

**West Plains Schools Board of Education
Regular Session Meeting
5:00 P.M. June 18, 2013
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
 - B. Adjournment from Closed Executive Session**
- V. CALL TO ORDER – The regular Session of the School Board meeting will be called to order at 5:45 P.M.**
- VI. PLEDGE OF ALLEGIANCE - School Resource Officers**
- 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 Meeting May 21, 2013**
 - B. Payment of Bills**
 - C. Monthly Finance Report**
 - 1. Resolution and Approval of Budget Numbers for 2012-13 School Year
 - 2. Resolution to Renew Annual Lease Purchase and Budget Funds
 - 3. Approval of 2013-2014 Budget
 - 4. Approve year-end reports, authorize officials to sign reports, and approve other bookkeeping procedures to be in compliance with budgetary laws
 - 5. Approve assurance statement for Public Law 94-142
 - 6. Approval of Federal Grant Applications
 - D. Program Evaluations: 1. Professional Development 2. Health & Wellness**
 - E. Approval Request for resignations or terminations: 1. Jim Henry, 2. Jeremy Whittingham**
 - F. Approval will be requested for the employment of individuals as recommended by the Superintendent of Schools: Substitutes**
- X. REGULAR AGENDA**
 - A. Previous Business for Approval, Discussion or Information Only**
 - 1. Student Handbooks – 2nd read & approval
 - 2. Employee Handbooks – 2nd read & approval
 - B. New Business for Approval, Discussion or Information Only**
 - 1. Standard Based Grade Cards
 - 2. Fund 1 to 4 Transfer
 - 3. Bus Routing Schedule
 - 4. Ratification of MOU-Bus Drivers
 - 5. Board Work Shop June 25th & 27th – 5:00 – 8:00 pm
 - 6. Designation of Amy Ross as ESL, Homeless and Migrant Student Contact
 - 7. Back to School Celebration Monday, August 12, 2013
 - 8. Adopt Salary Schedules
 - 9. Set lunch prices for 2013-2014 school year
 - 10. Audit set for August 19th
 - 11. Approval of Surplus Items
 - 12. Superintendent's Report
- 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 20, 2013 at 5:00 P.M.**

West Plains R-7 Board of Education

Regular Session Meeting

5:15 P.M. May 21, 2013

Central Administration Office

Minutes

- I. CALL TO ORDER:** Jim Thompson called the meeting to order at 5:55 p.m.
- II. PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by some members of the High School Music and Band students who received “1” ratings. Members of the Boy’s Golf Team were also presented to the board. The Boy’s Golf Team placed 4th at State.
- III. ROLL CALL:** Board members present: Jim Thompson, Terry “Bo” Pace, Cindy Tyree, Brian Mitchell Lee Freeman and Elizabeth Grisham. Absent: Sam Riggs. Also in attendance: Superintendent Dr. Fred Czerwonka, Assistant Superintendent Dr. John Mulford and Board Secretary Linda Y. Collins.
- IV. APPROVAL OF AGENDA:** Mr. Thompson amended agenda item E. Approval Request for Resignations and Terminations to include Mark Carr and Karen Craig. Motion to approve the agenda as amended was made by Mr. Pace. The motion was seconded by Mr. Freeman and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Mitchell, Mr. Freeman and Elizabeth Grisham. NAY: None. ABSTAIN: None.
- V. 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 Regular Board Meeting Minutes on April 16, 2013**
 - B. Payment of Bills**
 - C. Monthly Finance Report**
 - D. Program Evaluations**
 - Early Childhood
 - E. Approval Request for Resignations or Terminations:**
 - Dusty Craft
 - Kati Craft
 - Mark Carr (amended)
 - Karen Craig (amended)
 - F. Approval will be requested for the employment of individuals as recommended by the Superintendent of Schools:**
 - Substitute Teachers/Bus Drivers/Custodians

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

VI. REGULAR AGENDA

A. Previous Business for Approval , Discussion or Information Only

- 1. Salary Committee Proposal.** Mr. Justin Bennett presented the requests for the 2013-2014 school year from the salary committee.

- a. Continue board paid insurance
- b. Movement for year of service and for teachers completing further education
- c. 1% to Base on Teachers Salary Schedule
- d. Add \$2,000 doctoral stipend on old salary schedule
- e. 12 month employees – allow 3 floating holidays used in connection with holiday when teachers are out of school

Mrs. Tyree made a motion to accept the salary committee recommendations for 2013-2014. The motion was seconded by Ms. Grisham and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Mitchell, Mr. Freeman and Ms. Grisham. NAY: None. ABSTAIN: None.

