 6, Objective 2

1. Optimize grant opportunities through collaboration among staff members and the community. Educators will be committed to applying for grants in their field of expertise and experience.
2. Purchasing equipment, supplies, or apparel, the school will endeavor first to buy locally.
3. Connect with key community stakeholders (such as community individuals/groups, local businesses, education and government organizations, cultural and recreational institutions, media and sports associations).
4. Develop and maintain a print or electronic directory of community resources.

CSIP Goals

~~Student Performance~~

~~Highly Qualified Staff~~

~~Facilities, Support, and Instructional Resources~~

~~Parent and Community Involvement~~

~~Governance~~

I. Computer Repair:

If you are in need of computer repairs or experiencing any problem with your computer you must submit a work order to the network office. Work orders may be submitted by email at help@zizzers.org. If your email is not working, please contact the elementary office and they will send a service ticket in for you. ~~Lumen (technology work orders) or e-mail (see school website)~~. Phone calls or verbal request will not be accepted.

I. Attendance Records/Reporting:

Attendance reporting is an extremely important responsibility for all staff members. Since school attendance records are an important part of how schools receive financial aid, accurate attendance record keeping is crucial. Attendance and lunch count should be put in ~~Lumen~~ **Infinite Campus** at the beginning of each day.

I. Grade Records:

GRADE SUBMISSION FOR REPORT CARDS: Grade cards are issued to students approximately one week after the end of the quarter. Grades are to be entered in ~~Lumen~~ **Infinite Campus** on a continual basis. The office will generate grade cards from the information posted by teachers. It is important that you check your posted grades for accuracy.

I. News Releases:

Teachers and staff are encouraged to utilize the ~~Public Relations officer~~ Director of Communications for the district in order to provide information to the community and recognize students for outstanding achievements. All news releases are to be approved by the ~~principal~~ Director of Communications before media contact is made.

WPMS Student Handbook changes

- Various pages – corrected inconsistent spacing, fonts, margins, and indentations throughout the handbook to create consistency and formatting mistakes
- Page 3 – Aligned scheduled closer with WPHS schedule for shared teachers

EXISTING

5th grade

8:10 – 9:40	Block A
9:45 – 11:15	Block B
11:20 – 11:50	Lunch
11:55 – 1:25	Block C
1:29 – 1:54	Study Skills
1:58 – 2:46	Seventh Hour
2:50 – 3:35	RTI

6th grade

8:10 – 8:58	First Period
9:02 – 9:50	Second Period
9:54 – 10:42	Third Period
10:46 – 11:36	Fourth Period
11:40 – 12:10	Lunch
12:14 – 1:02	Fifth Period
1:06 – 1:54	Sixth Period
1:58 – 2:46	Seventh Period
2:50 – 3:35	RTI

7th Grade

8:10 – 8:58	First Period
9:02 – 9:50	Second Period
9:54 – 10:42	Third Period
10:46 – 11:36	Fourth Period
11:40 – 12:28	Fifth Period
12:32 – 1:02	Lunch
1:06 – 1:54	Sixth Period
1:58 – 2:46	Seventh Period
2:50 – 3:35	RTI

8th Grade

8:10 – 8:58	First Period
9:02 – 9:50	Second Period
9:54 – 10:42	Third Period
10:46 – 11:36	Fourth Period
11:40 – 12:28	Fifth Period
12:32 – 1:02	Lunch
1:06 – 1:54	Sixth Period
1:58 – 2:46	Seventh Period
2:50 – 3:35	RTI

New Bell schedule aligned with WPHS

5th grade

8:10 – 9:40	Block A
9:45 – 11:15	Block B
11:20 – 11:50	Lunch
11:55 – 1:25	Block C
1:29 – 2:02	Study Skills
2:07 – 2:54	Seventh Hour
2:59 – 3:35	RTI

6th grade

8:10 – 9:00	First Period
9:05 – 9:52	Second Period
9:57 – 10:44	Third Period
10:49 – 11:36	Fourth Period
11:41 – 12:10	Lunch
12:14 – 1:10	Fifth Period
1:15 – 2:02	Sixth Period
2:07 – 2:54	Seventh Period
2:59 – 3:35	RTI

7th Grade

8:10 – 9:00	First Period
9:05 – 9:52	Second Period
9:57 – 10:44	Third Period
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11:41 – 12:28	Fifth Period
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1:15 – 2:02	Sixth Period
2:07 – 2:54	Seventh Period
2:59 – 3:35	RTI

- Page 3 – Added “walkers” to dismissal time
 - **3:25** South Fork buses/Parent Pick Up Dismiss
 - **3:35** All Other Buses Depart/**Walkers** Dismiss
 - **3:35-5:00** After School Detention (if assigned)
- Page 10 – Changed from 9:00 a.m. to 8:00 am.
 - Parents are to call the MAP message line at 255-8697 before **8** a.m. of the day that the student wishes to use the MAP day.
- Page 13 – Changed Amanda Mitchell’s Name to
 - Questions concerning this policy may be directed to:
 - **TBA**, RN
 - High School
 - 256-6150, Ext.4317 to TBA
- Page 16 – Changed Karen Sholes name to Amy Ross
 - If you have a child with a disability or know of a child with a disability who is not attending a public school, please contact **Amy Ross**, Director of Special Services at (417)255-8676 extension 4576.
- Page 17 – Deleted - **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.** The district does not have this position.
- Page 23 Deleted - **All bus disciplinary actions are handled by the Transportation Department, 256-6150.** (Mrs. Walker handles the discipline at the school)
- Page 25 – Changed Positive Intervention Center (**PIC**) to In School Suspension (**ISS**). The PIC room was moved to the high school ISS room this year.
- Pages 34 – 37 – Changes **PIC** to **ISS** in the Student Conduct Code
- Page 36 – Corrected numbering of items.
- Page 49 – Notification to Public Insurance (MSBA Policy)
- Page 50 – Added Board Policy IL
- Removed the NCLB Complaint Form
- Add the following information from Lana

News Releases

Teachers and staff are encouraged to utilize the Director of Communications for the district in order to provide information to the community and recognize students for outstanding achievements. If time allows, all news releases should be approved by the Director of Communications before media contact is made.

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.

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 is 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 ana.snodgras@zizzers.org to see if you qualify.

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.

HIGH SCHOOL HANDBOOK CHANGES

2016-17

RED items will be deleted, **YELLOW** items will be added.

Page 1

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 hundreds 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 themselves and to others.

Mr. Jack Randolph, Principal

Mrs. Sandy Hill, Assistant Principal
Principal

Mr. Kevin Hedden, Assistant

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. Scott Smith, Assistant Superintendent of Student Services ~~Director of Special Services~~ at (417) 256-6150 extension 4511.

Grievance Procedures

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

Dr. Scott Smith

West Plains R-VII Schools

West Plains, MO 65775

Persons desiring additional information about Title IX should contact Dr. ~~Mulford's~~ Smith's 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

NO CHILD LEFT BEHIND COMPLAINT PROCEDURES

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C, Sec. 9304(a)(3)(C) requires school districts to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Titles I, II, III, IV (Part A), V, VI, and Title VII and IX, part C.

Any parent, teacher, or member of the public may file a complaint. There are both formal and informal complaint procedures. A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to a local district program has been violated;
2. facts, including documentary evidence, that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

Formal complaints filed with the district concerning No Child Left Behind program operations will be investigated and resolved by the district according to the following locally developed procedures:

1. Formal complaints may be centrally filed in the district with the Assistant Superintendent, who serves as the district's Federal Program Coordinator.
2. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved, statute violated, and facts on which the complaint is based, will be initiated.
3. The Department of Elementary and Secondary Education will be notified within 15 days of receipt of written complaints.
4. The complaint will be investigated and processed within 30 days, with an additional 30 days if exceptional conditions exist.
5. Complaint findings and resolutions will be disseminated to all parties to the complaint and to the West Plains R-VII Board of Education. *Such findings and resolutions shall also be available to parents, teachers, and other members of the general public, provided by the district free of charge if requested.*
6. The complainant will be notified that they may appeal the findings and resolutions to the Department of Elementary and Secondary Education within 15 days, and be provided information regarding the appeal process.

Informal complaints (i.e. verbal and / or anonymous) to the district by individuals (who may ask not be identified) concerning program operation in the district will be investigated using procedures deemed most appropriate by the district within 10 days of the receipt of the complaint. Findings of this investigation shall be reported to the complainant (if known) within an additional 10 days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed in accordance with the procedures outlined above.

This procedure will be disseminated to all interested parties through the district webpage at <http://rizers.org>. The procedure will also be published in all district student and parent handbooks. The Federal Program Coordinator will also maintain a record of any complaint filed through this policy.

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

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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.

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Page 6-7- This is an addition

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?

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What type of information will be in the consent form?

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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.

Page 8

CHANGE OF ADDRESS

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

Page 9-10

Student Handbook Communication Policy Changes. (4-29-16)

COMMUNICATION

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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 (this was unchanged from previous year)

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.

CELL PHONES

Acceptable times for cell phone use are before school, lunch and privilege time. Cell phones and other electronic devices are prohibited at all other times during the school day including passing times and classroom time unless approved by the instructor. Teachers may allow cell phone use in their classrooms for educational purposes. First offense of the policy will mean the phone will be confiscated and the student may pick up the phone at the end of the school day. Repeated violation of this policy will result in confiscation, possible after school detention, in-school suspension or out of school suspension. In repeat cases the phone will be held in the office until a parent of the student can pick it up. The use of cell phones in locker rooms, restrooms, and private areas within the school is prohibited. This includes, but is not limited to: talking, texting, taking photos and/or videoing. This policy includes all devices capable of texting, photographing, and video recording.

PERSONAL ELECTRONIC DEVICES (PEDs)

Personal electronic devices (PEDs) (i.e., cell phones, radios, tape players, CD players, MP3 players, laptops, portable video gaming devices, etc.) should be stored in purses, bags or pockets, and kept out of sight and be turned off or in silent mode (non-vibrating) during instructional time unless directed by a teacher.

- 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. This includes the use of restrooms, water breaks, etc. during a class period.
- 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 privilege time 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
- Record Videos
- Record Audio

Cell phones are strictly forbidden in the following locations:

- Locker rooms
- Restrooms
- Any area where privacy is expected. Use in these areas is a criminal offense, will be turned over to law enforcement, and dealt with as a disciplinary issue by the school. Laser pointers should never be brought to school and will be confiscated immediately. 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.

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, other than the ears, are not permitted to wear jewelry that protrudes from the body (hoops, rods, etc.). Rather, the jewelry must lie flat against the skin (studs, solitaires, etc.).~~ **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.

Page 16 POSTING/DISTRIBUTION of LITERATURE

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

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 is 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.

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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.

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 ~~and obtain an admit slip from the attendance office~~ 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.

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

Civics.....(9 th).....	1 credit
Am. History.....(10 th).....	1 credit
World History/Western Civ.(11 th).....	1 credit
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

I. ATTENDANCE

SEMESTER TEST EXEMPTION POLICY

To encourage regular school attendance of students, WPHS students that meet identified criteria may have the option of not taking **some** semester test exams. The exception to this program is in advanced placement (AP) courses.

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% & no late assignments* in any class—	2 cores and 1 elective
• 97% & no late assignments* in any class	2 cores <u>or</u> 1 core and 1 elective
• 95% & no late assignments* in any class	1 core <u>or</u> 1 elective
* The attendance percentage is based on all classes for the semester, not individual classes.	
• The attendance percentage is based on all classes for the semester, not individual classes. In addition students must have a minimum grade of 75% by week 15 of the semester in all courses in order to be exempt in the courses from	

which they wish to be exempted from. 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.

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HONORS COURSES ~~DEFINITION~~ DESIGNATIONS

Honors courses are defined as those titled “Honors,” “Advanced Placement,” classes earning college credit, or classes which receive a weighted credit.

The following courses are considered Honors Courses:

Math Honors Courses	Language Arts Courses	Science Courses	Social Studies
Algebra I	Honors English I	Honors Physical Science	W. Geography & Cultures
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 U.S. Government
STEM Algebra II	AP English	Pre AP Physics	Am. Government
Algebra II	MSU Eng. 110	AP Biology	American History
Adv. Algebra w/Trig.		AP Chemistry	Mo. Hist./ Civil War
Dual Enrollment MSU Math 103		AP Physics	Psychology/ Sociology
MSU Math 135 College Algebra		Anatomy and Physiology	
Pre-Calculus MSU Math 138			
AP Calculus BC			

Any course receiving college credit in science, social studies, math or language arts, or a weighted grade is also considered an honors course.

Beginning with the Class of 2020 West Plains High School will no longer recognize a Valedictorian/ Salutatorian. Rather the Cum Laude recognition system will be the primary method for recognizing academic achievement among members of the senior class.

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: Algebra III, honors geometry, Pre Calculus, AP Calculus, college algebra. For the classes of 2017, 2018, 2019, the following math classes will receive a weighted grade: advanced algebra with trigonometry, geometry, STEM Geometry, pre-calculus, college algebra, AP Calculus.

Beginning with the Class of 2020 the following math classes: advanced algebra with trigonometry, pre-calculus,, college algebra, 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.

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 place for the Advance Placement offerings. AP course offerings include: AP Calculus, AP Biology, AP Chemistry, AP Physics, AP U.S. History, AP World History, **AP US Government** and AP English.

EMERALD Status- Junior and Senior students with **grades of A's and B's in all classes** **no grade lower than a "B"**, no discipline referrals requiring ISS or OSS placement, and at least 97% attendance for the first **quarter** **semester** will receive an EMERALD CARD. **for the second semester**. Students with an Emerald ID card will gain free admission to athletic contests and the ability to attend privilege time during Zizzertime. Emerald Card holders are also free to leave during Zizzertime with a signed parental consent form.

*Students on emerald **card** status must be compliant with all requirements in order to maintain emerald **card** 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).**

Digital Crew ~~Digital Crew is a photography club. Students learn about photography and participate in various photography activities.~~

National Honor Society – NHS is a school and community organization selected by GPA, service, scholarship and leadership. Society members all must have a **3.6** **3.5** GPA and be active in two organizations.

ELECTRONIC DEVICES

PERSONAL ELECTRONIC DEVICES (PEDs)

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INSUBORDINATION AND REFUSAL TO DO WORK – Defiance, willful refusal to perform requested action and disrespectfulness in word and action. This includes, refusing to comply with a teacher's request in a timely or appropriate manner.

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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, **insubordination** and refusal to do work.

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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.

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INFRACTION	1 ST OFFENSE	2 ND OFFENSE	3 RD 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 School	For all infractions: One day suspension from participation in the activities program for each day out-of-school suspension and/or ALC school assignment.		
Violations of law	For all infractions: Suspension from participation for an alleged violation.		

(Felony)**

Reinstatement upon acquittal. Permanent restriction upon conviction.

**Violations of law
(Misdemeanor) ****

For all infractions: Students may be suspended from participation at the direction of review committee comprised of the Principal, Athletic Director, Coach or Sponsor, and Central Office administrator, per MSHSAA citizenship By-Law.

***Suspension term of 30 and 180 days will be consecutive regular school term days. Summer break days are excluded.**

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

Find proper page for this

Page 56

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 **suspicionless** selection basis from a list of all students participating in extra-curricular and/or co-curricular off-season and/or in-season activities.

2016-17 Proposed Handbook Changes

The following Student Handbook changes are being proposed for 2016-17:

1. Update District Calendar for 2016-17
2. Eliminate Student Identification Badges – we no longer do this.

STUDENT IDENTIFICATION BADGES

~~Due to high number of individuals who utilize our campus daily it is important that we maintain a safe school environment. Students will be required to carry their ID on their person during school hours and any school related activity. Students must show ID upon request. Students not able to show their ID may lose privileges and receive consequence.~~

~~Student's first ID badge will be provided by the school district and remains the property of the school for the current academic year. Should an ID badge be misplaced, damaged or defaced students will be required to purchase a replacement from the Assistant Principal's office at the student's expense of \$5.00. Replacement ID can be obtained during Advisory. Misuse of ID badges, or using or damaging another students badge may result in disciplinary action. The badge will be provided with a lanyard. The badge will also serve as the student library card and will be used as a renaissance card, if the student qualifies.~~

3. Eliminate reference to headgear – we do not have issues with them wearing hats in our classes and labs.

~~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). In addition, students will not be permitted to carry headgear with them during the school day. Failure to comply may result in confiscation and will be considered a direct violation of the dress code policy.~~

4. Add commons areas to places students may have food and open containers.

FOOD AND OPEN CONTAINERS

All food and open containers are subject to search and are to be confined to the designated eating areas (Cafeteria or commons areas). 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.

CONSORTIUM DISTRICTS

5. Take out prohibiting personal entertainment devices and cell phone use and leave those areas to the discretion of the instructor.

CELL PHONES AND PERSONAL ENTERTAINMENT DEVICES

West Plains R-VII School District recommends that students should not bring **cell phones and personal entertainment devices** MP3's, Ipods, CD players, etc. to school due to the high theft nature of these items. Students who choose to bring such items do so at their own risk and the West Plains R-VII School District, SCCC nor its faculty will be held liable for lost, stolen, or broken items. ~~Personal Entertainment Devices are not to be seen, used, or heard on campus from 7:15 am — 3:35 pm unless specifically allowed by the classroom teacher in his or her classroom only.~~ **Video games are not permitted at school.**

CELL PHONES

Cell phones should not be seen, heard, or used at school. Students are prohibited from the use of cellular phones, to include text messaging, from the time they arrive at school until the school day ends. Violation of this policy will result in confiscation, possible suspension, and may only be picked up by a parent of the student. **Cell phone and personal entertainment device use is discouraged during the school day and is at the discretion of the instructor.**

6. Take out student driving and parking section – only applies to WPHS students and is covered in their handbook.

STUDENT DRIVING AND PARKING

~~———— 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 may result in fine and/or disciplinary measures. 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.**~~

~~———— 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, b) city streets adjacent to the school, and c) adjacent tennis courts. **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.)~~

CONSORTIUM DISTRICTS

7. Change No Child Left Behind section to the new ESSA regulations. (provided by Dr. Williams).
8. Add Communication Section (per Lana Snodgras)

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.

CONSORTIUM DISTRICTS

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.

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SCHOOL CANCELLATIONS

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407 W. Thornburgh Street West Plains, Missouri 65775 (417) 256-6152 Online at www.scccwp.edu

CONSORTIUM DISTRICTS

Alton
Koshkonong
Thayer

Bakersfield
Lutie
Willow Springs

Dora
Mountain View
Winona



ADMINISTRATION
Mr. Jim Laughary, Director
Dr. Josh Cotter, Assistant Director
Dr. John Mulford, Superintendent of Schools

*South Central Career Center is a Candidate for Accreditation
by the Commission of the Council on Occupational Education*

Education: Your Door to the Future

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.

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Hosted by West Plains Schools

2016-2017 Gifted Handbook Changes

Page 1

Board Approved 2015

Board Approved 2016

Page 2 Board of Education Members

Elizabeth Grisham Bennett

Page 4 Program Goals

The Missouri Show-Me Standards approved by the Missouri State Board of Education in 1996. The Missouri Learning Standards approved by the Missouri State Board of Education in May of 2016 provide the basis for the goals of the Gifted Program. The Grade Level Expectations Missouri Learning Standards define the knowledge and skills students need in each grade level and course for success in college, other post-secondary training and careers. These goals and expectations standards provide students with support and structure for finding challenge in the school environment. Meeting these goals and standards will also ensure that students will leave the West Plains School District having a solid foundation of knowledge, skills, and competencies that are essential to leading productive and fulfilling lives. It is the mission of the West Plains School District to provide ~~maximize educational opportunities while creating productive citizens.~~ "Excellence in Education, Service, Life."

Page 6 Middle School Program (Grade 5-8)

Students in grades seven through eight participate in a program known as S.E.A.R.C.H. (Students Exploring Analyzing Researching Creating Hypothesis). Students meet with a certified gifted teacher during their Reading period each day. Gifted students are placed in a special Reading class that provides instruction aligned with the instruction aligned with the Grade Level Expectations Missouri Learning Standards

Page 9 Re-evaluation Procedures

Students who do not meet entrance criteria after a screening or a full evaluation administered by the West Plains School District are eligible for retesting by school personnel. Retesting can be requested by a parent or staff member by using a standard referral form. If requested, the West Plains School District will provide up to two full evaluations per student for the duration of the student's enrollment in the district. Students can be considered for retesting by the gifted program after two years have elapsed since the initial evaluation took place. For students who did not meet the minimum screening score (95%) on the ~~WISC-IV~~ WISC V, one year must elapse before that test can be re-administered.

2016-2017 Gifted Handbook Changes

Page 17 Permission to Test Form

_____ I give permission for my child to be tested as part of the West Plains Gifted Program screening and identification process. I understand that the screening and testing may include, but not be limited to, the ~~WISC-IV~~ **WISC-V**, Scales for Identifying Gifted Students (SIGS), and the *Wechsler Individual Achievement Test®—Third Edition (WIAT®—III)*

Building Level Faculty Handbook Changes

West Plains Elementary

West Plains R-VII Strategic Plan

The development of this strategic plan was a process that took place during the fall of 2015. The West Plains Elementary School Strategic Planning committee utilized the district's strategic plan to compile action steps to meet the goals of the district. Committee members were comprised of the West Plains Elementary School Leadership Team and various parent volunteers. Using the district's objectives, a comprehensive plan was compiled.

Action Steps

The following action steps were developed by members of the West Plains Elementary School Strategic Planning Committee for the purpose of implementing the goals and objectives of the school district.