B. New Business for Approval, Discussion or Information Only

- 1. Student Art Award Presentations**
- 2. Teacher of the Year Nominee Recognition.** Nominees will be recognized at the Celebrations of Achievement on Friday, May 17th at 9:00 a.m.
- 3. Patron Insight Report.** Rick Noble of Patron Insight discussed the findings of a 400-person survey across the district. Results give patron input on how well the district is doing and what the patron’s think the district priorities should be for the future.
- 4. Ag Science Building Fundraising Committee.** The agricultural science building committee has currently raised \$422,000 with a total goal of \$800,000.
- 5. One-to-One Budget.** Ms. Grisham made a motion to approve \$188,000 for infrastructure for the 1-to-1 initiative and \$145,000 for devices for the 1-to-1 initiative. The motion was seconded by Mr. Mitchell and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Mitchell, Mr. Freeman and Ms. Grisham. NAY: None. ABSTAIN: None.
- 6. Capital Improvements Approval.** Following is a list of summer projects with priority and cost associated with each:

Priority 1

HS office relocation	\$5,000
HS ADA ramp	\$6,500
HS Conversion showers @ field house	\$12,000
Install automatic buzzer @ all bldgs.	\$27,000
MS Install new wall pads FEMA gym	\$6,200
MS Girls locker renovation	\$25,000
SF renovate all bathrooms	\$25,000

EL replace partitions in restrooms	\$23,020
Install loading ramp at HS kitchen	\$8,000
Seal coat at BOE and Carmichael bldg.	\$5,000
MS Exterior doors (T&T est. 20)	\$6,000
EL Kitchen & Basement Doors	\$20,000
HS Exterior Doors (T&T est. 23)	\$25,000
SF Exterior Doors (T&T est. 24)	\$12,000
EL New classroom in basement	\$4,000
Vo-Tech and Drama Tuck Point	\$7,000
South Fork Tuck Point	\$3,000
Tree removal by field house	\$2,000
Miscellaneous painting in district	\$2,000
Playground at ECSE (reimbursable)	\$30,000
Bus Purchases	\$140,000
Technology Infrastructure 1:1	\$180,000
Devices for 1:1	\$145,000
Priority 2	
Outdoor walk-in freezer	\$15,000
Lunch tables HS/SF	\$44,000
Carpet HS Choir risers	\$1,500
Priority 3	
MS improve intercom/phone system	\$22,500
Repair roof above HS freezer	\$50,000
SF interior doors	\$26,000
HS Masonry and window reinstall	\$5,000
Front entrance desk at EL	\$4,000
Priority 4	
SF Improve intercom/phone system	\$28,000
EL Improve intercom/phone system	\$8,000

Mr. Pace made a motion to approve the list of summer projects and their priorities. The motion was seconded by Mr. Freeman and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Mitchell, Mr. Freeman and Ms. Grisham. NAY: None. ABSTAIN: None.

7. **Trans Par Report.** Trans Par recently conducted an in-depth Pupil Transportation Cost and Outsourcing Feasibility Study for our district. The company evaluated the different aspects of how we currently run the transportation department and how we perform in accordance with DESE’s transportation standards. Draft findings are available on the website.
8. **Board Policy Amendment.** Changes were made to 3 recently adopted board policies IKC-Class Rankings, JCB-Intradistrict Transfers and JG-R1/JG-R2/JG-R3/JG-R4-Student Discipline. Mrs. Tyree made a motion to approve the changes to the board policies. The motion was seconded by Mr. Mitchell and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr.

“Maximizing educational opportunities while creating productive citizens.”

**Mitchell, Mr. Freeman and Ms. Grisham. NAY: None.
ABSTAIN: None.**

9. Student Handbooks – 1st Read

10. Employee Handbooks – 1st Read.

11. Superintendent Report. The Superintendent Report provides an opportunity for the Board of Education to be updated on various educational topics and items of interest to the District.

VII. ADJOURNMENT: At 8:21 p.m. Mr. Pace made a motion to adjourn from Open Session. The motion was seconded by Mr. Freeman and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Freeman, Mr. Mitchell and Ms. Grisham. NAY: None. ABSTAIN: None.