Goal 1, Objective 1

1. Monitor academic rigor in district-wide curriculum to ensure proficiency by implementing the 10 month pacing guide and curriculum updates.
2. Provide high quality professional development based on goals and standards set by the district.

Goal 1, Objective 2

1. Provide academic resources for teachers and staff to identify learning gaps in student achievement.
2. Utilize assessment data to inform instructional strategies for high quality classroom instruction.
3. Utilize a variety of student data to provide and support student academic success. (RTI, Acuity, Study Island, Standard-Based Grading)

Goal 2, Objective 1

1. Reinforce the value and relevance of giving back to the community through social studies units of instruction. Members of the community will be invited to participate in activities within the building and students will visit applicable locations within the community.
2. Effectively utilize the Positive Behavior Support program which develops school-wide leadership and character.

Goal 2, Objective 2

1. Develop a comprehensive, building-wide community service plan. Each student will be engaged in at least two service experiences on an annual basis.
2. Engage students in service activities which support the Bridges program. Students will be taught the importance of supporting these programs which serves those in the community who are in need.

Goal 3, Objective 1:

1. Students and parents will be informed about the Positive Behavior Support (PBS) system that serves as our code of conduct. This system encompasses all aspects of appropriate behavior, while identifying and addressing unacceptable behavior.

Building Level Faculty Handbook Changes

2. Implement and annually review a comprehensive safety plan which includes safety training/drills for all students, faculty, and staff. The elementary teachers will undergo additional safety training and situational training focused on the threat of an intruder.

Goal 3, Objective 2:

1. Establish informational Parent Night meetings once a month to educate students, parents and faculty about current issues affecting local schools. The meetings will focus on curriculum that will be covered throughout the month, the methods used to teach the curriculum, and ways parents can assist their children.
2. Promote school events and special announcements by utilizing monthly and weekly newsletters, utilizing the automated phone/text/email system, and our electronic sign at the front of the school.

Goal 4, Objective 1

1. Develop partnerships with local media to establish a community awareness campaign focused on providing student success “tips” for parents and the community. Inform the community of upcoming events through various avenues such as e-news bulletins, department/program/grade level websites, social media: Facebook and Twitter, voicemail messaging, principal’s monthly newsletter, texts from teachers to parents, radio spots, open forums, special events/nights at school, newspapers, Peachjar, personal calls to parents, etc.
2. Establish a process to disseminate information regularly to all West Plains area residents. Information may include items such as the Annual Performance Report (APR), upcoming events, financial information, etc. Family and community nights are currently held to disseminate information as well. They include but are not limited to; open house events, monthly parent nights, Academic Booster Club meetings and events.

Goal 4, Objective 2

1. Create and enhance community volunteer opportunities by extending specific invitations to various school stakeholders.
2. Offer incentives to attract community members to events.

Goal 5, Objective 1

1. Effectively integrate PLC’s into the educational policies and practices so that they are a seamless part of all daily activities and all strategic planning.
2. Establish a building-wide continuum of professional development so that educators can measure their PD progress relative to peers.

Goal 5, Objective 2

1. Develop and implement a research based, supportive teacher-mentor, instructional coach program for all first and second year teachers.
2. Use the Network for Educator Effectiveness evaluation system to provide formative and summative feedback to teachers and administrators with data which will direct professional development.

Goal 6, Objective 1

1. Utilize traditional and social media to provide concise fiscal information to the public.
2. Manage software programs that are available at all learning levels so that the programs are used appropriately and consistently.
3. Collaborate with staff prior to purchasing new computer programs to ensure that programs are beneficial and will be utilized by educators.

Building Level Faculty Handbook Changes

4. Utilize public venues (such as forums, workshops, etc.) to share fiscal information with the community.

Goal 6, Objective 2

1. Optimize grant opportunities through collaboration among staff members and the community. Educators will be committed to applying for grants in their field of expertise and experience.
2. Purchasing equipment, supplies, or apparel, the school will endeavor first to buy locally.
3. Connect with key community stakeholders (such as community individuals/groups, local businesses, education and government organizations, cultural and recreational institutions, media and sports associations).
4. Develop and maintain a print or electronic directory of community resources.

CSIP Goals

Student Performance

Highly Qualified Staff

Facilities, Support, and Instructional Resources

Parent and Community Involvement

Governance

I. Computer Repair:

If you are in need of computer repairs or experiencing any problem with your computer you must submit a work order to the network office. Work orders may be submitted by email at help@zizzers.org. If your email is not working, please contact the elementary office and they will send a service ticket in for you. ~~Lumen (technology work orders) or e-mail (see school website)~~. Phone calls or verbal request will not be accepted.

I. Attendance Records/Reporting:

Attendance reporting is an extremely important responsibility for all staff members. Since school attendance records are an important part of how schools receive financial aid, accurate attendance record keeping is crucial. Attendance and lunch count should be put in ~~Lumen~~ **Infinite Campus** at the beginning of each day.

I. Grade Records:

GRADE SUBMISSION FOR REPORT CARDS: Grade cards are issued to students approximately one week after the end of the quarter. Grades are to be entered in ~~Lumen~~ **Infinite Campus** on a continual basis. The office will generate grade cards from the information posted by teachers. It is important that you check your posted grades for accuracy.

Building Level Faculty Handbook Changes

I. News Releases:

Teachers and staff are encouraged to utilize the ~~Public Relations officer~~ Director of Communications for the district in order to provide information to the community and recognize students for outstanding achievements. ~~All news releases are to be approved by the principal~~ If time allows, all news releases should be approved by the Director of Communications before media contact is made.

Building Level Faculty Handbook Changes

South Fork

Summary:

The development of this strategic plan was a process that took place during the fall of 2015. The South Fork Elementary School Strategic Planning committee utilized the district's strategic plan to compile action steps to meet the goals of the district. Committee members were comprised of the South Fork Elementary School Leadership Team. Using the district's objectives, a comprehensive plan was compiled.

Action Steps

The following action steps were developed by members of the South Fork Elementary School Strategic Planning Committee for the purpose of implementing the goals and objectives of the school district.

Goal 1, Objective 1

1. Provide high quality professional development based on goals and standards set by the district.
2. Teachers will attend grade appropriate meetings around the state for professional development.

Goal 1, Objective 2

1. Provide academic resources for teachers and staff to identify learning gaps in student achievement.

Goal 2, Objective 1

1. Each student will participate in at least one service project each year that is directly linked to content learned in the classroom.

Goal 2, Objective 2

1. Each grade level will submit a plan for community service annually. All plans will be approved by administration.

Goal 3, Objective 1

Building Level Faculty Handbook Changes

1. South Fork Elementary will host parent nights monthly. Additionally, teachers will send home newsletters and calendars monthly to keep all parents/guardians informed.

Goal 3, Objective 2

1. South Fork Elementary will seek to maintain an active Parent Teacher organization that is focused on achieving goals that are important to the school. The PTO, in partnership with the school, will host numerous events at the school that are centered on community involvement.

Goal 4, Objective 1

1. South Fork will send correspondence home weekly with students about current events. Additionally the webpage will be appropriately maintained with relevant information.

Goal 4, Objective 2

1. Create and enhance community volunteer opportunities by extending specific invitations to various school stakeholders.

Goal 5, Objective 1

1. Professional development will be provided based on teacher input and needs within the grade level.

Goal 5, Objective 2

1. The Network for Educator Effectiveness evaluation process will be used to grow teachers professionally.
2. South Fork Elementary will effectively utilize and support a Mentor/Mentee/Protégé program for new staff in collaboration with district instructional coaches.

Goal 6, Objective 1

1. South Fork Elementary will communicate its financial needs to appropriate district-level administration

Goal 6, Objective 2

1. South Fork Elementary will utilize school budgeted funds to purchase the essential items that optimize student success.

CSIP Goals

Student Performance

Building Level Faculty Handbook Changes

~~Highly Qualified Staff~~

~~Facilities, Support, and Instructional Resources~~

~~Parent and Community Involvement~~

~~Governance~~

II. Computer Repair:

If you are in need of computer repairs or experiencing any problem with your computer you must submit a work order to the network office. Work orders may be submitted by email at help@zizzers.org. If your email is not working, please contact the elementary office and they will send a service ticket in for you. ~~Lumen (technology work orders) or e-mail (see school website)~~. Phone calls or verbal request will not be accepted.

III. Attendance Records/Reporting:

Attendance reporting is an extremely important responsibility for all staff members. Since school attendance records are an important part of how schools receive financial aid, accurate attendance record keeping is crucial. Attendance and lunch count should be put in ~~Lumen~~ [Infinite Campus](#) at the beginning of each day.

IV. Grade Records:

GRADE SUBMISSION FOR REPORT CARDS: Grade cards are issued to students approximately one week after the end of the quarter. Grades are to be entered in ~~Lumen~~ [Infinite Campus](#) on a continual basis. The office will generate grade cards from the information posted by teachers. It is important that you check your posted grades for accuracy.

V. News Releases:

Teachers and staff are encouraged to utilize the ~~Public Relations officer~~ [Director of Communications](#) for the district in order to provide information to the community and recognize students for outstanding achievements. ~~All news releases are to be approved by the principal~~ If time allows, all news releases should be approved by the Director of Communications before media contact is made.

Building Level Faculty Handbook Changes

West Plains Middle School

- 1) Fixed format and font inconsistencies
- 2) Please notify Jolene **and a building principal** in the office well in advance of any planned absence.
Page 1 - Please notify Jolene **and a building principal** in the office well in advance of any planned absence.
- 3) Replaced “Lumen” with “**Infinite Campus**” in 12 instances.
- 4) Added in WPMS Strategic Plan at the end – Pages 13 – 17
- 5) **News Releases - Teachers and staff are encouraged to utilize the Director of Communications for the district in order to provide information to the community and recognize students for outstanding achievements. If time allows, all news releases should be approved by the Director of Communications before media contact is made.**

Summary:

The development of this strategic plan was a process that materialized during the fall of 2015. The West Plains Middle School Strategic Plan utilized the district’s strategic plan to compile action steps to meet the goals of the district and building. Committee members were made up of the West Plains Middle School Leadership Team and parent volunteers. Using the district’s objectives; a comprehensive plan was compiled. The goals are taken directly from the West Plains School District’s Strategic Plan.

Action Steps

The following action steps were developed by members of the West Plains Middle School Strategic Planning Committee for the purpose of implementing the goals and objectives of the school district.

Goal 1, Objective 1

1. West Plains Middle School, under the guidance from the Assistant Superintendent for Curriculum and Instruction, utilizes Professional Learning Communities (PLCs) in the building on a weekly basis. This will drive instruction, provide for the sharing of knowledge, and work to improve teaching in all the classrooms.

Goal 1, Objective 2

1. The teachers and staff will use Scholastic Reading Inventory (SRI) scores to determine appropriate reading levels for students. SRI scores will also be used to determine groupings for the Response to Intervention (RtI).

2. Teachers will attend professional development activities that support the Missouri Learning Standards.

Building Level Faculty Handbook Changes

3. Teachers will use individual student data to provide support toward academic success.

Goal 2, Objective 1

1. At West Plains Middle School, each grade level will be required to complete (at a minimum) one service project per year.
2. At West Plains Middle School, each club will be encouraged to complete a community service component as part of their club activities.
3. To help foster high attendance in their future workplace, West Plains Middle School will promote high attendance. This will be done by recognizing students with high attendance throughout the year.

Goal 2, Objective 2

1. West Plains Middle School will support and encourage students to participate in various sports and extra-curricular programs.
2. West Plains Middle School will engage the students in various community service programs throughout the year; this can be in the grades, clubs, or athletic programs.
3. West Plains Middle School will provide Authentic Learning Experiences in the classroom. This will provide experiences that will benefit the students outside the classroom and into adulthood.

Goal 3, Objective 1

1. West Plains Middle School will provide information to all stakeholders through various measures such as the school website, parental involvement nights, a West Plains Middle School Facebook page, and during the Parent/Teacher Conferences.
2. West Plains Middle School will provide a safe environment by conducting various safety drills and by providing safety training to the staff.

Goal 3, Objective 2

1. West Plains Middle School will provide information to all stakeholders through various measures such as the school website, parental involvement nights, a West Plains Middle School Facebook page, and during the Parent/Teacher Conferences.
2. West Plains Middle School will recognize students and groups of students throughout the school year.

Goal 4, Objective 1

Building Level Faculty Handbook Changes

1. West Plains Middle School will communicate to parents and patrons via Facebook, automated calls and texts, the web page, and flyers via Peach Jar.

Goal 4, Objective 2

1. West Plains Middle School will provide food at additional school events to promote increased parental involvement (Open House, P/T Conferences, Fall Festival, etc.).
2. West Plains Middle School will conduct drawings for prizes for students that are represented at Parent/Teacher Conferences.
3. West Plains Middle School will provide “select seating” for students at athletic events.

Goal 5, Objective 1

1. West Plains Middle School will integrate teacher collaboration on a weekly basis.
2. West Plains Middle School will effectively utilize instructional coaches provided by the district for new teacher development.
3. West Plains Middle School will provide relevant Professional Development during Teacher In-service days.

Goal 5, Objective 2

1. West Plains Middle School will utilize the Network for Educator Effectiveness for teacher improvement and evaluation.
2. West Plains Middle School will utilize and support a Mentor/Mentee/Protégé program for new staff.

Goal 6, Objective 1

1. West Plains Middle School will communicate its financial needs to appropriate district-level administration

Goal 6, Objective 2

1. West Plains Middle School will continually work to gain outside revenue sources via grant opportunities and private donations.
2. West Plains Middle School will strive to maximize the benefits that are received from fundraising.

Building Level Faculty Handbook Changes

West Plains High School

2016-17 ~~RED~~—REMOVE, **YELLOW** REPLACE WITH

Page one:

~~2015-16~~ **2016-17**

Page two:

~~DISTRICT CSIP GOALS~~

- ~~1. Develop and enhance quality educational/instructional programs to improve student performance and enable students to meet their personal, academic, and career goals.~~
- ~~2. Recruit, attract, develop, and retain highly qualified staff to carry out the West Plains R-7 mission, goals, and objectives.~~
- ~~3. Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.~~
- ~~4. Promote, facilitate, and enhance parent, student, and community involvement in West Plains R-7 educational programs.~~
- ~~5. Govern West Plains R-7 in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.~~

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~~Page 5-6~~

MISSION:

Excellence in Education, Service, Life.

VISION:

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 and all 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 to the community.

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 on all levels.**

Building Level Faculty Handbook Changes

5. Attract, retain and continually develop a highly qualified and professional administration, faculty and staff.

6. Operate in a fiscally responsible manner by being good stewards of patron resources.

Page 2-3

WEST PLAINS HIGH SCHOOL STRATEGIC PLAN

Summary:

The development of these action steps was a process that took place during the fall of 2015. The West Plains High School Strategic Planning committee utilized the district's strategic plan to compile action steps to meet the goals of the district. Committee members were comprised of the West Plains High School Leadership Team and various parent volunteers. Using the district's objectives, action steps were developed.

Action Steps

The following action steps were developed by members of the West Plains High School Strategic Planning Committee for the purpose of implementing the goals and objectives of the school district.

Goal 1, Objective 1

1. West Plains High School, under the guidance from the Assistant Superintendent for Curriculum and Instruction, will effectively perform as a Professional Learning Community, (PLC), meeting at least bi-weekly. These collaborative meetings are for the purpose of driving instruction, provide for the sharing of knowledge, student data, and work to improve teaching in all the classrooms.
2. The Zizzer Time/Response to Intervention (RtI) program will be utilized to intervene with students who are struggling academically. Student progress will be monitored regularly and staff will collaborate to develop individual plans for students on an as needed basis.

Goal 1, Objective 2

1. Teachers will be provided time to collaborate/analyze data regarding student learning gaps to determine the individual course of action needed for the student.
2. Teachers will be provided with professional development opportunities that support the Missouri Learning Standards.

Building Level Faculty Handbook Changes

Goal 2, Objective 1

1. At West Plains High School, each teacher of an elective course will be required to incorporate into their class structure, (at a minimum), one service project per year related to the content area, and each member of the senior class will participate in the annual senior service day.

Goal 2, Objective 2

1. West Plains High School will actively promote student participation in the wide variety of co-curricular and extra-curricular programs offered, as well as the various community service programs/projects throughout the year.
2. West Plains High School is committed to providing Authentic Learning in the classroom. This will provide for educational experiences that benefit the students outside the classroom. By definition, authentic learning is simply, “real life learning.” Information is presented in a manner that is relevant and allows the students to make connections to the real world.

Goal 3, Objective 1

1. West Plains High School will provide information to all stakeholders regarding school safety measures and efforts to promote a welcoming environment. Through various measures, such as the school website, the WPHS Site Council, parental involvement nights, the West Plains High School activity/calendar page, and during Parent/Teacher Conferences.
2. West Plains High School will provide a safe environment by conducting various safety drills and by providing appropriate training for the staff.

Goal 3, Objective 2

1. West Plains High School will inform all stakeholders about the many community service projects and partnerships students are participating in through various measures such as the school website, the WPHS Site Council, parental involvement nights, and during Parent/Teacher Conferences.
2. West Plains High School will recognize students and groups of students throughout the school year with morning announcements, recognition assemblies, and various avenues of media.

Goal 4, Objective 1

1. West Plains High School will communicate to parents and patrons via personal communication, Facebook, automated calls and texts, the web page, and flyers via

Building Level Faculty Handbook Changes

PeachJar. Face-to-face communication will be accomplished through parent nights, parent/teacher conferences, and site council meetings.

Goal 4, Objective 2

1. West Plains High School will provide food at additional school events to promote increased parental involvement, (Open House, P/T Conferences, Back to School Bash, departmental parent nights, etc.)
2. West Plains High School will increase student participation in after school events by a number of methods. These include conducting drawings for prizes for students that are represented in Parent/Teacher Conferences, as well as provide “select seating” for students at school events. Students who are on gold card status will receive free admission to various athletic events.

Goal 5, Objective 1

1. West Plains High School will integrate late starts (utilized for teacher collaboration) into their weekly routine, effectively utilize instructional coaches provided by the district, and provide relevant professional learning opportunities on Teacher In-service days.
2. West Plains High School teachers will be surveyed to gain feedback regarding topics they believe to be most beneficial for Professional Development.

Goal 5, Objective 2

1. West Plains High School will utilize the Network for Educator Effectiveness tool for teacher improvement and evaluation.
2. West Plains High School will utilize and support a Mentor/Mentee program for new staff.

Goal 6, Objective 1

1. West Plains High School will communicate its financial needs to appropriate district-level administration.

Goal 6, Objective 2

1. West Plains High School will continually work to foster positive support through “friend raising” and will pursue grant opportunities to enhance the learning environment.

Building Level Faculty Handbook Changes

2. West Plains High School effectively monitor budgeted funds and operate in a fiscally responsible manner by not exceeding budgeted amounts and spending funds in the most efficient manner possible.

Page 4

SOUTH CENTRAL CAREER CENTER STRATEGIC PLAN

Summary:

The development of this strategic plan was a process that took place during the fall of 2015. The South Central Career Center Strategic Planning committee utilized the district's strategic plan to compile action steps to meet the goals of the district. Committee members were comprised of the South Central Career Center Leadership Team and staff. Using the district's objectives, a comprehensive plan was compiled.

Action Steps

The following action steps were developed by members of the South Central Career Center Strategic Planning Committee for the purpose of implementing the goals and objectives of the school district.

Goal 1, Objective 1

1. South Central Career Center will integrate competency-based grading across hourly, block, and adult programs.
2. South Central Career Center will ensure basic communication and employability skills are established as an integral part of the learning experience.

Goal 1, Objective 2

1. Use district, consortium, state, and national assessment data to inform instructional improvement for high-quality, work-based classroom instruction.
2. Utilize district professional development opportunities to train in use of data driven instruction.

Goal 2, Objective 1

1. Implement a community service component as part of the course completion requirements.

Building Level Faculty Handbook Changes

2. Reinforce the value and relevance of giving back to the community through course-specific service opportunities.

Goal 2, Objective 2

1. Engage each student in at least one service experience on an annual basis
2. Utilize clinical partners and advisory committees to identify opportunities to serve those in the community who are in need.

Goal 3, Objective 1

1. Integrate modeling of appropriate workplace behavior in all programs
2. Implement a comprehensive safety plan which includes safety training for students, faculty, and staff.

Goal 3, Objective 2

1. Engage in deeper more meaningful contact with consortium schools
2. Expand the use of the SCCC brand in area communities through appearances, apparel, and merchandising.

Goal 4, Objective 1

1. Enhance partnerships with regional media focused on providing workforce development “tips.”
2. Implement an annual report to all stakeholders

Goal 4, Objective 2

1. Increase size and scope of program advisory committees
2. Increase participation of guest speakers and industry partners for demonstrations and presentations.

Goal 5, Objective 1

1. Provide CTE specific professional development during Teacher In-service trainings.
2. Utilize faculty meetings to share professional learning experiences

Goal 5, Objective 2

1. Promote increased teacher participation in state associations

Building Level Faculty Handbook Changes

2. Involve advisory committee members in the recruitment, hiring, and retention of staff

Goal 6, Objective 1

1. Utilize the annual report to distribute information on CTE finance guidelines and procedures

Goal 6, Objective 6

1. Seek opportunities to support and engage in local economic development.
2. Optimize grant opportunities.
3. Implement processes which optimize donors and fundraising without exhausting the community.

Page 5

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

Am. Govt./Geography.....(11 th).....	1 credit
Am. History.....(9 th).....	1 credit
World History.....(10 th).....	1 credit
Am. Govt./Geography.....(11 th).....	1 credit

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

Page 6

II. TEXTBOOKS: Upon entry into high school, students are required to pay a \$20 book deposit. This deposit is refundable upon a student's graduation or withdrawal, less assessments, resulting from loss or damage of school issued textbooks and instructional materials.

Students are issued textbooks where appropriate for each class. The responsibility for care of textbooks is with the student, damages beyond reasonable wear and tear to textbooks will be assessed a fine

Building Level Faculty Handbook Changes

commensurate with the damage or loss of the textbook. Students are responsible for paying the fine prior to graduating from high school.

Page 7

Teachers are responsible for issuing and distribution of textbooks to their classes. At the time of distribution, teachers are to record the book numbers for each individual student. At the end of the year or the semester, teachers are responsible for collecting textbooks and submitting a list to the principal's office of all charges to be assessed against the student's **book deposit account** due to loss or damage of school issued materials.

Page 9

VI. NEWS RELEASES: ~~Teachers should call West Plains R-7 Communications Director Lana Snodgrass at ext 4500 to provide information to the community and recognition for outstanding student achievements.~~

VI. NEWS RELEASES: Teachers and staff are encouraged to utilize the Director of Communications for the district in order to provide information to the community and recognize students for outstanding achievements. If time allows, all news releases should be approved by the Director of Communications before media contact is made.

Page 13

SODA/FOOD: Food and drink should not be consumed in the classroom on a regular basis. The exception to this is **sixth** first hour which is a "**Snack Friendly grab and go breakfast**" class period.

Page 16

II. GRADE RECORDS: Student grade records are maintained as follows:

1. **Lumen Infinite Campus** – Teachers are expected to maintain grades on **Lumen Infinite Campus**. In an effort to maintain proper communication with parents concerning student progress, it is expected that teachers update grades no less than once a week, preferably more often. Parents will have access to their child's grades at any time through the Parent Portal.

Building Level Faculty Handbook Changes

West Plains Elementary

West Plains R-VII Strategic Plan

The development of this strategic plan was a process that took place during the fall of 2015. The West Plains Elementary School Strategic Planning committee utilized the district's strategic plan to compile action steps to meet the goals of the district. Committee members were comprised of the West Plains Elementary School Leadership Team and various parent volunteers. Using the district's objectives, a comprehensive plan was compiled.

Action Steps

The following action steps were developed by members of the West Plains Elementary School Strategic Planning Committee for the purpose of implementing the goals and objectives of the school district.

Goal 1, Objective 1

1. Monitor academic rigor in district-wide curriculum to ensure proficiency by implementing the 10 month pacing guide and curriculum updates.
2. Provide high quality professional development based on goals and standards set by the district.

Goal 1, Objective 2

1. Provide academic resources for teachers and staff to identify learning gaps in student achievement.
2. Utilize assessment data to inform instructional strategies for high quality classroom instruction.
3. Utilize a variety of student data to provide and support student academic success. (RTI, Acuity, Study Island, Standard-Based Grading)

Goal 2, Objective 1

1. Reinforce the value and relevance of giving back to the community through social studies units of instruction. Members of the community will be invited to participate in activities within the building and students will visit applicable locations within the community.
2. Effectively utilize the Positive Behavior Support program which develops school-wide leadership and character.

Goal 2, Objective 2

1. Develop a comprehensive, building-wide community service plan. Each student will be engaged in at least two service experiences on an annual basis.
2. Engage students in service activities which support the Bridges program. Students will be taught the importance of supporting these programs which serves those in the community who are in need.

Goal 3, Objective 1:

1. Students and parents will be informed about the Positive Behavior Support (PBS) system that serves as our code of conduct. This system encompasses all aspects of appropriate behavior, while identifying and addressing unacceptable behavior.

Building Level Faculty Handbook Changes

2. Implement and annually review a comprehensive safety plan which includes safety training/drills for all students, faculty, and staff. The elementary teachers will undergo additional safety training and situational training focused on the threat of an intruder.

Goal 3, Objective 2:

1. Establish informational Parent Night meetings once a month to educate students, parents and faculty about current issues affecting local schools. The meetings will focus on curriculum that will be covered throughout the month, the methods used to teach the curriculum, and ways parents can assist their children.
2. Promote school events and special announcements by utilizing monthly and weekly newsletters, utilizing the automated phone/text/email system, and our electronic sign at the front of the school.

Goal 4, Objective 1

1. Develop partnerships with local media to establish a community awareness campaign focused on providing student success “tips” for parents and the community. Inform the community of upcoming events through various avenues such as e-news bulletins, department/program/grade level websites, social media: Facebook and Twitter, voicemail messaging, principal’s monthly newsletter, texts from teachers to parents, radio spots, open forums, special events/nights at school, newspapers, Peachjar, personal calls to parents, etc.
2. Establish a process to disseminate information regularly to all West Plains area residents. Information may include items such as the Annual Performance Report (APR), upcoming events, financial information, etc. Family and community nights are currently held to disseminate information as well. They include but are not limited to; open house events, monthly parent nights, Academic Booster Club meetings and events.

Goal 4, Objective 2

1. Create and enhance community volunteer opportunities by extending specific invitations to various school stakeholders.
2. Offer incentives to attract community members to events.

Goal 5, Objective 1

1. Effectively integrate PLC’s into the educational policies and practices so that they are a seamless part of all daily activities and all strategic planning.
2. Establish a building-wide continuum of professional development so that educators can measure their PD progress relative to peers.

Goal 5, Objective 2

1. Develop and implement a research based, supportive teacher-mentor, instructional coach program for all first and second year teachers.
2. Use the Network for Educator Effectiveness evaluation system to provide formative and summative feedback to teachers and administrators with data which will direct professional development.

Goal 6, Objective 1

1. Utilize traditional and social media to provide concise fiscal information to the public.
2. Manage software programs that are available at all learning levels so that the programs are used appropriately and consistently.
3. Collaborate with staff prior to purchasing new computer programs to ensure that programs are beneficial and will be utilized by educators.

Building Level Faculty Handbook Changes

4. Utilize public venues (such as forums, workshops, etc.) to share fiscal information with the community.

Goal 6, Objective 2

1. Optimize grant opportunities through collaboration among staff members and the community. Educators will be committed to applying for grants in their field of expertise and experience.
2. Purchasing equipment, supplies, or apparel, the school will endeavor first to buy locally.
3. Connect with key community stakeholders (such as community individuals/groups, local businesses, education and government organizations, cultural and recreational institutions, media and sports associations).
4. Develop and maintain a print or electronic directory of community resources.

CSIP Goals

Student Performance

Highly Qualified Staff

Facilities, Support, and Instructional Resources

Parent and Community Involvement

Governance

I. Computer Repair:

If you are in need of computer repairs or experiencing any problem with your computer you must submit a work order to the network office. Work orders may be submitted by email at help@zizzers.org. If your email is not working, please contact the elementary office and they will send a service ticket in for you. ~~Lumen (technology work orders) or e-mail (see school website)~~. Phone calls or verbal request will not be accepted.

I. Attendance Records/Reporting:

Attendance reporting is an extremely important responsibility for all staff members. Since school attendance records are an important part of how schools receive financial aid, accurate attendance record keeping is crucial. Attendance and lunch count should be put in ~~Lumen~~ **Infinite Campus** at the beginning of each day.

I. Grade Records:

GRADE SUBMISSION FOR REPORT CARDS: Grade cards are issued to students approximately one week after the end of the quarter. Grades are to be entered in ~~Lumen~~ **Infinite Campus** on a continual basis. The office will generate grade cards from the information posted by teachers. It is important that you check your posted grades for accuracy.

Building Level Faculty Handbook Changes

I. News Releases:

Teachers and staff are encouraged to utilize the ~~Public Relations officer~~ Director of Communications for the district in order to provide information to the community and recognize students for outstanding achievements. ~~All news releases are to be approved by the principal~~ If time allows, all news releases should be approved by the Director of Communications before media contact is made.

Building Level Faculty Handbook Changes

South Fork

Summary:

The development of this strategic plan was a process that took place during the fall of 2015. The South Fork Elementary School Strategic Planning committee utilized the district's strategic plan to compile action steps to meet the goals of the district. Committee members were comprised of the South Fork Elementary School Leadership Team. Using the district's objectives, a comprehensive plan was compiled.

Action Steps

The following action steps were developed by members of the South Fork Elementary School Strategic Planning Committee for the purpose of implementing the goals and objectives of the school district.

Goal 1, Objective 1

1. Provide high quality professional development based on goals and standards set by the district.
2. Teachers will attend grade appropriate meetings around the state for professional development.

Goal 1, Objective 2

1. Provide academic resources for teachers and staff to identify learning gaps in student achievement.

Goal 2, Objective 1

1. Each student will participate in at least one service project each year that is directly linked to content learned in the classroom.

Goal 2, Objective 2

1. Each grade level will submit a plan for community service annually. All plans will be approved by administration.

Goal 3, Objective 1

Building Level Faculty Handbook Changes

1. South Fork Elementary will host parent nights monthly. Additionally, teachers will send home newsletters and calendars monthly to keep all parents/guardians informed.

Goal 3, Objective 2

1. South Fork Elementary will seek to maintain an active Parent Teacher organization that is focused on achieving goals that are important to the school. The PTO, in partnership with the school, will host numerous events at the school that are centered on community involvement.

Goal 4, Objective 1

1. South Fork will send correspondence home weekly with students about current events. Additionally the webpage will be appropriately maintained with relevant information.

Goal 4, Objective 2

1. Create and enhance community volunteer opportunities by extending specific invitations to various school stakeholders.

Goal 5, Objective 1

1. Professional development will be provided based on teacher input and needs within the grade level.

Goal 5, Objective 2

1. The Network for Educator Effectiveness evaluation process will be used to grow teachers professionally.
2. South Fork Elementary will effectively utilize and support a Mentor/Mentee/Protégé program for new staff in collaboration with district instructional coaches.

Goal 6, Objective 1

1. South Fork Elementary will communicate its financial needs to appropriate district-level administration

Goal 6, Objective 2

1. South Fork Elementary will utilize school budgeted funds to purchase the essential items that optimize student success.

CSIP Goals

Student Performance

Building Level Faculty Handbook Changes

~~Highly Qualified Staff~~

~~Facilities, Support, and Instructional Resources~~

~~Parent and Community Involvement~~

~~Governance~~

II. Computer Repair:

If you are in need of computer repairs or experiencing any problem with your computer you must submit a work order to the network office. Work orders may be submitted by email at help@zizzers.org. If your email is not working, please contact the elementary office and they will send a service ticket in for you. ~~Lumen~~ (technology work orders) or e-mail (see school website). Phone calls or verbal request will not be accepted.

III. Attendance Records/Reporting:

Attendance reporting is an extremely important responsibility for all staff members. Since school attendance records are an important part of how schools receive financial aid, accurate attendance record keeping is crucial. Attendance and lunch count should be put in ~~Lumen~~ [Infinite Campus](#) at the beginning of each day.

IV. Grade Records:

GRADE SUBMISSION FOR REPORT CARDS: Grade cards are issued to students approximately one week after the end of the quarter. Grades are to be entered in ~~Lumen~~ [Infinite Campus](#) on a continual basis. The office will generate grade cards from the information posted by teachers. It is important that you check your posted grades for accuracy.

V. News Releases:

Teachers and staff are encouraged to utilize the ~~Public Relations officer~~ [Director of Communications](#) for the district in order to provide information to the community and recognize students for outstanding achievements. ~~All news releases are to be approved by the principal~~ If time allows, all news releases should be approved by the Director of Communications before media contact is made.

Building Level Faculty Handbook Changes

West Plains Middle School

- 1) Fixed format and font inconsistencies
- 2) Please notify Jolene **and a building principal** in the office well in advance of any planned absence.
Page 1 - Please notify Jolene **and a building principal** in the office well in advance of any planned absence.
- 3) Replaced “Lumen” with “**Infinite Campus**” in 12 instances.
- 4) Added in WPMS Strategic Plan at the end – Pages 13 – 17
- 5) **News Releases - Teachers and staff are encouraged to utilize the Director of Communications for the district in order to provide information to the community and recognize students for outstanding achievements. If time allows, all news releases should be approved by the Director of Communications before media contact is made.**

Summary:

The development of this strategic plan was a process that materialized during the fall of 2015. The West Plains Middle School Strategic Plan utilized the district’s strategic plan to compile action steps to meet the goals of the district and building. Committee members were made up of the West Plains Middle School Leadership Team and parent volunteers. Using the district’s objectives; a comprehensive plan was compiled. The goals are taken directly from the West Plains School District’s Strategic Plan.

Action Steps

The following action steps were developed by members of the West Plains Middle School Strategic Planning Committee for the purpose of implementing the goals and objectives of the school district.

Goal 1, Objective 1

1. West Plains Middle School, under the guidance from the Assistant Superintendent for Curriculum and Instruction, utilizes Professional Learning Communities (PLCs) in the building on a weekly basis. This will drive instruction, provide for the sharing of knowledge, and work to improve teaching in all the classrooms.

Goal 1, Objective 2

1. The teachers and staff will use Scholastic Reading Inventory (SRI) scores to determine appropriate reading levels for students. SRI scores will also be used to determine groupings for the Response to Intervention (RtI).

2. Teachers will attend professional development activities that support the Missouri Learning Standards.

Building Level Faculty Handbook Changes

3. Teachers will use individual student data to provide support toward academic success.

Goal 2, Objective 1

1. At West Plains Middle School, each grade level will be required to complete (at a minimum) one service project per year.
2. At West Plains Middle School, each club will be encouraged to complete a community service component as part of their club activities.
3. To help foster high attendance in their future workplace, West Plains Middle School will promote high attendance. This will be done by recognizing students with high attendance throughout the year.

Goal 2, Objective 2

1. West Plains Middle School will support and encourage students to participate in various sports and extra-curricular programs.
2. West Plains Middle School will engage the students in various community service programs throughout the year; this can be in the grades, clubs, or athletic programs.
3. West Plains Middle School will provide Authentic Learning Experiences in the classroom. This will provide experiences that will benefit the students outside the classroom and into adulthood.

Goal 3, Objective 1

1. West Plains Middle School will provide information to all stakeholders through various measures such as the school website, parental involvement nights, a West Plains Middle School Facebook page, and during the Parent/Teacher Conferences.
2. West Plains Middle School will provide a safe environment by conducting various safety drills and by providing safety training to the staff.

Goal 3, Objective 2

1. West Plains Middle School will provide information to all stakeholders through various measures such as the school website, parental involvement nights, a West Plains Middle School Facebook page, and during the Parent/Teacher Conferences.
2. West Plains Middle School will recognize students and groups of students throughout the school year.

Goal 4, Objective 1

Building Level Faculty Handbook Changes

1. West Plains Middle School will communicate to parents and patrons via Facebook, automated calls and texts, the web page, and flyers via Peach Jar.

Goal 4, Objective 2

1. West Plains Middle School will provide food at additional school events to promote increased parental involvement (Open House, P/T Conferences, Fall Festival, etc.).
2. West Plains Middle School will conduct drawings for prizes for students that are represented at Parent/Teacher Conferences.
3. West Plains Middle School will provide “select seating” for students at athletic events.

Goal 5, Objective 1

1. West Plains Middle School will integrate teacher collaboration on a weekly basis.
2. West Plains Middle School will effectively utilize instructional coaches provided by the district for new teacher development.
3. West Plains Middle School will provide relevant Professional Development during Teacher In-service days.

Goal 5, Objective 2

1. West Plains Middle School will utilize the Network for Educator Effectiveness for teacher improvement and evaluation.
2. West Plains Middle School will utilize and support a Mentor/Mentee/Protégé program for new staff.

Goal 6, Objective 1

1. West Plains Middle School will communicate its financial needs to appropriate district-level administration

Goal 6, Objective 2

1. West Plains Middle School will continually work to gain outside revenue sources via grant opportunities and private donations.
2. West Plains Middle School will strive to maximize the benefits that are received from fundraising.

Building Level Faculty Handbook Changes

West Plains High School

2016-17 ~~RED~~—REMOVE, **YELLOW** REPLACE WITH

Page one:

~~2015-16~~ **2016-17**

Page two:

~~DISTRICT CSIP GOALS~~

- ~~1. Develop and enhance quality educational/instructional programs to improve student performance and enable students to meet their personal, academic, and career goals.~~
- ~~2. Recruit, attract, develop, and retain highly qualified staff to carry out the West Plains R-7 mission, goals, and objectives.~~
- ~~3. Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.~~
- ~~4. Promote, facilitate, and enhance parent, student, and community involvement in West Plains R-7 educational programs.~~
- ~~5. Govern West Plains R-7 in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.~~

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~~Page 5-6~~

MISSION:

Excellence in Education, Service, Life.

VISION:

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 and all 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 to the community.

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 on all levels.

Building Level Faculty Handbook Changes

5. Attract, retain and continually develop a highly qualified and professional administration, faculty and staff.

6. Operate in a fiscally responsible manner by being good stewards of patron resources.

Page 2-3

WEST PLAINS HIGH SCHOOL STRATEGIC PLAN

Summary:

The development of these action steps was a process that took place during the fall of 2015. The West Plains High School Strategic Planning committee utilized the district's strategic plan to compile action steps to meet the goals of the district. Committee members were comprised of the West Plains High School Leadership Team and various parent volunteers. Using the district's objectives, action steps were developed.

Action Steps

The following action steps were developed by members of the West Plains High School Strategic Planning Committee for the purpose of implementing the goals and objectives of the school district.

Goal 1, Objective 1

1. West Plains High School, under the guidance from the Assistant Superintendent for Curriculum and Instruction, will effectively perform as a Professional Learning Community, (PLC), meeting at least bi-weekly. These collaborative meetings are for the purpose of driving instruction, provide for the sharing of knowledge, student data, and work to improve teaching in all the classrooms.
2. The Zizzer Time/Response to Intervention (RtI) program will be utilized to intervene with students who are struggling academically. Student progress will be monitored regularly and staff will collaborate to develop individual plans for students on an as needed basis.

Goal 1, Objective 2

1. Teachers will be provided time to collaborate/analyze data regarding student learning gaps to determine the individual course of action needed for the student.
2. Teachers will be provided with professional development opportunities that support the Missouri Learning Standards.

Building Level Faculty Handbook Changes

Goal 2, Objective 1

1. At West Plains High School, each teacher of an elective course will be required to incorporate into their class structure, (at a minimum), one service project per year related to the content area, and each member of the senior class will participate in the annual senior service day.

Goal 2, Objective 2

1. West Plains High School will actively promote student participation in the wide variety of co-curricular and extra-curricular programs offered, as well as the various community service programs/projects throughout the year.
2. West Plains High School is committed to providing Authentic Learning in the classroom. This will provide for educational experiences that benefit the students outside the classroom. By definition, authentic learning is simply, “real life learning.” Information is presented in a manner that is relevant and allows the students to make connections to the real world.

Goal 3, Objective 1

1. West Plains High School will provide information to all stakeholders regarding school safety measures and efforts to promote a welcoming environment. Through various measures, such as the school website, the WPHS Site Council, parental involvement nights, the West Plains High School activity/calendar page, and during Parent/Teacher Conferences.
2. West Plains High School will provide a safe environment by conducting various safety drills and by providing appropriate training for the staff.

Goal 3, Objective 2

1. West Plains High School will inform all stakeholders about the many community service projects and partnerships students are participating in through various measures such as the school website, the WPHS Site Council, parental involvement nights, and during Parent/Teacher Conferences.
2. West Plains High School will recognize students and groups of students throughout the school year with morning announcements, recognition assemblies, and various avenues of media.

Goal 4, Objective 1

1. West Plains High School will communicate to parents and patrons via personal communication, Facebook, automated calls and texts, the web page, and flyers via

Building Level Faculty Handbook Changes

PeachJar. Face-to-face communication will be accomplished through parent nights, parent/teacher conferences, and site council meetings.

Goal 4, Objective 2

1. West Plains High School will provide food at additional school events to promote increased parental involvement, (Open House, P/T Conferences, Back to School Bash, departmental parent nights, etc.)
2. West Plains High School will increase student participation in after school events by a number of methods. These include conducting drawings for prizes for students that are represented in Parent/Teacher Conferences, as well as provide “select seating” for students at school events. Students who are on gold card status will receive free admission to various athletic events.

Goal 5, Objective 1

1. West Plains High School will integrate late starts (utilized for teacher collaboration) into their weekly routine, effectively utilize instructional coaches provided by the district, and provide relevant professional learning opportunities on Teacher In-service days.
2. West Plains High School teachers will be surveyed to gain feedback regarding topics they believe to be most beneficial for Professional Development.

Goal 5, Objective 2

1. West Plains High School will utilize the Network for Educator Effectiveness tool for teacher improvement and evaluation.
2. West Plains High School will utilize and support a Mentor/Mentee program for new staff.

Goal 6, Objective 1

1. West Plains High School will communicate its financial needs to appropriate district-level administration.

Goal 6, Objective 2

1. West Plains High School will continually work to foster positive support through “friend raising” and will pursue grant opportunities to enhance the learning environment.

Building Level Faculty Handbook Changes

2. West Plains High School effectively monitor budgeted funds and operate in a fiscally responsible manner by not exceeding budgeted amounts and spending funds in the most efficient manner possible.

Page 4

SOUTH CENTRAL CAREER CENTER STRATEGIC PLAN

Summary:

The development of this strategic plan was a process that took place during the fall of 2015. The South Central Career Center Strategic Planning committee utilized the district's strategic plan to compile action steps to meet the goals of the district. Committee members were comprised of the South Central Career Center Leadership Team and staff. Using the district's objectives, a comprehensive plan was compiled.

Action Steps

The following action steps were developed by members of the South Central Career Center Strategic Planning Committee for the purpose of implementing the goals and objectives of the school district.

Goal 1, Objective 1

1. South Central Career Center will integrate competency-based grading across hourly, block, and adult programs.
2. South Central Career Center will ensure basic communication and employability skills are established as an integral part of the learning experience.

Goal 1, Objective 2

1. Use district, consortium, state, and national assessment data to inform instructional improvement for high-quality, work-based classroom instruction.
2. Utilize district professional development opportunities to train in use of data driven instruction.

Goal 2, Objective 1

1. Implement a community service component as part of the course completion requirements.

Building Level Faculty Handbook Changes

2. Reinforce the value and relevance of giving back to the community through course-specific service opportunities.

Goal 2, Objective 2

1. Engage each student in at least one service experience on an annual basis
2. Utilize clinical partners and advisory committees to identify opportunities to serve those in the community who are in need.

Goal 3, Objective 1

1. Integrate modeling of appropriate workplace behavior in all programs
2. Implement a comprehensive safety plan which includes safety training for students, faculty, and staff.

Goal 3, Objective 2

1. Engage in deeper more meaningful contact with consortium schools
2. Expand the use of the SCCC brand in area communities through appearances, apparel, and merchandising.

Goal 4, Objective 1

1. Enhance partnerships with regional media focused on providing workforce development “tips.”
2. Implement an annual report to all stakeholders

Goal 4, Objective 2

1. Increase size and scope of program advisory committees
2. Increase participation of guest speakers and industry partners for demonstrations and presentations.

Goal 5, Objective 1

1. Provide CTE specific professional development during Teacher In-service trainings.
2. Utilize faculty meetings to share professional learning experiences

Goal 5, Objective 2

1. Promote increased teacher participation in state associations

Building Level Faculty Handbook Changes

2. Involve advisory committee members in the recruitment, hiring, and retention of staff

Goal 6, Objective 1

1. Utilize the annual report to distribute information on CTE finance guidelines and procedures

Goal 6, Objective 6

1. Seek opportunities to support and engage in local economic development.
2. Optimize grant opportunities.
3. Implement processes which optimize donors and fundraising without exhausting the community.

Page 5

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

Am. Govt./Geography.....(11 th).....	1 credit
Am. History.....(9 th).....	1 credit
World History.....(10 th).....	1 credit
Am. Govt./Geography.....(11 th).....	1 credit

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

Page 6

II. TEXTBOOKS: Upon entry into high school, students are required to pay a \$20 book deposit. This deposit is refundable upon a student's graduation or withdrawal, less assessments, resulting from loss or damage of school issued textbooks and instructional materials.

Students are issued textbooks where appropriate for each class. The responsibility for care of textbooks is with the student, damages beyond reasonable wear and tear to textbooks will be assessed a fine

Building Level Faculty Handbook Changes

commensurate with the damage or loss of the textbook. Students are responsible for paying the fine prior to graduating from high school.

Page 7

Teachers are responsible for issuing and distribution of textbooks to their classes. At the time of distribution, teachers are to record the book numbers for each individual student. At the end of the year or the semester, teachers are responsible for collecting textbooks and submitting a list to the principal's office of all charges to be assessed against the student's **book deposit account** due to loss or damage of school issued materials.

Page 9

VI. NEWS RELEASES: ~~Teachers should call West Plains R-7 Communications Director Lana Snodgrass at ext 4500 to provide information to the community and recognition for outstanding student achievements.~~

VI. NEWS RELEASES: Teachers and staff are encouraged to utilize the Director of Communications for the district in order to provide information to the community and recognize students for outstanding achievements. If time allows, all news releases should be approved by the Director of Communications before media contact is made.

Page 13

SODA/FOOD: Food and drink should not be consumed in the classroom on a regular basis. The exception to this is **sixth** first hour which is a "**Snack Friendly grab and go breakfast**" class period.

Page 16

II. GRADE RECORDS: Student grade records are maintained as follows:

1. **Lumen Infinite Campus** – Teachers are expected to maintain grades on **Lumen Infinite Campus**. In an effort to maintain proper communication with parents concerning student progress, it is expected that teachers update grades no less than once a week, preferably more often. Parents will have access to their child's grades at any time through the Parent Portal.

2016-2017 Employee Handbook Changes

Additional wording is highlighted in yellow and that which is to be removed has a line through it and highlighted in red.

Certified Staff Handbook Page 31& Support Staff Handbook Page 27

Personal Floating Holidays

Eligibility

Three (3) PFHs will be granted on each subsequent July 1st following ~~the date of hire. Three (3) PFHs will be awarded annually upon~~ the completion of the employee's first complete fiscal year.

Scheduling

Employees must request personal floating holiday time off **and receive approval from their supervisor at least 2 weeks in advance.** ~~and receive approval from their supervisor. Personal floating holidays are available to employees for personal business, family sickness, use in conjunction with any federal holiday and/or religious observance. In extenuating circumstances the supervisor may approve PFHs too also be used as an extension of bereavement time. holiday time, or vacation time.~~

Scheduling personal floating holidays on short notice for emergency purposes is at the discretion of the supervisor, who may request documentation of the reason for the emergency.

No Advance. Personal floating holiday time cannot be taken before it is granted.

Certified Staff Handbook Page 62 & Support Staff Handbook Page

Expense Reimbursements

Board members, the administrative staff and all other employees who incur expenses in carrying out their authorized duties will be reimbursed if the expense is eligible for reimbursement pursuant to district policies and procedures, if the expense was authorized and if proper documentation of the expense is provided.

Because expenses are reimbursed from public funds, all persons traveling at the district's expense are expected to use good judgment, differentiate between expenditures for business and those for personal convenience and avoid unnecessary fees and excessive charges.

Maximum amount to be reimbursed for meals will be the following: breakfast \$8, lunch \$10, dinner \$12. Total reimbursement may not exceed \$30 per day. Original, itemized receipts must accompany the request for reimbursement.

2016-2017 Employee Handbook Changes

Certified Staff Handbook Page 62& Support Staff Handbook Page 31

EXPENSE REIMBURSEMENTS

Board members, the administrative staff and all other employees who incur expenses in carrying out their authorized duties will be reimbursed if the expense is eligible for reimbursement pursuant to district policies and procedures, if the expense was authorized and if proper documentation of the expense is provided.

Because expenses are reimbursed from public funds, all persons traveling at the district's expense are expected to use good judgment, differentiate between expenditures for business and those for personal convenience and avoid unnecessary fees and excessive charges.

Maximum amount to be reimbursed for meals will be the following: breakfast \$8, lunch \$10, dinner \$12. Total reimbursement may not exceed \$30 per day. Original, itemized receipts must accompany the request for reimbursement.

There are two general categories of travel that can occur with district employees:

1. On Salary – day travel (i.e. sporting event/single day training/meeting)
2. Salary Exempt – travel that requires an overnight stay (i.e. conference/workshop).

The IRS requires that meal reimbursements for these types of travel be treated in different ways.

IRC 162(a)(2)RR75-170 states that “Salary Exempt” expenses for travel are excludable (from the employee’s income) if they are incurred for temporary travel on business away from the general area of the employee’s tax home (place of work). In order to be “Salary Exempt” from the employee’s income as reimbursements, the travel must be temporary and be substantially longer than an ordinary day’s work requiring an overnight stay or substantial sleep or rest.

ON SALARY – (Day Travel)

Employees can continue to submit receipts for meals while on school business for reimbursement by the district, however unless the trip is overnight, the amount of the meals reimbursed to the employee will also be included in W-2 income to the employee.

Examples of On Salary travel include the following:

- Coaches – meals eaten while on trip to and from sporting event
- Teachers/Aides – meals eaten while going to or coming from conference or workshop on a day trip.
- Bus Drivers – meals eaten on trips taken out of the district

2016-2017 Employee Handbook Changes

- Administrators – meals eaten on day trips to/from conferences and workshops and during administrator coverage at sporting events.

SALARY EXEMPT – (Overnight Travel)

Employees who have lodging expenses in conjunction with attendance at a conference/workshop or a school sponsored event may claim their meals while traveling. The meals in this situation will not be included in the employee's W-2 income.

TEACHER HANDBOOK UPDATES

2016-17 ~~RED~~ REMOVE, **YELLOW** REPLACE WITH

Page one:

~~2015-16~~ **2016-17**

Page two:

~~DISTRICT CSIP GOALS~~

- ~~1. Develop and enhance quality educational/instructional programs to improve student performance and enable students to meet their personal, academic, and career goals.~~
- ~~2. Recruit, attract, develop, and retain highly qualified staff to carry out the West Plains R-7 mission, goals, and objectives.~~
- ~~3. Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.~~
- ~~4. Promote, facilitate, and enhance parent, student, and community involvement in West Plains R-7 educational programs.~~
- ~~5. Govern West Plains R-7 in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.~~

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~~Page 5-6~~

MISSION:

Excellence in Education, Service, Life.

VISION:

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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 on all levels.
5. Attract, retain and continually develop a highly qualified and professional administration, faculty and staff.
6. Operate in a fiscally responsible manner by being good stewards of patron resources.

WEST PLAINS HIGH SCHOOL STRATEGIC PLAN

Summary:

The development of these action steps was a process that took place during the fall of 2015. The West Plains High School Strategic Planning committee utilized the district's strategic plan to compile action steps to meet the goals of the district. Committee members were comprised of the West Plains High School Leadership Team and various parent volunteers. Using the district's objectives, action steps were developed.

Action Steps

The following action steps were developed by members of the West Plains High School Strategic Planning Committee for the purpose of implementing the goals and objectives of the school district.

Goal 1, Objective 1

1. West Plains High School, under the guidance from the Assistant Superintendent for Curriculum and Instruction, will effectively perform as a Professional Learning Community, (PLC), meeting at least bi-weekly. These collaborative meetings are for the purpose of driving instruction, provide for the sharing of knowledge, student data, and work to improve teaching in all the classrooms.
2. The Zizzertime/Response to Intervention (RtI) program will be utilized to intervene with students who are struggling academically. Student progress will be monitored regularly and staff will collaborate to develop individual plans for students on an as needed basis.

Goal 1, Objective 2

1. Teachers will be provided time to collaborate/analyze data regarding student learning gaps to determine the individual course of action needed for the student.
2. Teachers will be provided with professional development opportunities that support the Missouri Learning Standards.

Goal 2, Objective 1

1. At West Plains High School, each teacher of an elective course will be required to incorporate into their class structure, (at a minimum), one service project per year

related to the content area, and each member of the senior class will participate in the annual senior service day.

Goal 2, Objective 2

1. West Plains High School will actively promote student participation in the wide variety of co-curricular and extra-curricular programs offered, as well as the various community service programs/projects throughout the year.
2. West Plains High School is committed to providing Authentic Learning in the classroom. This will provide for educational experiences that benefit the students outside the classroom. By definition, authentic learning is simply, “real life learning.” Information is presented in a manner that is relevant and allows the students to make connections to the real world.

Goal 3, Objective 1

1. West Plains High School will provide information to all stakeholders regarding school safety measures and efforts to promote a welcoming environment. Through various measures, such as the school website, the WPHS Site Council, parental involvement nights, the West Plains High School activity/calendar page, and during Parent/Teacher Conferences.
2. West Plains High School will provide a safe environment by conducting various safety drills and by providing appropriate training for the staff.

Goal 3, Objective 2

1. West Plains High School will inform all stakeholders about the many community service projects and partnerships students are participating in through various measures such as the school website, the WPHS Site Council, parental involvement nights, and during Parent/Teacher Conferences.
2. West Plains High School will recognize students and groups of students throughout the school year with morning announcements, recognition assemblies, and various avenues of media.

Goal 4, Objective 1

1. West Plains High School will communicate to parents and patrons via personal communication, Facebook, automated calls and texts, the web page, and flyers via PeachJar. Face-to-face communication will be accomplished through parent nights, parent/teacher conferences, and site council meetings.

Goal 4, Objective 2

1. West Plains High School will provide food at additional school events to promote increased parental involvement, (Open House, P/T Conferences, Back to School Bash, departmental parent nights, etc.)
2. West Plains High School will increase student participation in after school events by a number of methods. These include conducting drawings for prizes for students that are represented in Parent/Teacher Conferences, as well as provide “select seating” for students at school events. Students who are on gold card status will receive free admission to various athletic events.

Goal 5, Objective 1

1. West Plains High School will integrate late starts (utilized for teacher collaboration) into their weekly routine, effectively utilize instructional coaches provided by the district, and provide relevant professional learning opportunities on Teacher In-service days.
2. West Plains High School teachers will be surveyed to gain feedback regarding topics they believe to be most beneficial for Professional Development.

Goal 5, Objective 2

1. West Plains High School will utilize the Network for Educator Effectiveness tool for teacher improvement and evaluation.
2. West Plains High School will utilize and support a Mentor/Mentee program for new staff.

Goal 6, Objective 1

1. West Plains High School will communicate its financial needs to appropriate district-level administration.

Goal 6, Objective 2

1. West Plains High School will continually work to foster positive support through “friend raising” and will pursue grant opportunities to enhance the learning environment.
2. West Plains High School effectively monitor budgeted funds and operate in a fiscally responsible manner by not exceeding budgeted amounts and spending funds in the most efficient manner possible.

SOUTH CENTRAL CAREER CENTER STRATEGIC PLAN

Summary:

The development of this strategic plan was a process that took place during the fall of 2015. The South Central Career Center Strategic Planning committee utilized the district's strategic plan to compile action steps to meet the goals of the district. Committee members were comprised of the South Central Career Center Leadership Team and staff. Using the district's objectives, a comprehensive plan was compiled.

Action Steps

The following action steps were developed by members of the South Central Career Center Strategic Planning Committee for the purpose of implementing the goals and objectives of the school district.

Goal 1, Objective 1

1. South Central Career Center will integrate competency-based grading across hourly, block, and adult programs.
2. South Central Career Center will ensure basic communication and employability skills are established as an integral part of the learning experience.

Goal 1, Objective 2

1. Use district, consortium, state, and national assessment data to inform instructional improvement for high-quality, work-based classroom instruction.
2. Utilize district professional development opportunities to train in use of data driven instruction.

Goal 2, Objective 1

1. Implement a community service component as part of the course completion requirements.
2. Reinforce the value and relevance of giving back to the community through course-specific service opportunities.

Goal 2, Objective 2

1. Engage each student in at least one service experience on an annual basis

2. Utilize clinical partners and advisory committees to identify opportunities to serve those in the community who are in need.

Goal 3, Objective 1

1. Integrate modeling of appropriate workplace behavior in all programs
2. Implement a comprehensive safety plan which includes safety training for students, faculty, and staff.

Goal 3, Objective 2

1. Engage in deeper more meaningful contact with consortium schools
2. Expand the use of the SCCC brand in area communities through appearances, apparel, and merchandising.

Goal 4, Objective 1

1. Enhance partnerships with regional media focused on providing workforce development “tips.”
2. Implement an annual report to all stakeholders

Goal 4, Objective 2

1. Increase size and scope of program advisory committees
2. Increase participation of guest speakers and industry partners for demonstrations and presentations.

Goal 5, Objective 1

1. Provide CTE specific professional development during Teacher In-service trainings.
2. Utilize faculty meetings to share professional learning experiences

Goal 5, Objective 2

1. Promote increased teacher participation in state associations
2. Involve advisory committee members in the recruitment, hiring, and retention of staff

Goal 6, Objective 1

1. Utilize the annual report to distribute information on CTE finance guidelines and procedures

Goal 6, Objective 6

1. Seek opportunities to support and engage in local economic development.
2. Optimize grant opportunities.
3. Implement processes which optimize donors and fundraising without exhausting the community.

Page 5

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

~~Am. Govt./Geography....(11th).....1 credit~~

~~Am. History.....(9th).....1 credit~~

~~World History.....(10th).....1 credit~~

~~Am. Govt./Geography....(11th).....1 credit~~

World Geography and Cultures (9th).....1 credit

United States History/ AP U.S. History... (10th)1 credit

United States Government/ AP U.S. Government1 credit

Page 6

II. TEXTBOOKS: ~~Upon entry into high school, students are required to pay a \$20 book deposit. This deposit is refundable upon a student's graduation or withdrawal, less assessments, resulting from loss or damage of school issued textbooks and instructional materials.~~

Students are issued textbooks where appropriate for each class. The responsibility for care of textbooks is with the student, damages beyond reasonable wear and tear to textbooks will be assessed a fine commensurate with the damage or loss of the textbook. Students are responsible for paying the fine prior to graduating from high school.

Page 7

Teachers are responsible for issuing and distribution of textbooks to their classes. At the time of distribution, teachers are to record the book numbers for each individual student. At the end of the year or the semester, teachers are responsible for collecting textbooks and submitting a list to the principal's office of all charges to be assessed against the student's ~~book deposit~~ **account** due to loss or damage of school issued materials.

Page 9

VI. NEWS RELEASES: Teachers should call West Plains R-7 Communications Director Lana Snodgrass at ext 4500 to provide information to the community and recognition for outstanding student achievements.

VI. NEWS RELEASES: Teachers and staff are encouraged to utilize the Director of Communications for the district in order to provide information to the community and recognize students for outstanding achievements. If time allows, all news releases should be approved by the Director of Communications before media contact is made.

Page 13

SODA/FOOD: Food and drink should not be consumed in the classroom on a regular basis. The exception to this is sixth first hour which is a "Snack-Friendly grab and go breakfast" class period.

Page 16

II. GRADE RECORDS: Student grade records are maintained as follows:

1. **Lumen Infinite Campus** – Teachers are expected to maintain grades on **Lumen Infinite Campus**. In an effort to maintain proper communication with parents concerning student progress, it is expected that teachers update grades no less than once a week, preferably more often. Parents will have access to their child's grades at any time through the Parent Portal.

Bus Drivers Employee handbook Changes 2016-2017

Bus Drivers Employee handbook Changes 2016-2017

Page 5 delete:

- ~~For Middle School and High School trips, Drivers are required to be at the designated pick-up area 15 minutes PRIOR to the departure time on the trip ticket.~~
- ~~For West Plains Elementary School trips, arrive at the school at the time on the ticket.~~
- ~~For South Fork Elementary School trips, leave the bus lot in time to arrive at South Fork at the time on the ticket.~~

Replace with:

When figuring time for taking a trip the following must be figured:

- Add 15 minutes to the trip ticket starting time if the bus has not been pre-tripped that day.
- If the trip ticket departure time is 10:00 a.m. you need to be there at 9:45 a.m. add 15 min. to your starting time.
 - The above applies to the following buildings:
 - W.P. Elementary
 - Middle School
 - High School
 - For the South Fork School add 30 min. to get to South Fork and 15 min. for a total of 45 min. before departure time.

Page 9 Delete:

- ~~Effective April 11, 2005: All Extra-Curricular School Activity Trip Tickets are to be stapled together, starting with the first trip and descending in order according to calendar date. The auditors are now requiring not only the Driver's signature but also the Transportation Director's signature on all trip tickets.~~
- ~~Effective April 11, 2005: Time Sheets must have both the Driver's and the Transportation Director's signatures.~~

Change Page 11:

- The West Plains R-7 school busses are now equipped with FM radios. When the radios are set on channel 3 (change to 2), they are set on the "talk about" channel. This channel allows the Drivers to communicate bus to bus without using the radio tower repeater. This channel is for use while on out-of-the area trips.

Bus Drivers Employee handbook Changes 2016-2017

Page 14 Delete:

~~BUILDING & CAMPUS CRISIS (if students are on the busses)~~

~~Drivers will be notified through dispatch as to how to proceed during a crisis situation.~~

~~BUILDING & CAMPUS CRISIS (if school is in session)~~

- ~~➤ The Transportation Office will try to contact all Drivers, however; if you receive the information through the media, report to the Transportation Office as soon as possible.~~
- ~~➤ All Drivers are to enter the Transportation Lot by the following route: Highway E160 to Howell St. to Session St. to College St. then proceed to the Transportation Lot. Have identification ready in case law enforcement requires it in order to enter the area.~~
- ~~➤ A planned alternate bus route for entering, exiting and pick up of students at the schools will be provided at that time to aid in the evacuation of the school under certain hostage situations.~~

~~BUS HOSTAGE SITUATION~~

- ~~1. Try to radio the Transportation Office and keep the mic open, if possible. (A couple of suggestions: place the mic between your leg and the Drivers seat keeping the send button depressed or keep a rubber band wrapped around the mic. In case of hostage emergency slip the rubber band on the send button thus keeping the mic open.)~~
- ~~2. Do not stop or park in the open. Try to pull next to a building or some cover. This assists the SWAT team by providing cover.~~
- ~~3. Periodically, the Transportation Office schedules SWAT Team Workshops so that the SWAT Team can brief Drivers on techniques Drivers may use to assist the SWAT Team and to provide maximum safety for the students.~~
- ~~4. All West Plains R-7 busses are numbered on the roof with letters and numbers measuring 36" long and 6" wide. This assists law enforcement in the air in recognizing which bus is in a hostage situation.~~

~~RADIO EMERGENCY GUIDELINES~~

~~BUS IN A HOSTAGE SITUATION~~

**~~Driver: ——— Call dispatcher with your bus number and location:
This is bus number ———. I am located at (street address or cross streets).
Inform them by using the code:
I am having a problem controlling my bus again.~~**

Bus Drivers Employee handbook Changes 2016-2017

Dispatcher: ~~Inform the Driver to: Slow down and pull over as soon as you can in a safe location. I will send a different bus to you.~~

~~The Dispatcher will notify law enforcement. The Bus Driver will pull the bus near a building, tree(s) or shrub(s) or a parking lot. At this time, the Driver needs to turn on the bus strobe light, 4 ways (hazard lights) and 8 way lights.~~

~~STUDENTS FIGHTING WITH A WEAPON~~

Driver: ~~Pull the bus over and secure it. Order all other students to evacuate the bus.~~

~~Call dispatch with your bus number and location. Tell dispatch what is taking place: This is bus _____. I am located at (street address or cross streets). I have students fighting with weapons and the students' names are _____ and _____.~~

~~Announce yourself to the students and tell them to put down their weapons and stop fighting: I am (your name) the Bus Driver and I am ordering you to put down your weapons and stop fighting.~~

~~Do not put yourself in danger but try to separate the students that are fighting and wait for law enforcement to arrive.~~

Dispatcher: ~~Inform the Driver to: Drive slow and come back to the bus lot.~~

~~Call law enforcement and school administration.~~

~~STUDENT WITH A CONCEALED WEAPON~~

Driver: ~~Call dispatch with your bus number and location. This is bus _____. I am located at (street address or cross streets). Inform them using the code: The light is back on the dash again.~~

Dispatcher: ~~Inform the Driver to: Drive slow and come back to the bus lot.~~

~~Call law enforcement and school administration.~~

Teacher - Salary Schedule
2015-2016
Submitted for Board Approval 6/30/2015

Years of Creditable Experience	B.A., In Educ. Or Other Approved Degree	+8 Sem.Hrs.	+16 Sem.Hrs.	+24 Sem.Hrs.	Approved* Masters Degree	M+8	M+16	M+24	2nd Graduate Degree
1	\$ 30,300	\$ 30,906	\$ 31,524	\$ 32,155	\$ 32,798	\$ 33,454	\$ 34,123	\$ 34,805	\$ 35,501
2	\$ 30,906	\$ 31,524	\$ 32,155	\$ 32,798	\$ 33,454	\$ 34,123	\$ 34,805	\$ 35,501	\$ 36,211
3	\$ 31,524	\$ 32,155	\$ 32,798	\$ 33,454	\$ 34,123	\$ 34,805	\$ 35,501	\$ 36,211	\$ 36,936
4	\$ 32,155	\$ 32,798	\$ 33,454	\$ 34,123	\$ 34,805	\$ 35,501	\$ 36,211	\$ 36,936	\$ 37,674
5	\$ 32,798	\$ 33,454	\$ 34,123	\$ 34,805	\$ 35,501	\$ 36,211	\$ 36,936	\$ 37,674	\$ 38,428
6	\$ 33,454	\$ 34,123	\$ 34,805	\$ 35,501	\$ 36,211	\$ 36,936	\$ 37,674	\$ 38,428	\$ 39,196
7	\$ 34,123	\$ 34,805	\$ 35,501	\$ 36,211	\$ 36,936	\$ 37,674	\$ 38,428	\$ 39,196	\$ 39,980
8	\$ 34,805	\$ 35,501	\$ 36,211	\$ 36,936	\$ 37,674	\$ 38,428	\$ 39,196	\$ 39,980	\$ 40,780
9	\$ 35,501	\$ 36,211	\$ 36,936	\$ 37,674	\$ 38,428	\$ 39,196	\$ 39,980	\$ 40,780	\$ 41,595
10	\$ 36,211	\$ 36,936	\$ 37,674	\$ 38,428	\$ 39,196	\$ 39,980	\$ 40,780	\$ 41,595	\$ 42,427
11	\$ 36,936	\$ 37,674	\$ 38,428	\$ 39,196	\$ 39,980	\$ 40,780	\$ 41,595	\$ 42,427	\$ 43,276
12	\$ 37,674	\$ 38,428	\$ 39,196	\$ 39,980	\$ 40,780	\$ 41,595	\$ 42,427	\$ 43,276	\$ 44,141
13	\$ 38,428	\$ 39,196	\$ 39,980	\$ 40,780	\$ 41,595	\$ 42,427	\$ 43,276	\$ 44,141	\$ 45,024
14		\$ 39,980	\$ 40,780	\$ 41,595	\$ 42,427	\$ 43,276	\$ 44,141	\$ 45,024	\$ 45,925
15			\$ 41,595	\$ 42,427	\$ 43,276	\$ 44,141	\$ 45,024	\$ 45,925	\$ 46,843
16				\$ 43,276	\$ 44,141	\$ 45,024	\$ 45,925	\$ 46,843	\$ 47,780
17					\$ 45,024	\$ 45,925	\$ 46,843	\$ 47,780	\$ 48,736
18					\$ 45,925	\$ 46,843	\$ 47,780	\$ 48,736	\$ 49,710
19					\$ 46,843	\$ 47,780	\$ 48,736	\$ 49,710	\$ 50,705
20					\$ 47,780	\$ 48,736	\$ 49,710	\$ 50,705	\$ 51,719
21					\$ 48,736	\$ 49,710	\$ 50,705	\$ 51,719	\$ 52,753
22						\$ 50,705	\$ 51,719	\$ 52,753	\$ 53,808
23							\$ 52,753	\$ 53,808	\$ 54,884
24								\$ 54,884	\$ 55,982
25									\$ 57,102
26									\$ 57,352
27									\$ 57,602
28									\$ 57,852
29									\$ 58,102
30									\$ 58,352

*Faculty members possessing a doctorate degree related to education or their specific content area will receive an additional \$2000 stipend per year.

*Only post-Baccalaurate graduate hours can be used for horizontal advancement

*In order to progress to the Masters +8, Masters + 16 or Masters +24 Column, a teacher must earn 8 graduate hours, 16 graduate hours or 24 graduate hours after they obtain their Masters Degree.

*Professional development (PD) hours may be used toward salary advancement based on the following: 16 PD hours = 1 college credit

A maximum of 48 PD hours (3 credits) may be used prior to obtaining a Master's degree. After receiving a Master's degree, 48 hours (3 credits)

may be used for each step

Payroll, Accountrs Payable, MoSIS Coordinator

Years of Experience	Rate
1	\$15.75
2	\$16.00
3	\$16.25
4	\$16.50
5	\$16.75
6	\$17.00
7	\$17.25
8	\$17.50
9	\$17.75
10	\$18.00
11	\$18.25
12	\$18.50
13	\$18.75
14	\$19.00

Teacher's Base = 57,352

<u>Level</u> Year	<u>A</u> Head Custodian	<u>B</u> Maint. Dir. Network Dir.	<u>C</u> Trans. Dir. Comm. Director Tech. Director Acct. & Bookkeeping	<u>D</u> Assistant Elementary Principal Dean of Students Special Services Coordinator	<u>E</u> South Fork Principal Special Services Coordinator Assistant Middle School Principal Assistant Career Center Director Special Services Coordinator	<u>F</u> Elementary Principal Assistant High School Principal Career Center Director Activities Director	<u>G</u> Middle School Principal	<u>H</u> High School Principal	<u>I</u> Assistant Superintendent	<u>J</u> Superintendent
1	0.36 \$30,970	0.42 \$36,132	0.54 \$46,455	0.68 \$58,499	0.74 \$63,661	0.86 \$73,984	0.96 \$82,587	1.10 \$94,631	1.3 \$111,836	1.46 \$125,601
2	0.38 \$32,691	0.44 \$37,852	0.56 \$48,176	0.70 \$60,220	0.76 \$65,381	0.88 \$75,705	0.98 \$84,307	1.12 \$96,351	1.32 \$113,557	1.51 \$129,902
3	0.4 \$34,411	0.46 \$39,573	0.58 \$49,896	0.72 \$61,940	0.78 \$67,102	0.90 \$77,425	1.00 \$86,028	1.14 \$98,072	1.34 \$115,278	1.56 \$134,204
4	0.42 \$36,132	0.48 \$41,293	0.60 \$51,617	0.74 \$63,661	0.80 \$68,822	0.92 \$79,146	1.02 \$87,749	1.16 \$99,792	1.36 \$116,998	1.61 \$138,505
5	0.44 \$37,852	0.50 \$43,014	0.62 \$53,337	0.76 \$65,381	0.82 \$70,543	0.94 \$80,866	1.04 \$89,469	1.18 \$101,513	1.38 \$118,719	1.66 \$142,806
6	0.46 \$39,573	0.52 \$44,735	0.64 \$55,058	0.78 \$67,102	0.84 \$72,264	0.96 \$82,587	1.06 \$91,190	1.20 \$103,234	1.4 \$120,439	1.71 \$147,108
7	0.48 \$41,293	0.54 \$46,455	0.66 \$56,778	0.80 \$68,822	0.86 \$73,984	0.98 \$84,307	1.08 \$92,910	1.22 \$104,954	1.42 \$122,160	1.76 \$151,409

The indexed salary schedule is tied directly to the teachers’ salary schedule. The salary of the middle school principal at Step 7 is first determined by multiplying 1.5 times the highest salary of the teachers’ schedule. All other administrative salaries are percentages applied to the middle school principal Step 7 salary.

When an employee advances up from one column to the next, his/her salary will be based on the Step 1 index of the new column. The exception to this will be when an employee will receive a lesser index factor in the new position than in the previous position. In that situation, the employee will receive .02 index factor more than what was being received in the previous position. Example: An assistant principal at the high school at a Step 7 index factor (.90) becomes middle school principal. The middle school principal index factor given to him/her will be .92. When an employee moves down from one column to the next, his/her salary will be based on that new column’s index with his/her step movement continuing without interruption. An additional \$2,000.00 is added to the employee’s salary for a doctorate degree.

*** Column X 1.5 X Index

BUS DRIVERS

2015-2016

Years of Experience	Daily Rate	Daily Minimum	Yearly projected hours	Yearly Rate
1	\$14.00	4hrs	624	\$8,736.00
2	\$14.50	4hrs	624	\$9,048.00
3	\$15.00	4hrs	624	\$9,360.00
4	\$15.50	4hrs	624	\$9,672.00
5	\$16.00	4hrs	624	\$9,984.00
6	\$16.50	4hrs	624	\$10,296.00
7	\$17.00	4hrs	624	\$10,608.00
8	\$17.50	4hrs	624	\$10,920.00
9	\$18.00	4hrs	624	\$11,232.00
10	\$18.50	4hrs	624	\$11,544.00
11	\$19.00	4hrs	624	\$11,856.00
12	\$19.50	4hrs	624	\$12,168.00
13	\$20.00	4hrs	624	\$12,480.00
14	\$20.50	4hrs	624	\$12,792.00

Trip/Shop/Shuttle Rate = \$12.00

****Regular route drivers will be paid route pay for the time missed due to driving for school trips.

Example: A driver's afternoon route takes 2 hours, the first 2 hours of the trip will be paid at the hourly rate for driving the route. The remainder of the trip will be paid at the trip rate.

Sub Rate = RT - \$14.00, NRT - \$12.00

****Subs will be paid at the above rate for all work performed for the district

Assignment of Routes

****The district reserves the right to assign and reassign routes based on the needs of the district.

Current drivers will be given the opportunity to request consideration for "open routes", however, the district make the final determination. Seniority will be considered, but will not be the only factor in the final placement of drivers. Experience will be the determining factor when equally qualified candidates are present.

Cancellation of Trips/School

****If a trip/school is cancelled after the driver has reported for work, the driver will be guaranteed 2 hours at the appropriate rate. The driver may be required to perform work as determined by the district.

****At this time, this district does not foresee any changes to current benefits or practices related to transportation for the 2015-16

Pay Period

****The first 22 weekly hours worked will be applied toward the 624 projected hours, The remaining balance of hours will be paid during the following pay period. At the end of the school year, drivers will be compensated for any hours over or docked for any hours short of the 624 projected hours. Trip hours will be reconciled as route hours if a driver does not meet the 624 projected hours.

2016 B Policies

AFA: Data Collection

BBFA: Board Member Conflict of Interest and Financial Disclosure

CGC: State and Federal Programs Administration

DD: Grants

DID: Inventory Management

DIE: Audits

DJF: Purchasing

DJFA: Federal Programs and Projects

DLCA: Travel Expenses

GBCA: Staff Conflict of Interest

REFERENCE COPY

FILE: AFA
Basic

EXPLANATION: DATA REPORTING

This is a **NEW** policy for district consideration. Certain reports are listed as part of the Board secretary's duties in BCC. In addition, reports are referenced in GBEBA, IGDB, IL, JEA, JFCH, JFCJ and JHG.

In many districts, individuals other than the superintendent are responsible for submitting certain information. For example, the special education director is often responsible for reporting special education data, the food service director is responsible for data in the food service area and nurses are often responsible for student health data. MSBA encourages districts to customize this policy by identifying individuals other than the superintendent who are responsible for reporting.

MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.

	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

FILE: AFA
Basic

REFERENCE COPY

REFERENCE COPY

FILE: AFA
Basic

DATA REPORTING

Timely reporting of data to state and federal authorities is important to the administration of district programs. Unless otherwise specified in Board policy or administrative procedures, the superintendent is responsible for the timely and accurate reporting of data to the Department of Elementary and Secondary Education (DESE), the U.S. Department of Education or other agencies in accordance with the annual data acquisition calendar provided by DESE.

The superintendent will make a record of the date on which data was reported and the entity to which the data was reported and will provide a copy of all reports to the custodian of records.

Delegation of Responsibility

The superintendent may delegate reporting responsibility to other district staff as appropriate. Any person delegated reporting responsibilities will make a record of the date on which data was reported and the entity to which the data was reported; and will ensure that a copy of the report is provided to the custodian of records.

* * * * *

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

Adopted:

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

REFERENCE COPY

FILE: BBFA
Critical

EXPLANATION: BOARD MEMBER CONFLICT OF INTEREST AND FINANCIAL DISCLOSURE

Pursuant to new federal regulations governing the use of federal funds, currently referred to as the Uniform Grant Guidance (UGG), districts are required to adopt written procurement procedures by July 1, 2016, that conform to federal rules. MSBA has created new policy DJFA to meet this requirement, and a full explanation is included with that policy. MSBA has added language to this policy indicating that the provisions of policy DJFA and related procedures must be followed when federal funds are used.

MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.

X	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

FILE: BBFA
Critical

REFERENCE COPY

REFERENCE COPY

FILE: BBFA
Critical

BOARD MEMBER CONFLICT OF INTEREST AND FINANCIAL DISCLOSURE

All directors of the West Plains R-VII School District Board of Education shall adhere to the laws regarding conflict of interest and avoid situations where their decisions or actions in their capacity as Board members conflict with the mission of the district.

Purchases Involving Federal Funds

In addition to the requirements of this policy, Board members must follow the provisions of policy DJFA and related procedures and are also subject to the conflict of interest provisions of federal law.

Definitions

Business with Which a Board Member Is Associated – For the purposes of this policy:

1. A sole proprietorship owned by the Board member, his or her spouse or any dependent children in the Board member's custody;
2. A partnership or joint venture in which the Board member or his or her spouse is a partner, other than as a limited partner of a limited partnership, and any corporation or limited partnership in which the Board member is an officer or director or of which the Board member or his or her spouse or dependent children in the Board member's custody, whether singularly or collectively, own more than ten percent of the outstanding shares of any class of stock or partnership units; or
3. Any trust in which the Board member is the trustee or settlor or in which the Board member or his or her spouse or dependent children in his or her custody, whether singularly or collectively, are beneficiaries or holders of a reversionary interest of ten percent or more of the corpus of the trust.

Fourth Degree of Consanguinity or Affinity – Includes parents, grandparents, great-grandparents, great-great-grandparents, spouse, children, siblings, grandchildren, great-grandchildren, great-great-grandchildren, nieces, nephews, grand-nieces, grand-nephews, aunts, uncles, great-aunts, great-uncles, and first cousins by virtue of a blood relationship or marriage.

Special Monetary Benefit – Being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected.

Substantial Interest – A substantial interest exists when the Board member or his or her spouse or dependent children in his or her custody, either singularly or collectively, directly or indirectly:

1. Own(s) ten percent or more of any business entity; or
2. Own(s) an interest having a value of \$10,000 or more in any business entity; or
3. Receive(s) a salary, gratuity or other compensation or remuneration of \$5,000 or more from any individual, partnership, organization or association within any calendar year.

Sale, Rental or Lease of Personal Property (Property Other Than Real Estate)

No elected or appointed official of the district shall sell, rent or lease any personal property to the school district for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.

Sale, Rental or Lease of Real Property (Real Estate)

No elected or appointed official of the district shall perform a service or sell, rent or lease any real property to the school district for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice.

Employment

The district shall not employ Board members for compensation even on a substitute or part-time basis. The district will not accept applications of employment from Board members, consider Board members for employment or decide to employ Board members while they remain on the School Board. Board members may provide services on a volunteer basis.

Independent Contractor Services

No elected or appointed official of the district shall perform service as an independent contractor for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on

REFERENCE COPY

FILE: BBFA
Critical

a contract let or sale made after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.

Businesses That Employ Board Members

A Board member may participate in discussions and vote on motions for the district to do business with entities that employ the Board member as long as the business is not owned by the Board member and the Board member will not receive any financial benefit from the transaction. The Board member may need to submit a statement of interest as described below.

Statement of Interest

Before voting, Board members who have a substantial personal or private interest in a decision before the Board shall provide a written report of the nature of the interest to the Board secretary. The written statement will be recorded in the minutes. Board members who have disclosed the interest in a financial interest statement filed or amended prior to the vote will be in compliance with this requirement.

Self-Dealing

1. Board members may not act or refrain from acting by reason of any payment, offer to pay, promise to pay or receipt of anything of actual pecuniary value, whether received or not, to themselves or any third person. This includes a gift or campaign contribution made or received in relationship to or as a condition of the performance of an official act.
2. Board members shall not favorably act on any matter that is specifically designed to provide a special monetary benefit to them, their spouses or dependent children in their custody.
3. Board members will not use their decision-making authority for the purpose of obtaining a financial gain that materially enriches them, their spouses or dependent children in their custody by acting or refraining from acting for the purpose of coercing or extorting anything of actual pecuniary value.
4. Board members shall not offer, promote or advocate for a political appointment in exchange for anything of value to any political subdivision.
5. Board members will not accept gifts with a value in excess of \$100 from a vendor who does or is attempting to do business with the district.
6. A Board member will not attempt to directly or indirectly influence or vote on a decision when the Board member knows the result of the decision may be the acceptance by the

district of a service or the sale, rental or lease of property to the district and the Board member, his or her spouse, dependent children in his or her custody or any business with which the Board member is associated will benefit financially. If such a transaction is presented to the Board, the Board member will abstain and leave the room during any deliberation.

Use of Confidential Information

Board members shall not use or disclose confidential information obtained in the course of or by reason of their official capacities in any manner with intent to result in financial gain for themselves, their spouses, dependent children in their custody, any business with which the Board member is associated or any other person.

Even when there is no financial gain involved, failure to keep information confidential violates Board ethics and Board policy and could also violate state and federal law.

Nepotism

Board members shall not vote to employ or appoint any person who is related to them within the fourth degree by consanguinity or affinity. In the event that an individual is recommended for employment or appointment and the individual is related within the fourth degree to a Board member, the related Board member shall abstain from voting and shall leave the room during consideration of the question and the vote, unless the motion is part of a consent agenda and there is no discussion, in which case, the member need not leave the room but will refrain from voting.

For the purposes of this section, to "employ" includes hiring persons to be employees of the district and approving independent contractors who provide services to the district.

Financial Interest Statements

The West Plains R-VII School District Board of Education hereby adopts a policy establishing and making public its own method of disclosing financial interests of Board members, candidates and specified administrators, in accordance with law. Financial interest statements (also known as personal financial disclosure statements) as described below shall be filed with the Missouri Ethics Commission (MEC) and the West Plains R-VII School District Board of Education on or before May 1 for the preceding calendar year, unless the person filing is a Board candidate. Candidates must file their reports within 14 days after the last day to file for office. The reports will be made available for public inspection and copying during normal business hours.

REFERENCE COPY

FILE: BBFA
Critical

This portion of the policy dealing with the financial interest statement will be adopted in an open meeting every other year by September 15. A certified copy of this policy shall be sent to the MEC within ten days of adoption.

Board Member Disclosure

All School Board members and candidates for School Board will file the short-form version of the MEC's financial interest statement each year. This form is also known as the "Financial Disclosure Statement for Political Subdivisions." School Board members and candidates will report the following transactions if they occurred during the previous calendar year. If no such transactions occurred, the Board member or candidate will still file, but will mark the items as not applicable.

1. Each transaction in excess of \$500 per year between the district and the individual or any person related within the first degree by consanguinity or affinity to the individual. The statement does not need to include compensation received as an employee or payment of any tax, fee or penalty due the district and other transfers for no consideration to the district. The statement shall include the dates and identities of the parties in the transaction.

"First degree of consanguinity or affinity" includes parents, spouse or children by virtue of a blood relationship or marriage.

2. Each transaction in excess of \$500 between the district and any business entity in which the individual has a substantial interest. The statement does not need to include any payment of tax, fee or penalty due the district or payment for providing utility service to the district and other transfers for no consideration to the district. The statement shall include the dates and identities of the parties in the transactions.

Superintendent, Chief Purchasing Officer and General Counsel Disclosure

The superintendent, chief purchasing officer and general counsel, if employed full-time, will file the short-form version of the MEC's financial interest statement each year. This form is also known as the "Financial Disclosure Statement for Political Subdivisions." These employees will report the following transactions if they occurred during the previous calendar year. If no such transactions occurred, these employees will still file, but will mark the items as not applicable.

These employees will disclose in writing the information required in 1) and 2) above. In addition, these employees will disclose the following information for themselves, their spouses and dependent children in their custody:

1. The name and address of each employer from whom income of \$1,000 or more was received during the year covered by the statement.

2. The name and address of each sole proprietorship the individual owned.
3. The name, address and general nature of business conducted by each general partnership or joint venture in which he or she was a partner or participant.
4. The name and address of each partner or coparticipant in the partnership or joint venture unless the information is already filed with the secretary of state.
5. The name, address and general nature of business of any closely held corporation or limited partnership in which the individual owned ten percent or more of any class of the outstanding stock or limited partners' units.
6. The name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the individual owned two percent or more of any class of outstanding stock, limited partnership units or other equity interests.
7. The names and addresses of each corporation for which the individual served in the capacity of director, officer or receiver.

* * * * *

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

Readopted: 08/17/2004; 08/15/2006; 07/27/2010; 08/21/2012; 08/19/2014; 06/30/2015

Adopted: 08/20/2002

Revised: 12/20/2005; 08/19/2014;

Cross Refs: DA, Fiscal Responsibility
DD, Grants
DJF, Purchasing
DJFA, Federal Programs and Projects
FEF, Construction Contracts Bidding and Awards
GBCA, Staff Conflict of Interest
GBL, Personnel Records
GCD, Professional Staff Recruiting and Hiring

REFERENCE COPY

FILE: BBFA
Critical

GDC, Support Staff Recruiting and Hiring
JO, Student Records

Legal Refs: Mo. Const. art. VII, § 6
§§ 105.450 - .458, .461, -.462, .466, -.467, .472, .476 - .492, 162.261, .391,
168.126, 171.181, RSMo.
2 C.F.R. § 200.22, .23, .38, .92, .112, .113, .317, .318, .338
State v. Rhoads, 399 S.W.3d 905 (Mo.App.W.D. 2013)

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

REFERENCE COPY

FILE: CGC
Critical

EXPLANATION: STATE AND FEDERAL PROGRAMS ADMINISTRATION

Districts should **RESCIND** this policy. Relevant content has been revised and moved to the Federal Programs Administration section of new policy DJFA.

MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.

	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

FILE: CGC
Critical

REFERENCE COPY

REFERENCE COPY

FILE: CGC
Critical

~~STATE AND FEDERAL PROGRAMS ADMINISTRATION~~

The West Plains R-VII School District, with the approval of the Board, may operate various specially funded programs that must be administered in accordance with particular federal and/or state laws, regulations and other conditions for use of such funds. The Board of Education, through its approval of such programs and acceptance of funds, is ultimately responsible for them, even though many of the procedures governing the programs are established by other governmental agencies/departments.

The superintendent shall be the designated district official responsible for coordinating funded projects, administering programs and ensuring that the various departments operating these programs do so within the guidelines of the particular program. The Board requests that the administration keep accurate and separate records, as required by state and federal programs, to enable the district to verify program compliance and success.

In order to ensure that federal funds are used to provide services that are in addition to the regular services normally provided for children, the Board directs that the following fiscal requirements related to the expenditure of regular state and local funds be met for applicable federal programs:

- Current state and local spending will be maintained in those areas receiving federal programs funding.
- Services will be provided with state and local funds in areas receiving federal funding that are at least comparable to services provided in areas not receiving federal funding.
- Federal funding for applicable programs will be used to supplement the funds that would be made available from state and local sources and not to take the place of those funds.

* * * * *

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

Adopted: 07/28/1998

Cross Refs: DB, Annual Budget
DEA, Revenues from Tax Sources
IGBC, Parent/Family Involvement in Instruction and Other Programs
IGBCB, Programs for Migrant Students
IGBH, Programs for English Language Learners

FILE: CGC
Critical

REFERENCE COPY

~~Legal Refs: P.L. 99-272, The Consolidated Omnibus Budget Reconciliation Act~~
~~2 C.F.R. Part 200~~

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

REFERENCE COPY

FILE: DD
Basic

EXPLANATION: GRANTS

Pursuant to new federal regulations governing the use of federal funds, currently referred to as the Uniform Grant Guidance (UGG), districts are required to adopt written procurement, conflict of interest, and gratuity procedures by July 1, 2016, that conform to federal rules. MSBA has created a new policy to meet this requirement (policy DJFA) and modified this policy as well. A more detailed explanation is included with policy DJFA.

MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.

	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

FILE: DD
Basic

REFERENCE COPY

GRANTS

Application for Grants

The district directs the superintendent or designee to pursue all grants and other alternative sources of funds, goods and services that are consistent with the district's goals and educational strategies and that will enhance the educational offerings of the district.

All grants must:

- ➔ 1. Be based on a specific set of internal objectives that relate to the established goals and objectives of the district.
- ➔ 2. Provide measures for evaluating whether project objectives are being or have been achieved.
- ➔ 3. Conform to state and federal laws and to the policies of the Board in the execution of the project.

All grant proposals shall be approved by the Board before being submitted to the funding agency regardless of the amount of funding involved. Before a grant application is presented to the Board, the superintendent or designee will determine whether the district has the appropriate staff to support the grant project and to maintain accurate records required by the granting entity, as well as adequate resources if matching funds are required.

All grants that involve district property, students or personnel in their capacity as employees are considered district grants and are subject to the requirements of this policy. No individual will use grant proceeds in the district without district permission.

Administration of Grants

Every grant involving the district must have a designated contact for the grant who is an employee of the district to **The superintendent must designate a district employee as the grant contact for any grant involving the district. The designated grant contact will** oversee grant activity and ensure that the appropriate records, evaluations and procedures are used.

All grant funds received must be deposited in district accounts. District policies regarding purchasing, expenditure of funds and employment will be followed when expending grant funds. Staff positions created through grant funding will be filled pursuant to Board policy.

FILE: DD
Basic

REFERENCE COPY

The district will keep accurate records of all grant expenditures for each grant. An annual report will be provided to the superintendent or designee on the status of the grant programs, participation in the programs and the success of the programs.

Federal Grants

Grants that fund federal programs will be implemented in accordance with the provisions of Board purchasing policies DJF and DJFA, and their accompanying procedures, and Board conflict of interest policies BBFA and GBCA.

* * * * *

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

Adopted: 03/16/2004

Revised:

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure
GBCA, Staff Conflict of Interest
GCD, Professional Staff Recruiting and Hiring
GDC, Support Staff Recruiting and Hiring

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

REFERENCE COPY

FILE: DID
Critical

EXPLANATION: INVENTORY MANAGEMENT

This is a NEW policy. In addition to the other written policies and procedures required by the new federal Uniform Grant Guidance (UGG), school districts must have written procedures for tracking and using equipment purchased with federal funds. While the requirement for a procedure was not in the original implementation guidance, it was part of the most recent training materials. As a result, auditors from DESE Federal Programs are requiring that districts have an inventory management policy. Because of the procedural nature of this subject, MSBA has created both this policy and procedure DID-AP1.

Many districts may already have an inventory policy; however, the UGG requires the policy to include specific provisions that are unlikely to be in an older version.

MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.

	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

FILE: DID
Critical

REFERENCE COPY

REFERENCE COPY

FILE: DID
Critical

INVENTORY MANAGEMENT

The West Plains R-VII School District will purchase property, such as equipment and supplies, to further the district's education mission as needed. The superintendent or designee will create procedures to prevent excessive, duplicative or unnecessary purchases and to properly track, maintain and dispose of property as required by law and in accordance with sound business practices.

Inventory

The superintendent or designee shall maintain one master inventory list of district equipment. Equipment will be added to the master inventory list at the time of purchase. The superintendent may require principals to maintain current inventories of equipment and other property in their buildings, but all building-level inventories must be provided to the superintendent or designee for inclusion in the master inventory. The superintendent or designee will ensure that a physical inventory of all equipment is completed and the results reconciled with equipment documentation at least every two years.

Use and Maintenance

All programs, buildings and departments are directed to work together to ensure that district property is used to the maximum benefit of the students. Any disputes regarding the use of district equipment will be settled by the superintendent.

Equipment and supplies purchased with district funds are to be used for district purposes. Personal or other uses are prohibited unless otherwise authorized by district policies or procedures. District equipment and supplies will remain on district property and will not be removed unless it is for a district purpose and the removal has been authorized by the superintendent or designee or the employee's supervisor.

Equipment purchased with federal funds will be used first for the program or project for which it was purchased. When the equipment is not needed, the district may use it for other district programs or purposes in accordance with federal law and district procedures.

All district employees are required to care for, protect and properly use district equipment and supplies to minimize damage, waste and replacement costs. The superintendent or designee will schedule maintenance when recommended by the manufacturer and will arrange for repairs, rather than replacement of equipment, when it is practically and economically more beneficial to the district than replacing the equipment.

FILE: DID
Critical

REFERENCE COPY

Loss, Damage and Theft

The superintendent or designee will establish controls to prevent the loss, damage or theft of equipment and supplies and will develop procedures to ensure that equipment is properly stored and maintained. All district employees must report missing or damaged equipment and supplies to their supervisors as soon as they become aware that equipment is missing or damaged. All reports of missing or damaged equipment will be investigated.

Disposition

All property no longer of use to the district will be disposed of in accordance with state and federal law, Board policy DN and procedure DN-AP1.

* * * * *

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

Adopted:

Revised:

Cross Refs: ECA, Buildings and Grounds Security

Legal Refs: 2 C.F.R. 200.33, .313(d)

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

REFERENCE COPY

FILE: DIE
Critical

EXPLANATION: AUDITS

The Department of Elementary and Secondary Education (DESE) has revised 5 C.S.R. 30-4.030, its regulation regarding school district audits. This policy was revised to comply with that new regulation. To view the new regulation, go to:

<http://s1.sos.mo.gov/cmsimages/adrules/csr/current/5csr/5c30-4.pdf>.

In addition, MSBA has made the following revisions:

1. The DESE regulation prohibits auditors who have been suspended or debarred from doing business with the federal government from conducting an audit of federal funds. MSBA has expanded this expectation to apply to audits of any district funds, not just federal funds. MSBA has also adopted for all district auditors the federal requirement that prohibits the district from using auditors who have been debarred from doing business with the state.

2. MSBA has clarified the district's obligations to provide information to the public regarding the district's audit. Specifically, § 165.121, RSMo., requires the district to publish a summary of the audit that includes the following:

- (1) A summary statement of fund balances and receipts and disbursements by major classifications of each fund and all funds;
- (2) A summary statement of the scope of the audit examination; and
- (3) The auditor's opinion on the financial statements included in the audit report.

The summary must be "published once in a newspaper within the county in which all or a part of the district is located which has general circulation within the district. . . ." If there is no newspaper that meets this criteria, the district is required to post the summary in at least five public places within the district. The summary must state where the public may go to view the full audit report. MSBA has assumed that most districts would direct the public to the superintendent's office.

3. The DESE regulation states: "Audit services should be competitively bid in accordance with district procurement policy." However, the regulation does not state how frequently audit services should be bid. MSBA recommends that auditing services be bid at least every three years to ensure that the district is using the most qualified auditor available. MSBA also recommends that districts change auditors periodically to obtain new perspectives regarding district accounting methods and asset management. That said, some districts prefer to bid

FILE: DIE
Critical

REFERENCE COPY

auditing services less frequently. For that reason, MSBA has removed the three-year limitation.

MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.

	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

REFERENCE COPY

FILE: DIE
Critical

AUDITS

The assets of the West Plains R-VII School District will be professionally and transparently managed in accordance with law and the high expectations of the Board and the community. The superintendent or designee will ensure that the district's financial statements accurately reflect the district's financial position and that all applicable state and federal laws are followed.

The West Plains R-VII School District district will retain an independent auditor at the close of each fiscal year for the purpose of auditing and making necessary reports to the Board of Education, and the Missouri Department of Elementary and Secondary Education (DESE) and the federal government. The Board directs all district employees to cooperate with and assist the auditor so that the Board may obtain a fair and accurate report.

The cost of the audit and reports shall be paid from the incidental fund of the district.

Auditor Selection

The Board will procure the services of the independent auditor by competitive bid pursuant to Board policy. The independent auditor must hold a current permit to practice public accounting in the state of Missouri and must meet the requirements for continuing education and peer review as defined by the Missouri State Board of Accountancy and *Government Auditing Standards*. The district will request a copy of the audit organization's peer review report. The independent auditor cannot be suspended or debarred from doing business with the state or federal government. All subcontractors must also meet these requirements. Selection of the independent auditor will be by competitive bid every three years pursuant to Board policy.

Scope of Audit

All requests for audit services will clearly identify the scope of the audit.

The audit shall be made in accordance with generally accepted auditing standards, government auditing standards, federal audit standards, and DESE audit guidelines. The superintendent shall arrange with the independent auditor for an audit examination ("audit") of all. Minimally, the audit will include the district's General, Special Revenue, Debt Service and Capital Projects funds; fiduciary funds; proprietary funds; and component units, unless a component unit issues its own audited financial statements. All financial, transportation, food service and attendance records of the district; will be audited in accordance with state law. The cost of the audit and reports shall be paid from the incidental fund of the district. Confidential and privileged communications between the district and its auditor, including all auditor work products, are hereby closed to the extent permitted by state law.

REFERENCE COPY

The audit shall be made in accordance with generally accepted auditing standards, to include such reviews and tests of the accounting system, books and records, and other underlying data as are necessary to come to an informed opinion as to the financial affairs of the West Plains R-VII School District. The audit will include reviews and tests of the accounting system, books and records, and other underlying data as necessary to reach an informed opinion on the financial affairs of the district.

The auditor will give an opinion on the fairness of presentation of the district's financial statements and will review the financial operations systems of internal control and compliance with law. The Board may expand the scope of the audit to include an examination of a specific district program, fund or process or to require a more comprehensive audit than is required by law.

Audit of Federal Funds

The district will conduct audits of federal awards and federal funds as directed by the Board and in accordance with law and the requirements of the agency awarding the funding.

Audit Report

The audit report shall meet the requirements of state and federal law.

The independent auditor shall provide a copy of the audit report to each member of the Board and the superintendent. The superintendent is responsible for furnishing a copy to DESE no later than December 31 and for filing copies of the audit with other authorities as required. Once the audit report is final, the Board will vote by motion or resolution to approve the audit report, and the Board secretary will sign a copy of the final approved motion or resolution verifying that the final report has been approved. The Board delegates to the superintendent or designee the responsibility for transmitting to DESE on behalf of the Board a copy of the final audit report, the related management letter if prepared by the auditor, and a copy of the final, approved and signed Board minutes or Board resolution approving the audit report. These materials must be submitted electronically in the manner directed by DESE no later than December 31 each year.

Within 30 days of receipt of the audit report, the Board of Education shall prepare a summary of the report and publish it in accordance with state law.

Audit of Federal Funds

If the district expends a total amount of federal awards equal to or in excess of the amount specified by the Office of Management and Budget in any fiscal year, the district shall conduct a single audit or a program-specific audit for that fiscal year in accordance with federal law. If the district is not

REFERENCE COPY

FILE: DIE
Critical

required to perform a single or program-specific audit, the programs will be included in the district's general audit.

Public Access and Publication

The final audit report is an open record, and any member of the public may request to inspect or copy the report. Confidential and privileged communications between the district and its auditor, including all auditor work product, are closed to the extent permitted by law.

Within 30 days of receipt of the final audit report, the superintendent or designee, on behalf of the Board, shall prepare a summary of the report and publish it in a qualifying newspaper or by other means allowed by law. The publication shall state that the audit report is available in the superintendent's office for inspection.

Response to Audit

All recommendations of the auditor will be taken seriously and will be implemented as appropriate. The superintendent or designee is directed to resolve any questions or discrepancies disclosed by the audit and must provide a full report of the resolution to the Board.

If the district receives an audit with a disclaimer of opinion, the district shall institute corrective measures immediately to ensure that subsequent audits do not contain a disclaimer. If fraud or embezzlement is discovered during the course of an audit, the superintendent or designee will notify DESE. If the superintendent or designee is implicated in the suspected fraud or embezzlement, the Board president will notify DESE.

* * * * *

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

Adopted: 06/20/2000

Revised: 04/20/2010;

Cross Refs: BDC, Closed Meetings, Records and Votes
KB, Public Information Program

FILE: DIE
Critical

REFERENCE COPY

Legal Refs: §§ 163.021, .081, 165.111, .121, 610.021(17), RSMo.
5 C.S.R. 30-4.030
Single Audit Act, 31 U.S.C. §§ 7501 - 7507
2 C.F.R. Part 200

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

REFERENCE COPY

FILE: DJF
Critical

EXPLANATION: PURCHASING

Pursuant to new federal regulations governing the use of federal funds, currently referred to as the Uniform Grant Guidance (UGG), districts are required to adopt written procurement procedures by July 1, 2016, that conform to federal rules. MSBA has created a new policy to meet this requirement (DJFA) and modified this policy as well.

While the federal requirements only apply to programs or projects that use federal funds, MSBA has applied some federal requirements to all purchases made by the district regardless of the funding source because they are sound practices. Specifically, in policy DJF, MSBA has:

1. Added a statement clarifying that the district's purchasing policy applies to all purchases of supplies, equipment and services. This was already included in the policy, but it is now more prominent.
2. Removed the option to use debarred or suspended providers. Federal rules prohibit the use of debarred or suspended providers.
3. Added a statement assuring full and open competition.
4. Added a statement regarding contractor integrity.

MSBA has also changed the trigger cost for competitive purchasing from \$3,000 to \$3,500 to align with the federal definition of a micro-purchase.

MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.

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	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

FILE: DJF
Critical

REFERENCE COPY

REFERENCE COPY

FILE: DJF
Critical

PURCHASING

The purpose of this policy and any related administrative procedures is to ensure that all purchases of supplies, equipment and services are made in compliance with state and federal law and good business practices. The Board recognizes the importance of a sound fiscal management program and expects district staff to maximize the resources available for the district's educational program and to be good stewards of public funds by exercising fair, competitive purchasing practices. The district will respect its financial obligations and will also require that providers meet their obligations to provide quality products and services in a timely manner to the district. All purchasing will be conducted in a manner that provides full and open competition consistent with the standards of state and federal law.

All funds deposited with the district, regardless of source, are considered district funds and are subject to this policy. No contract will be entered into or bill paid without the proper documentation and without an affirmative vote from a majority of the whole Board. Purchases that may exceed \$25,000 must have prior Board approval unless this policy's emergency provisions are applicable.

The Board encourages district staff to purchase products manufactured, assembled or produced in the United States.

Purchasing Supervision

The chief financial officer will serve as the district's purchasing officer or will designate a purchasing officer. The purchasing officer will supervise district purchases of products and services and may authorize purchases on behalf of the district that comply with the Board-adopted budget and this policy.

The superintendent, in consultation with the purchasing officer, shall develop procedures to implement this policy in a manner that will meet the district's needs while protecting the district's resources. These procedures will comply with all applicable laws and will centralize and provide oversight of all purchasing decisions.

Competitive Purchasing

District staff will research all purchases and compare prices prior to making decisions regarding the expenditure of district funds, unless a purchase is covered by an exception pursuant to this policy. Employees are expected to contact multiple providers before making a decision regarding purchases under ~~\$3,000~~ 3,500. Purchases of ~~\$3,000~~ 3,500 or more will be competitively bid, and sealed bids will be required for purchases that may exceed \$15,000.

The district will select the lowest or best bid. The district reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price.

The district will only award contracts to responsible contractors possessing the ability to perform successfully under the terms and conditions detailed by the district. Among other factors detailed in the bid specifications, consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

When the purchasing officer determines that ~~the purchase requires competitive negotiations~~ it is in the best interest of the district, products or services may be purchased by competitive negotiations or proposals rather than competitive bids. Likewise, the superintendent, in consultation with the purchasing officer, is directed to create procedures that allow the district to benefit from cooperative purchasing and address unusual situations such as purchasing when there is a single feasible source for the purchase. The superintendent is also directed to create a process whereby authorized providers are selected for frequent purchases, while still monitoring the competitiveness of these providers.

Purchases Involving Federal Funds

In addition to the requirements of this policy and the accompanying procedure, when federal funds are used the provisions of policy DJFA and related procedures must be followed.

Emergency Situations

Unless ~~otherwise required~~ prohibited by law, the superintendent may waive the requirement for competitive bids or proposals when he or she has determined that there exists a threat to life, property, public health or public safety or when immediate expenditure is necessary in order to protect against further loss of or damage to property, or to prevent or minimize a serious disruption in services. Emergency purchases shall be made with as much competition as is practical under the circumstances and will only be utilized for purchases that are necessary to alleviate the emergency.

Debarred or Suspended Providers

The district will not do business with providers who have been suspended or debarred on a state or federal level ~~unless the superintendent authorizes the transaction and provides the Board with written justification~~. District employees are directed to verify that selected providers are in good standing before making a purchasing decision.

REFERENCE COPY

FILE: DJF
Critical

Confidentiality

Sealed bids and related documents will be kept confidential until bids are opened. District staff will not disclose offers, bids or price quotations to competitors except as necessary to conduct negotiations beneficial to the district or as required by law. All contract negotiations and related documents are considered closed until a contract is executed or all proposals are rejected.

Credit and Purchasing Cards

Authorized district employees and Board members may use credit cards or purchasing cards issued to the district to make purchases for the district or to pay for reasonable travel expenses incurred when performing job duties. Employees and Board members will not use these cards to circumvent the bidding and purchasing requirements established by law and Board policy. All purchases made using district cards must be attributed to the appropriate budget code and must conform to the Board-adopted budget.

The district will use purchasing cards instead of credit cards to the extent feasible. Unless otherwise authorized by the Board, only the superintendent and the purchasing officer will have access to a district credit card, and the Board will set the amounts that may be charged to those cards.

The Board will approve which employee positions will be issued district purchasing cards and the limitations on the cards. The superintendent, in consultation with the purchasing officer, will annually review and revise the list of persons receiving district cards and the limitations on those cards. The annual review will ensure that only the employees who appropriately utilize the cards have access to them, and that the limitations on the cards do not exceed the amounts of the projected expenditures to be made with the cards. The Board will annually approve all modifications prior to implementation.

The Board may authorize the issuance of purchasing cards to Board members in the same manner that they are issued to employees. Board members who choose to use a district purchasing card are subject to the same policies and procedures as district employees. The superintendent is directed to notify the Board president if any Board member fails to follow district policies and procedures regarding purchasing card usage, and the Board member's usage may be temporarily suspended by the Board president until the issue is presented to the full Board. If the Board member in question is the president, or if the president is not available, the vice president will act as president in the matter.

Any employee or Board member using a district card shall sign a card usage agreement and will receive training on applicable procedures for card use. District employees and Board members issued a card must provide documentation, such as receipts and applicable budget codes, justifying expenditures. The purchasing officer will examine all documentation prior to payment and will

notify the superintendent or designee immediately if any purchase was made in violation of law or district policies or procedures.

All employees and Board members issued a district card must take all reasonable measures to protect the cards against damage, loss, theft or misuse. Any damage, loss, theft or misuse of the card must be reported to the superintendent immediately. No person may use the card other than the authorized employee or Board member to whom the card was issued. District employees and Board members will surrender all cards upon completion of their employment or term with the district or upon demand by the district.

Prohibited Activity and Reporting Requirements

The district expects all staff members to comply with the letter and intent of all district policies and procedures regarding purchasing. Under no circumstances may employees use district funds to make unauthorized or personal purchases. Staff members may not artificially divide purchases to avoid bidding requirements or design bid specifications to favor a particular provider.

All district employees must report suspected fraud, theft or misuse of district funds to the superintendent or purchasing officer immediately. District employees may be disciplined or terminated from employment for failing to follow Board policy or district procedures and for any misuse of district resources, including district **credit and purchasing** cards.

The superintendent or purchasing officer will contact law enforcement and file a report or sign a complaint on behalf of the district in situations where a crime may have occurred.

* * * * *

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

Adopted: 10/16/2001

Revised: 03/16/2004; 12/19/2006; 04/20/2010;

Cross Refs: ADF, District Wellness Program
BBFA, Board Member Conflict of Interest and Financial Disclosure
FEB, Selection of Architectural, Engineering and Land Surveying Services
FEC, Selection of Construction Management Services

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FEF, Construction Contracts Bidding and Awards
GBCA, Staff Conflict of Interest

Legal Refs: §§ 8.285 - .291, .675 - .687, 34.073 - .080, .350 - .359, .375, 105.458, 162.301,
170.041, 171.181, 177.082 - .086, 285.530, 292.675, 393.310, 432.070 - .080,
RSMo.
5 C.S.R. 30-4.030, 680.010
2 C.F.R. §§ 200.317 - .322
7 C.F.R. §§ 210.16, .21, 220.16
40 C.F.R. Part 247
47 C.F.R. § 54.503
Mercantile Bank of Illinois v. School Dist. of Osceola, 834 S.W.2d 737 (1992)

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

REFERENCE COPY

FILE: DJFA
Critical

EXPLANATION: FEDERAL PROGRAMS AND PROJECTS

MSBA created this NEW policy to comply with new regulations governing the receipt of federal funds, currently referred to as the Uniform Grant Guidance (UGG). School districts must adopt written procedures on procurement, conflict of interest and the acceptance of gratuities by July 1, 2016. MSBA has created this policy in order to satisfy this requirement. Because the law sets specific limitations on Board members, MSBA has included this requirement in policy rather than an administrative procedure. MSBA has moved relevant, revised content from policy CGC to the Federal Programs Administration section of this policy. Districts should now rescind policy CGC.

Procurement

Federal rules require that, when procuring property and services under a federal award, the district use "its own documented procurement procedures, which reflect applicable state, local and tribal laws and regulations, *provided that the procurements conform to applicable Federal law. . . .*" When using federal funds, districts must adhere to the Board's purchasing policy (MSBA policy DJF), administrative procedures (MSBA procedure DJF-AP1), state law and federal law.

DJF and DJF-AP1 already incorporate state law, so MSBA has developed this policy to address the specific federal laws that apply. DJF and DJF-AP1 have been modified as well to include some of the more generic federal requirements. See the explanations on DJF and DJF-AP1 in this update for more information. The district may choose not to apply these changes to purchases other than for federal programs.

This new policy includes the following federal requirements:

1. Pursuant to federal regulations, districts must take steps to use small and minority businesses as well as women's business enterprises. This provision is legally required.
2. Federal regulations also require the district to use firms located in Labor Surplus Areas (LSAs) when possible. An LSA is a civil jurisdiction that has a civilian average annual unemployment rate during the previous two calendar years of 20 percent or more above the average annual civilian unemployment rate for all states during the same 24-month reference period. Only official unemployment estimates provided to the Employment and Training Administration (ETA) by the Bureau of Labor Statistics are used in making these classifications. The average unemployment rate for all states includes data for the Commonwealth of Puerto Rico. The basic LSA classification criteria include a "floor unemployment rate." A civil jurisdiction must have an

unemployment rate of six percent or higher to be classified as an LSA and a "ceiling unemployment rate" (10 percent). Any civil jurisdiction that has an unemployment rate of ten percent or higher is classified as an LSA. The ETA is responsible for annually designating LSAs. The following counties in Missouri are LSAs for the 2016 federal fiscal year: Camden, Carter, Douglas, Dunklin, Hickory, Iron, Jackson, Laclede, Linn, Morgan, Ozark, Pemiscot, Reynolds, Ripley, Shannon, Stone, Taney and Washington.

3. The district must adhere to certain environmental rules when using federal funds. These include using a solid waste management service that maximizes resource recovery, purchasing items made with recycled materials and using recovered materials.
4. Bid specifications must be accurate and cannot be written in such a way as to favor one contractor over another.
5. Contractors who assist the district in preparing bid specifications or Request for Proposal (RFP) content are not permitted to bid on the contract.
6. One of the federally required items is about handling "contractual and administrative issues" arising out of procurement. Specifically, the regulation states that the district "alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual administrative issues arising out of procurement." While the federal regulation is not specific, this language may be an attempt to remind districts that the federal or state awarding agency is not responsible for disputes between the district and its contractors.

The regulations include the following provisions that do not appear to be required. For this reason, MSBA has chosen to make these practices optional. The regulations encourage, but do not require, the district to:

1. Include a value engineering clause in construction contracts. Value engineering is a systematic method for analyzing the costs of various contract provisions, with the goal of making sure that each part of a project provides value at the lowest price.
2. Use federal surplus property.

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Conflict of Interest

MSBA currently provides districts with model conflict of interest policies based on Missouri conflict of interest laws—see MSBA policies BBFA and GBCA. The conflict of interest rules adopted by the federal government do not align well with Missouri law. For this reason, MSBA has chosen to address this requirement in a separate policy. Missouri conflict of interest rules are still applicable to all district transactions; however, where the federal rule is more restrictive, the federal rule must be followed.

1. Specifically, federal regulation 2 C.F.R. § 200.112 requires school districts that receive federal grants to disclose any potential conflict of interest to the federal awarding agency or a pass-through entity in accordance with the adopted policies of the federal agency. The source for most federal awards in Missouri is the U.S. Department of Education (ED), and the Missouri Department of Elementary and Secondary Education (DESE) is the pass-through entity; however, districts may receive awards from other federal agencies. For example, many districts have received funding for safe rooms and tornado shelters from the Federal Emergency Management Agency (FEMA). The pass-through entity for those awards was the State Emergency Management Agency (SEMA). ED and FEMA may have adopted different policies governing how conflicts will be reported. Because the federal law requires Board members, employees and agents of the district to report potential conflicts of interest (as defined in this new policy) to these entities, districts need to be familiar with how these agencies want to receive such reports.
2. A second regulation, 2 C.F.R. § 200.318 requires that schools maintain "written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award or administrations of contracts" funded by federal awards. The regulation specifically states that:

. . . no employee, officer or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary

actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

Please note that § 200.112 does not define what constitutes a conflict of interest, but § 200.318 does. It is not clear how these two sections of the regulations interact. The first addresses "potential conflicts" and the second prohibits participation by anyone with "a real or apparent" conflict. MSBA is taking the position that a "potential conflict" is the same as an "apparent conflict" and is using the same definition for both the reporting requirements in § 200.112 and the exclusion from participation requirements in § 200.318.

- 3. The conflict of interest definition uses the terms "immediate family" and "partner" without explanation as to what constitutes immediate family or whether the reference to partner is a domestic or business partner. Because MSBA could not find any definitive guidance on whether the rule was intended to impact business or domestic partners, MSBA has taken the conservative position that the intention was to include both. Therefore, the definition of immediate family created by MSBA includes specific family members as well as others living in the household of the employee, officer or agent, which would include domestic partners.**
- 4. The federal definition of conflict of interest allows for exclusions in situations where a financial interest is not "substantial." In addition, the federal law allows for exclusions in situations where a gift is unsolicited and is of "nominal" value. Unfortunately, the federal regulations do not define what constitutes a "nominal" gift, nor do they explain when a financial interest is not substantial. In MSBA's standard policies BBFA and GBCA, MSBA included language that would allow Board members and employees to accept gifts of up to \$100 from vendors. However, DESE has informed MSBA that this amount is too high to satisfy the federal requirements for purchases involving federal funds. Therefore, MSBA has defined \$25 as a nominal or not substantial amount based on the internal policy adopted by DESE.**

The regulations require the district to include a discipline provision for those who violate the provisions of these conflict of interest rules. Actions that violate federal standards may not violate state standards, so MSBA has included a variety of consequences for districts to use.

- 5. Regulation 2 C.F.R § 200.113 requires districts to "disclose, in a timely manner, in writing, to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery or gratuity violations potentially affecting the federal award." Failure to make these disclosures may result in a reduction or loss of funding. MSBA has included this requirement in the "Consequences" section.**

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Because the district may be reporting suspected criminal activity, MSBA is recommending the district consult with counsel before making the report.

MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.

	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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FEDERAL PROGRAMS AND PROJECTS

The purpose of this policy is to ensure that federally funded programs and projects in the district are administered in accordance with federal laws. Specifically, this policy governs all purchases of goods and services using federal funds and reflects federal conflict of interest rules applicable to Board members, employees and agents involved with the selection of contractors and the approval and administration of contracts for federal programs and projects.

Definitions

Agent – A person or entity acting on behalf of the district who is not an employee of the district.

Contract – As used in this policy, a legal instrument by which the district purchases property or services needed to carry out a program or project funded by a federal award.

Contractor – A person or entity with which the district has an executed contract to carry out a federal program or project. A contractor does not include an entity with which the district contracts that received a federal award or subaward directly from a federal or state agency.

Gratuity – A favor, gift or anything of monetary value.

Immediate Family – A spouse or dependent child of a Board member, employee or agent or any person living in the household of a Board member, employee or agent.

Labor Surplus Area (LSA) Firm – A business located in a civil jurisdiction, such as a county or city, which is designated as an LSA by the U.S. Department of Labor's Employment and Training Administration.

Real, Apparent or Potential Conflict of Interest – A situation in which a Board member, employee or agent; any member of a Board member's, employee's or agent's immediate family; any business partner of a Board member, employee or agent; or any organization that employs or is about to employ a Board member, employee or agent has a financial or other interest in a firm the district is considering contracting with or would receive a tangible personal benefit from a firm considered by the district for contracting. A financial interest does not exist if the value of the interest is less than \$25.

Federal Programs Administration

The superintendent shall be responsible for coordinating and administering federally funded programs and projects. The superintendent will ensure that the various departments operating these programs and projects do so in accordance with the requirements of the federal award and keep

accurate and separate records, as required by Board policy and in accordance with administrative procedures. The superintendent may delegate one or more of his or her duties to appropriate employees.

If the superintendent is not the purchasing officer for the district, the superintendent will work with the purchasing officer to ensure that goods and services purchased through federal awards comply with state and federal requirements.

Procurement

In addition to following the requirements of state law, Board policy and district procedures, the purchasing officer will ensure that all supplies, equipment and services purchased with federal funds are purchased in accordance with federal law. No purchase will be made unless the purchase was authorized in the approved budget for administration of the grant. Every purchase will be identified in district accounts in accordance with the federal program under which the purchase was made.

Bids and Requests for Proposals

Bid specifications and requests for proposals will include a clear and accurate description of the technical requirements for the material, product or service desired and will identify all requirements and all other factors that will be used in evaluating bids or proposals.

Bid specifications will not contain features that unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used to define the performance or other requirements. The specific features of the named brand that must be met must be clearly stated.

Pursuant to federal law, the district will not use local or state purchasing preferences when purchasing goods or services related to a federal contract.

Contractors who develop or draft specification requirements, statements of work or invitations for bids or requests for proposals for the district must be excluded from bidding on the project.

In addition to the purchasing preferences required or permitted pursuant to state law, when making purchases with federal funds the district will:

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1. Take all necessary affirmative steps to ensure that small businesses, minority businesses, women's business enterprises and LSA firms are used when possible. To that end, the district will:
 - ▶ Place qualified small businesses, minority businesses and women's business enterprises on solicitation lists.
 - ▶ Solicit bids from small businesses, minority businesses and women's business enterprises when they are potential sources.
 - ▶ Divide total project requirements into smaller tasks or quantities, when economically feasible, to permit maximum participation by small businesses, minority businesses and women's business enterprises. This provision shall not be used to artificially divide purchases to avoid bidding requirements or design bid specifications to favor a particular provider.
 - ▶ When conducive with the program or project, establish performance and delivery schedules that encourage small businesses, minority businesses and women's business enterprises to participate.
2. Purchase only items that contain the highest practicable percentage of recovered materials, as defined by the Environmental Protection Agency (EPA), consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000.
3. Use solid waste management services in a manner that maximizes energy and resource recovery.

The purchasing officer or designee may search state and federal surplus property offerings to determine whether any items the district needs are available at a lower cost without sacrificing quality.

Contracts

When making purchases using federal funds, the district will not use a time and materials contract unless there is a determination that no other contract is suitable and the district includes a ceiling price and oversees the project to ensure efficiency.

The district may use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions.

The purchasing officer or designee will resolve contract and procurement disputes in accordance with good administrative practice and sound business judgment. The purchasing officer is authorized to contact the district's legal counsel for assistance in resolving disputes.

Conflict of Interest

In addition to acting in accordance with Missouri laws governing conflicts of interest and financial disclosures, Board members, employees and agents participating in the procurement of property and services using federal funds must comply with federal requirements. In cases where federal requirements are more restrictive than state requirements, federal requirements will be followed.

1. Board members, employees and agents who are or may be involved in the selection, award or administration of a contract supported by a federal award will submit, in writing, any real, apparent or potential conflict of interest to the superintendent or designee or the Board secretary. The recipient of the report will forward any disclosures to the awarding state or federal agency in accordance with the reporting policy of the agency.
2. No Board member, employee or agent will participate in the selection, award or administration of a contract supported by a federal award if he or she has a real, apparent or potential conflict of interest.
3. Board members, employees and agents will not solicit or accept gratuities, favors or anything of monetary value from contractors, parties to subcontracts or any vendor who is attempting to be a contractor for a federal program or project, but may accept unsolicited gifts of nominal value. For the purposes of this policy, a gift of nominal value is defined as an unsolicited gift of \$25 or less.

Consequences

Board members, employees and agents are required to immediately report any violation of this policy to the superintendent or Board president. In accordance with federal law, Board members, employees and agents will, within five days of the violation, report all violations of federal criminal law involving fraud, bribery or a gratuity violation potentially affecting the federal award, even if no charges have been filed, to the superintendent, designee or Board president. The superintendent, designee or Board president will submit information about the violation to the federal awarding entity and will contact the district's attorney for assistance in making that report. See 2 C.F.R. § 200.113.

Board members who violate the provisions of this policy will be prohibited from holding a Board office or representing the full Board, as an official spokesperson or otherwise, in the community unless excused by the Board. Employees who violate this policy will be disciplined or terminated,

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and the district will reconsider and potentially end business relationships with agents who violate this policy. In addition, violations of this policy or the laws it references may be reported to law enforcement, the Missouri Ethics Commission, the Attorney General's Office or DESE and other applicable funding agencies.

* * * * *

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

Adopted:

Revised:

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure
GBCA, Staff Conflict of Interest
IGBC, Parent/Family Involvement in Instructional and Other Programs
IGBCB, Programs for Migrant Students
IGBH, Programs for English Language Learners

Legal Refs: §§ 8.285 - .291, .675 - .687, 34.073 - .080, .350 - .359, .375, 105.450 - .458, 162.301, 170.041, 171.181, 177.082 - .086, 285.530, 292.675, 393.310, 432.070 - .080, RSMo.
5 C.S.R. 30-4.030, 680.010
2 C.F.R. § 200.22, .23, .38, .92, 112, .113, .317, .318, .338
7 C.F.R. §§ 210.16, .21, 220.16
40 C.F.R. Part 247
47 C.F.R. § 54.503

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

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FILE: DLCA
Critical

EXPLANATION: TRAVEL EXPENSES

MSBA has been informed that representatives from the Missouri Department of Elementary and Secondary Education (DESE) who are currently auditing federal programs have noted that MSBA's model travel policy, DLCA, does not address reimbursement for costs of relocation of employees. Federal regulations do not specifically require a written procedure; however, guidance from the federal government now advises districts to address relocation in the travel policy.

Actually, federal regulations do allow recipients of federal funds to use those funds to cover the necessary and reasonable expenses of employee relocation for a period of at least 12 months when necessary to administer federal programs or projects. Federal funds may only be used to reimburse employees for relocation expenses in the same manner and to the same extent as Board policy allows for the reimbursement of relocation costs of other employees when federal funds are not used.

MSBA has taken the position that most districts will not use federal funds to cover relocation expenses and has modified this policy accordingly. If the district does anticipate the use of federal funds to cover employee relocation, the district should contact the legal department at MSBA for sample language.

MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.

	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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TRAVEL EXPENSES

The district will pay for travel expenses for district employees and Board members who travel outside the district for training, professional development, attendance at district-related meetings or for other approved reasons related to their positions with the district. All persons traveling at the district's expense are expected to use good judgment, differentiate between expenditures for business and those for personal convenience and avoid unnecessary fees and excessive charges. The district is tax exempt and will not pay Missouri sales or use tax to any vendor or reimburse an employee or Board member for Missouri sales or use tax.

The following rules will apply to district employees unless the superintendent or designee determines that unusual circumstances justify an exception. Board members will follow this policy as well unless the Board or the Board president determines that unusual circumstances justify an exception. All exceptions will be documented in writing for auditing purposes.

Relocation

The district will not pay for or reimburse an employee for relocation travel expenses unless such expenses are included as part of an employee's benefit package as approved by the Board.

Authorization for Travel

District employees must obtain prior authorization from a supervisor for district-related travel before the employee is allowed to incur travel expenses. Travel costs that are charged to a federal grant or fund award must first be approved in writing by the superintendent or designee who oversees that particular federal program and, when required, the state or federal contact overseeing the federal funds at the Missouri Department of Elementary and Secondary Education (DESE).

In general, the Board authorizes the superintendent to attend meetings and conferences in Missouri as long as the travel expenses are within the district's budget. However, the Board reserves the right to question all travel expenditures and, if necessary, limit future travel. The Board or the Board president must first approve the superintendent's out-of-state travel if such travel is at the district's expense unless the issue is otherwise addressed in the superintendent's contract.

Payment Method

1. *Direct Payment by District* – Board members and employees are required to register for meetings and make travel arrangements through the district whenever possible so that vendors are receiving payment directly from the district or through a district-issued purchasing card when available and authorized.

2. *Reimbursement* – Board members and employees should only pay for travel costs and seek reimbursement from the district in situations where direct payment by the district is not possible or practical, such as mileage reimbursements or payment for parking fees. Under no circumstances will a Board member or employee be reimbursed above the amount authorized by the Internal Revenue Service (IRS) as reimbursable non-income for an employee.
3. *Per Diem* – In order to avoid claims that the Board member is receiving compensation in violation of state law, the district will not pay Board members a per diem amount for travel expenses. Employees will only be paid per diem amounts if other methods are not available and the payment is authorized by the superintendent or designee.

Documentation

Original itemized receipts are required for all travel reimbursements with the exception of mileage. All documentation must be submitted to the superintendent or designee within 30 days of the end of the travel.

Documentation for Use of Federal Funds

When federal funds are used for travel, the district must be able to justify the necessity of the travel to the federal program and demonstrate that the costs incurred were reasonable and consistent with the district's travel policy. Therefore, district staff or Board members using federal funds for travel must provide sufficient documentation to the superintendent or designee who oversees the applicable federal program. Such documentation may include, but is not limited to, the following:

1. An agenda of the event attended.
2. A list of attendees at the event.
3. A written statement justifying the expense.
4. Evidence of prior written approval for the expense.

The superintendent or designee may require additional information when he or she determines it is necessary.

Specific Travel Rules

Traveling by Personal Vehicle

The district will pay for mileage when employees or Board members travel using their personal vehicles, but only for the actual distance necessary to attend the event and only if the employee or Board member is appropriately licensed to drive the vehicle and insured as required by law. The

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vehicle must be licensed as required by law. Employees and Board members transporting students will be reimbursed only if laws and district policies regarding the transportation of students are followed.

Individuals who are traveling to the same destination are required to share transportation unless an exception is granted by the superintendent or designee or unless the employee or Board member is willing to travel at his or her own expense. When sharing transportation, only the person whose vehicle is used may claim mileage.

The mileage allowance rate represents full compensation for the costs of operating the vehicle, including fuel costs. The district will not cover physical damage to the private vehicle or loss of its personal property contents. Employees and Board members who choose to drive in lieu of flying when flying is considered more economical shall be reimbursed up to the amount of the air travel. Likewise, employees and Board members who choose to fly when driving is more economical will only be reimbursed for the amount that would have been incurred if the employee or Board member had driven.

Traveling by District-Owned Vehicles or Rental Vehicles

Employees and Board members may drive district-owned vehicles or rental vehicles only if they are appropriately licensed to drive the vehicle and insured as required by law. Employees and Board members transporting students must follow the laws and district policies regarding the transportation of students.

Employees and Board members are expected to use safe but inexpensive transportation services. Rental vehicles should be limited to mid-class or smaller economy vehicles unless a larger vehicle is needed to accommodate the number of persons attending or the price is the same or less to use a larger vehicle.

Employees and Board members who have been issued a purchasing card are required to use the card when purchasing fuel for district-related travel expenses using district-owned or rental vehicles; otherwise, the district will reimburse them for fuel purchased. The beginning and ending odometer reading for the trip must be included with the reimbursement request.

Parking and Other Travel Expenses

The district will reimburse employees and Board members for reasonable parking fees and road tolls incurred as a necessary part of the travel, as long as proper documentation is provided.

Airplane or Other Transportation

Employees and Board members are required to secure the lowest available fares for commercial airplane, train or other transportation services unless the fare would:

1. Require circuitous routing.
2. Require travel during unreasonable hours.
3. Excessively prolong the travel.
4. Result in additional costs that would offset the transportation savings.
5. Not meet the reasonable medical needs of the employee or Board member.

If a Board member or employee relies on one of the listed exceptions, that exception must be approved and documented.

Business Travel Requiring Overnight Accommodations

The district will not pay for hotel expenses unless an overnight stay is necessary to attend the function or returning to the district would be unsafe or cause the Board member or employee to travel late at night.

In general, lodging arrangements must be made prior to departure and paid by the district directly or through the use of a district purchasing card. If advanced planning is not possible, the district will reimburse employees and Board members for the reasonable cost of single occupancy hotel accommodations and a reasonable amount of gratuities. Conference or corporate rates must be utilized when available. Additional costs associated with higher-than-single-occupancy rates (spouse, children or guest) are not reimbursable and must be paid by the employee or Board member prior to check out.

Meals

Employees and Board members are expected to limit meals to a reasonable expense amount. The district will reimburse for gratuity of up to 20 percent of the meal cost. The district will not reimburse employees or Board members for alcoholic beverages, nor will the district reimburse employees or Board members for the cost of meals that will be paid for or reimbursed by the district as part of the registration fees.

The district will not reimburse employees or Board members for meals when on school business not requiring overnight accommodations. The IRS requires meals paid by the district on behalf of an individual for school business not requiring overnight accommodations to be included in individual income.

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Seminar and Registration Fees

Employees and Board members should register for seminars and conferences in advance so that the district may pay directly for the registration. In unusual situations where an employee or Board member must pay directly for such expenses, the district will reimburse at the lowest rate available if an adequate reason is provided. Requests for reimbursement must be accompanied by a receipt. The district will only pay for late registration fees when there is a valid reason the Board member or employee did not register earlier.

Unauthorized Expenses

The district prohibits any expense that is unauthorized, excessive or unnecessary as determined by the superintendent or designee. Unauthorized expenses include, but are not limited to:

1. Costs associated with the travel of a spouse, child or other person accompanying an employee or Board member.
2. Care of a dependent of a Board member or employee during the course of the travel.
3. Alcoholic beverages.
4. Snacks in addition to regular meals.
5. Personal expenses, including personal telephone calls communication expenses and laundry.
6. Entertainment, unless the entertainment expense is part of the registration for the event in which the employee or Board member is participating and the expense is business related and typical for the event. These expenses should be approved by the employee's supervisor before the trip begins.
7. Expenses for travel extending beyond the time required for the meeting or business unless it is in the district's financial interest to extend the travel to obtain rate advantages.
8. Expenses incurred by non-employees traveling with the staff member or Board member, including room surcharges.
9. Fines for parking or traffic violations.

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FILE: DLCA
Critical

REFERENCE COPY

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

Adopted: 11/17/2015

Revised:

Cross Refs: BHA, Board Training and Development
GBCC, Staff Use of Communication Devices

Legal Refs: 5 C.S.R. 30-261.045
2 C.F.R. § 200.474

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

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EXPLANATION: STAFF CONFLICT OF INTEREST

Pursuant to new federal regulations governing the use of federal funds, currently referred to as the Uniform Grant Guidance (UGG), districts are required to adopt written procurement procedures by July 1, 2016, that conform to federal rules. MSBA has created new policy DJFA to meet this requirement, and a full explanation is included with that policy. MSBA has added language to this policy indicating that the provisions of policy DJFA and related procedures must be followed when federal funds are used.

MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.

	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
X	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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STAFF CONFLICT OF INTEREST

All employees of the West Plains R-VII School District shall adhere to the laws regarding conflict of interest and avoid situations where their decisions or actions in their employment capacities violate the provisions of this policy or conflict with the mission of the district.

Purchases Involving Federal Funds

In addition to the requirements of this policy, the provisions of policy DJFA and related procedures must be followed when federal funds are used.

Definitions

Business with Which an Employee Is Associated – For the purposes of this policy, a business with which an employee is associated means:

1. A sole proprietorship owned by the employee, his or her spouse or any dependent children in the person's custody.
2. A partnership or joint venture in which the employee or spouse is a partner, other than as a limited partner of a limited partnership, and any corporation or limited partnership in which the employee is an officer or director or of which the employee or his or her spouse or dependent children in the employee's custody, whether singularly or collectively, own more than ten percent of the outstanding shares of any class of stock or partnership units.
3. Any trust in which the employee is the settlor or trustee, or in which the employee, spouse or dependent children, singularly or collectively, are beneficiaries or holders of a reversionary interest of ten percent or more of the corpus of the trust.

Special Monetary Benefit – Being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected.

Sale, Rental or Lease of Personal Property (Property other than Real Estate)

No employee of the district shall sell, rent or lease any personal property to the school district for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on

a contract let or sale made after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.

Sale, Rental or Lease of Real Property (Real Estate)

No employee of the district shall sell, rent or lease any real property to the school district for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice.

Independent Contractor Services

No employee of the district shall perform service as an independent contractor for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.

Additional Prohibitions

1. Employees may not act or refrain from acting by reason of any payment, offer to pay, promise to pay or receipt of anything of actual pecuniary value paid or payable, or received or receivable, to themselves or any third person. This includes a gift or contribution made or received in relationship to or as a condition of the performance of an official act.
2. Employees shall not favorably act on any matter that is specifically designed to provide a special monetary benefit to them, their spouse or any dependent children in their custody.
3. Employees will not use their decision-making authority for the purpose of obtaining a financial gain that materially enriches them, their spouse or any dependent children in their custody by acting or refraining from acting for the purpose of coercing or extorting anything of actual pecuniary value.
4. Employees shall not offer, promote or advocate for a political appointment in exchange for anything of value to any political subdivision.
5. An employee will not attempt to directly or indirectly influence any district decision when the employee knows the result of the decision may be the district's acceptance of a service or the sale, rental or lease of any property to the district and the employee, his or her spouse,

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dependent children in his or her custody or any business with which the employee is associated will benefit financially.

6. An employee will not use his or her position with the district to influence purchases made by students or parents/guardians that result in the financial gain of the employee, the employee's spouse, the employee's dependent children or businesses with which they are associated, unless authorized by the Board of Education.
7. An employee will not trademark, patent, copyright or claim ownership interest in any inventions, publications, ideas, processes, compositions, programs, images or other intellectual property created by the employee in his or her capacity as an employee of the district, unless authorized by the Board of Education. The district will not pay royalties, licensing fees or other fees to employees or businesses with which they are associated for the use of intellectual property created by employees in their employment capacities, unless authorized by the Board of Education.
8. An employee will not receive compensation, other than the compensation received from the district, for tutoring students currently enrolled in a class the employee teaches unless authorized by the Board of Education. Any private tutoring of students for a fee on district property is subject to facility usage policies and procedures.
9. Employees will not accept gifts of substantial value from vendors, individual students or parents/guardians unless authorized by the Board of Education or the employee's immediate supervisor. For the purposes of this policy, a gift has a "substantial value" if it is worth more than \$100.

Use of Confidential Information

Employees shall not use or disclose confidential information obtained in the course of or by reason of their employment in any manner with intent to result in financial gain for themselves, their spouses, dependent children in their custody, any business with which they are associated or any other person. Even when there is no financial gain involved, misuse of confidential information or failure to keep information confidential violates Board policy and could also violate state and federal law.

Administrative and Executive Employees

In addition to the above-listed requirements, the following restrictions apply to all administrative and executive employees in the school district, in accordance with law. Administrative and executive employees of the district may not:

1. Receive compensation or payment for services from any person, firm or corporation, other than the compensation provided by the district for the performance of their official duties, to attempt to influence a decision by the district.
2. Perform any service for compensation by which they attempt to influence a decision of the district for one year after the termination of their employment with the district.

Financial Disclosure

The superintendent, chief purchasing officer and general counsel, if employed full-time by the district, will file an annual disclosure statement with the Missouri Ethics Commission in accordance with law and Board policy BBFA.

* * * * *

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

Adopted: 04/20/1999

Revised: 12/20/2005; 05/19/2015;

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure
DA, Fiscal Responsibility
DD, Grants
DJF, Purchasing
DJFA, Federal Programs and Projects
DN, Surplus District Property
KG, Community Use of District Facilities

Legal Refs: §§ 105.450 - .458, .462, .466 - .467, .472, 168.114, .126, 171.181, RSMo.
2 C.F.R. § 200.22, .23, .38, .92, .112, .113, .317, .318, .338

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

**CITY OF WEST PLAINS – WEST PLAINS R7 SCHOOL DISTRICT
SCHOOL RESOURCE OFFICER (SRO) PROGRAM**

AGREEMENT

ARTICLE I

It is the intent and provision of this agreement to provide for the services of a school resource officer with such services to be rendered at such school sites as more fully described herein below for a term commencing on July 1st, 2016 and expiring on June 30, 2018. It is expressly agreed and understood that the school and the city shall not be bound hereby beyond the foregoing term.

ARTICLE II

Rights and duties of the City

The City shall provide a school resource officer (SRO) and services as follows:

A) Training

The SRO shall be a sworn law enforcement officer. The city will assure that SRO assigned will attend specialized training as needed to work with the youth at school sites. Such training may consist of law enforcement course work addressing working with youth at schools, professional training in such areas, or training and experience in connection with other recognized school / youth law enforcement programs (e.g., D.A.R.E.).

B) Assignment of School Resource Officer

1. The City shall assign three (3) regularly employed police officers to serve as SRO who shall serve the West Plains R7 School District pursuant to a schedule to be determined in conjunction with the principles of the schools and the Chief of Police of the City, which will allow for regular rendition of services at said schools. In addition, the SRO shall perform services on an as needed basis in other schools within the district and the schedule to be devised will allow for such.

2. The SRO shall report directly to the assistant Police Chief within the Police Department who, as the SRO'S supervisor, will work with the school officials in providing for the rendition of SRO services as outlined herein.

All SRO daily activities at the school will be coordinated thru a designated school official.

C) Regular Duty Hours

The SRO shall perform a regular work week of hours with such hours and pay to be based on duties and pay equivalent to a regular police officer. It is agreed and understood the SRO will from time to time be expected to attend meetings of parents / faculty and school functions on request of a principal.

D) Duties of School Resource Officer

1. Instructional responsibilities / duties of SRO.

The SRO shall work in conjunction with principals of the aforementioned schools and certified instructors to assist in the delivery of instruction in a variety of subject areas, including but not limited to, police and their role in society, career opportunities in law enforcement, drug education, gang resistance education, crime and community, conflict resolution, and other classes as permitted by scheduling and as determined to be appropriate.

2. The SRO shall develop expertise in presenting various subjects to the students. Such subjects shall include basic understanding of the laws, the role of the police officer and the police mission.
3. The SRO shall encourage individual and small group discussions with students to further establish rapport with students.
4. When requested by the principal, the SRO shall attend parent / faculty meetings to solicit support and understanding of the program.
5. The SRO shall make him / her-self available for conferences with students, parents, and faculty members in order to assist them with problems of law enforcement or of a crime prevention nature.
6. The SRO shall become familiar with all community agencies, which offer assistance to youths and their families such as mental health clinics, drug treatment centers, etc. The SRO shall make referrals to such agencies when necessary thereby acting as a resource person to the students, faculty and staff of the school. The SRO shall notify the principal in writing of the referrals.
7. The SRO shall assist the principals in developing plans and strategies to prevent and / or minimize dangerous situations that may result from student unrest.
8. Should it become necessary to conduct formal police interviews with students, the SRO shall adhere to school policy, police department policy, Missouri revised statutes, and other legal requirements with regard to such interviews.
9. The SRO may, by way of the exercise of his / her discretion as a sworn police officer, take law enforcement action as required. As soon as practical, the SRO, in writing, shall make the principal of the school aware of such action. At the principal's request, the SRO shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and related school functions, to the extent that the SRO may do so under the authority of law.

Whenever practical the SRO shall advise the principal before requesting additional police assistance on campus.

10. The SRO shall give assistance to the law enforcement officers in matters regarding his / her school assignment, whenever necessary.
11. The SRO shall, whenever possible, participate in and / or attend school functions.
12. The SRO may be assigned special investigations relating to runaways, thefts, or any crime, relating to the students attending schools that the SRO serves.
13. The SRO shall maintain detailed and accurate records of the operation of the school resource officer program, and shall submit reports of an instructional nature as required by the principal or school staff.
14. The SRO shall not act as a school disciplinarian, as disciplining students is a school responsibility. It is agreed and understood that the principal and appropriate school staff shall be responsible for investigating and determining, in their discretion, whether a student has violated school disciplinary codes or standards and the appropriate action to take. This shall not however, be construed to prevent the SRO from sharing information with school administration / staff, which may aid in the determination of whether a disciplinary offense occurred. Upon assignment, the SRO will be provided with copies of school policies and / or codes along with disciplinary procedures. The SRO shall become familiar with school disciplinary policies and standards, and will meet at least annually with the principals for the purpose of reviewing applicable disciplinary standards.
15. The principal, school administration, or staff may advise the SRO of incidents or activities possibly giving rise to criminal or juvenile violations and the SRO shall then determine whether law enforcement action is appropriate. It is agreed and understood that the SRO, as an employee of the Police Department, is authorized to receive and appropriately act on reported activity.
16. The SRO is not to be used for regularly assigned lunchroom duties, hall monitor, or other monitoring duties. If there is a problem in such areas, the SRO may assist the school until the problem is resolved.
17. The SRO should comply with any reasonable request by administration as it relates to school functions.
18. The SRO will, as soon as practical, complete all required Law Enforcement related Incident reports and submit them to the Police Department.
19. The SRO will return to the Police Department for assignment thru the summer when school is not in session.
20. The Police Department reserves the right to call the SRO into service during any emergency.
21. When all security and law enforcement tasks have been completed the SRO can and should assist where extra help may be needed.
22. If a student experiences attendance issues to the extent he/she are in danger of being reported for legal action, the SRO should assist administration to the degree requested by administrators. This may include, making phone calls to parents, sending letters, and making the occasional home visit.

ARTICLE III

Rights and Duties of the Schools

The school shall provide the full-time SRO the following materials and facilities deemed necessary to the performance of the SRO'S duties with West Plains R-VII Schools. To be considered the SRO'S base school and the office facilities as outlined below to be provided at such school(s):

1. Access to an air-conditioned and properly lighted office which shall contain a telephone which may be used for general business purpose.
2. A Location for files and records which can be properly locked and secured.
3. A desk with drawers, a chair, work table, filing cabinet. And office supplies.
4. Access to a typewriter and / or a computer.

ARTICLE IV

Financial of the School Resource Officer Program

The financing of the SRO will be as follows:

For the 2016 to 2017, 2017 to 2018, & 2018 to 2019 school year(s), the financing will be as follows:

- School - 75 % of SRO salary (school billed on a quarterly basis)
- City - 25 % of SRO salary

At the end of the 2019 school year, the SRO program funding responsibilities will be negotiated between the school and the city subject to the right of either to provide notice of termination of this agreement.

ARTICLE V

Employment status of School Resource Officer

The SRO shall remain an employee of the City of West Plains / Police Department, and shall not be an employee of the school. The school and city acknowledge that the SRO shall remain responsive to the chain of command of the police department.

ARTICLE VI

Appointment of School Resource Officer

An interview committee will be formed to interview any candidate or candidates. SRO applicants must meet the following requirements:

1. The applicant must be a full-time, certified, sworn police officer with a minimum of two (2) years law enforcement experience.
2. The applicant must be a volunteer for the position.

Among additional criteria for consideration by the SRO interview committee are job knowledge, experience, training, education, appearance, attitude, communication skills, and bearing.

The names of any applicants receiving a favorable recommendation from the committee shall be forwarded to the appropriate city authority (City Administrator), who shall appoint the officer from the list of those recommended.

ARTICLE VII

Dismissal of School Resource Officer: Replacement

- A) In the event a principal of a school to which the SRO is assigned feels that the SRO is not effectively performing his or her duties and responsibilities, the principal shall recommend to the superintendent that the SRO assignment be reviewed in the program at the school and shall state the reasons therefore in writing. Within five (5) working days of receiving the recommendation from the principal, the superintendent or his / her designee shall advise the city authority of the principal's request. In the event the Superintendent feels the SRO is not performing his duties effectively, the superintendent shall so advise the city authority. If the city authority so desires, the superintendent and the Chief of Police, or their designees, shall meet with the SRO to mediate or resolve any problems which may exist. At such meeting, specified members of the staff of the school which the SRO is assigned may be required to be present. If the problem cannot be resolved or mediated or in the event mediation is not sought by the Chief of Police, the SRO shall be removed from the program at the school and a replacement shall be obtained following the process set out in Article VI, above.
- B) The city authority or the Chief of Police may dismiss or reassign an SRO based upon Police Department rules, regulations, and / or general orders and when it is in the best interest of the people of the city.

- C) In the event of the resignation, dismissal, or reassignment of an SRO, the city authority shall provide a temporary replacement for the SRO within thirty (30) days of receiving written notice of such absence, dismissal, resignation, or re-assignment. The temporary replacement should have the same qualifications as required in Article VI.

ARTICLE VIII

Leave

Good attendance is imperative to the success of the school and SRO program. Therefore, on days which school is in session, vacation or other leave that is not due to sickness or family emergency will be granted sparingly by school administration. Leave during the first two (2) weeks and/or last (2) weeks of a semester will only be approved in extenuating or unavoidable circumstances. Request for leave shall be approved by Assistant Superintendent of Student Services.

In the event that the SRO has to be out for two or more consecutive days every attempt should be made to have another officer replace them at the appropriate building throughout the remaining leave. If an different officer cannot be secured by the West Plains Police Department, the other SRO's will rotate between buildings and the road officers will be asked to patrol the campus on a regular basis throughout the day.

Article IX

Termination of Agreement

In addition to termination in writing thirty (30) days prior to expiration of the term hereof as provided in Article I, above, this agreement may be terminated by either party upon ninety (90) days written notice that either party has failed to substantially perform in accordance with the terms and conditions of this agreement. This agreement may also be terminated without cause by either party upon one hundred eighty (180) days written notice. Termination of this agreement may only be accomplished as provided herein.

ARTICLE X

Notices

Any and all notices or any other communication herein required or permitted shall be deemed to have been given when deposited in the United States Postal service as regular mail, postage addressed as follows:

Superintendent – John Mulford
613 West First Street
West Plains, Missouri 65775

City Authority – Jeffrey S. Head
1912 Holiday Lane
West Plains, Missouri 65775

ARTICLE XI

Good Faith

The School, the city authority, their agents and employees agree to cooperate in good faith in fulfilling the terms of this agreement. Unforeseen difficulties or questions will be resolved by negotiation between the superintendent and the city authority, or their designee.

ARTICLE XII

Modification

This document constitutes the full understanding of the parties and no terms, conditions, understandings or agreement purporting to modify or vary the terms of this document shall be binding unless hereafter made in writing and signed by the parties.

ARTICLE XIII

Non-Assignment

This agreement, and each and every covenant herein, shall not be capable of assignment, unless the express written consent of the School Board and Mayor is obtained.

ARTICLE XIV

Merger

This agreement constitutes a final written expression of all the terms of this agreement and is a complete and exclusive statement of those terms.

ARTICLE XV

Severability

The invalidity or unenforceability of any provisions of this agreement shall not affect the validity or enforceability of any provision of this agreement.

IN WITNESS WHEREOF, the parties have caused duplicate originals of this agreement to be signed by their duly authorized officers.

Superintendent

City Authority

Attest: _____