Jimmy E. Thompson, President

Linda Y. Collins, Secretary

***Next Board Meeting Scheduled for June 18, 2013 At 5:00 P.M.**

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

08:58:15 12 JUN 2013 PAGE 8

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
CC	1683	06/05/13	000008 AMAZON	15.98
CC	1684	06/05/13	000008 AMAZON.COM BOOKS	1,153.80
CC	1685	06/05/13	000008 GE MONEY BANK/AMAZON	224.11
CC	1686	06/05/13	003895 AMERICAN FLAGPOLE & FLAG	59.00
CC	1687	06/05/13	000002 AMERICAN LEGACY	355.74
CC	1688	06/05/13	003316 ANDY'S FROZEN CUSTARD	73.76
CC	1689	06/05/13	002995 APPLEBEE'S	235.00
CC	1690	06/05/13	000187 APPRIVER	981.00
CC	1691	06/05/13	000196 ASE-NA3SA	15.00
CC	1692	06/05/13	002665 ASSOCIATION OF SURGICAL TECH	1,729.00
CC	1693	06/05/13	002871 BAYMONT INN AND SUITES	228.08
CC	1694	06/05/13	003742 BILL STAFFORD,M.D.	11.70
CC	1695	06/05/13	003604 BREAK TIME 3003	105.02
CC	1696	06/05/13	003838 BRODER BROTHERS	754.26
CC	1697	06/05/13	000281 BUREAU OF EDUCATION	1,395.00
CC	1698	06/05/13	000304 CAROLINA BIOLOGICAL	141.33
CC	1699	06/05/13	003101 CASEY'S GENERAL STORE #2838	158.43
CC	1700	06/05/13	003817 CASPERS CONOCO	29.50
CC	1701	06/05/13	003841 CHEDDAR'S	16.84
CC	1702	06/05/13	003007 CHICK-FIL-A	43.81
CC	1703	06/05/13	003889 CHIPOTLE MEXICAN GRILL	23.08
CC	1704	06/05/13	000034 CLASSROOMDIRECT	124.23
CC	1705	06/05/13	003023 COLTON'S STEAK HOUSE & GRILL	892.22
CC	1706	06/05/13	000354 COMFORT INN HOTELS	648.83
CC	1707	06/05/13	003886 COMFORT INN SEDALIA STATION	495.10
CC	1708	06/05/13	000373 COUNTRY MART	976.62
CC	1709	06/05/13	003883 COUNTRY MART EXPRESS	15.00
CC	1710	06/05/13	003065 CRACKER BARREL STORE	93.00
CC	1711	06/05/13	003880 CROWN AWARDS	384.55
CC	1712	06/05/13	003307 DAIRY QUEEN	45.50
CC	1713	06/05/13	003357 DATAARC,LLC	800.00
CC	1714	06/05/13	000411 DECKER INC.	485.59
CC	1715	06/05/13	000412 DECORATIONS FOR CELEBRA.	62.31
CC	1716	06/05/13	000414 DEMCO	121.78
CC	1717	06/05/13	003125 DENNIS' SPECIALTY CUTS	79.85
CC	1718	06/05/13	000437 DOLLAR GENERAL STORE #01253	104.53
CC	1719	06/05/13	000437 DOLLAR GENERAL STORE #07371	25.96
CC	1720	06/05/13	003861 DOLLAR TREE STORES, INC	15.24
CC	1721	06/05/13	000438 DOMINOS PIZZA	23.96
CC	1722	06/05/13	000466 EASY GRAMMAR SYSTEMS	569.80
CC	1723	06/05/13	003014 EL CHARRO WEST PLAINS	327.12
CC	1724	06/05/13	003014 EL CHARRO WEST PLAINS	479.31
CC	1725	06/05/13	003200 EVERNOTE CORPORATION	5.00
CC	1726	06/05/13	000502 FAIRFIELD INN MARRIOTT	761.84
CC	1727	06/05/13	003218 FAITH ENTERPRISES LLC	748.00
CC	1728	06/05/13	000520 FIRST TO THE FINISH	418.98
CC	1729	06/05/13	003605 FIVE GUYS	11.07
CC	1730	06/05/13	000543 FRONTIER FLAGS	199.40
CC	1731	06/05/13	000577 GLASS SWORD CINEMA	2,194.00
CC	1732	06/05/13	003884 GOLDEN CORRAL	103.90
CC	1733	06/05/13	001654 GOLF TEAM PRODUCTS, INC.	141.50
CC	1734	06/05/13	003882 GOODY'S	106.49
CC	1735	06/05/13	003866 GREAT WESTERN DINING SERVICES,	412.50
CC	1736	06/05/13	000043 GTM SPORTSWEAR	59.00
CC	1737	06/05/13	003070 HIBBETT SPORTS	20.00
CC	1738	06/05/13	003820 HILTON NEW ORLEANS RIVERSIDE	893.80
CC	1739	06/05/13	000719 HOWELL OREGON ELECTRIC	1,781.96
CC	1740	06/05/13	002897 HOWELL VALLEY GROCERY, LLC	113.59
CC	1741	06/05/13	002897 HEROES COFFEE	86.79
CC	1742	06/05/13	003442 JIMMY JOHN'S #1249	50.10
CC	1743	06/05/13	000791 JONES AWARDS	160.59
CC	1744	06/05/13	000050 KAPLAN EARLY LEARNING CO	4,154.71
CC	1745	06/05/13	003099 KFC/RIB CRIB	24.40
CC	1746	06/05/13	003352 KUM & GO	37.83
CC	1747	06/05/13	003352 KUM & GO	23.63
CC	1748	06/05/13	000860 LAKESHORE LEARNING MAT.	148.35
CC	1749	06/05/13	003891 LAUSANNE COLLEGE SCHOOL	625.00
CC	1750	06/05/13	003831 LEE'S FAMOUS RECIPE	7.27
CC	1751	06/05/13	003027 LIGHTNING BOWL	316.25
CC	1752	06/05/13	003465 LOWE'S HOME CENTER	64.51
CC	1753	06/05/13	003906 MARCHING SHOW CONCEPTS	285.00
CC	1754	06/05/13	000933 MASL	185.75
CC	1755	06/05/13	003032 MCDONALD'S	642.45
CC	1756	06/05/13	003032 MCDONALD'S	28.26
CC	1757	06/05/13	003032 MCDONALD'S	39.42
CC	1758	06/05/13	003881 MEADOW HILL CORP	679.00
CC	1759	06/05/13	000952 MEEKS	8.99
CC	1760	06/05/13	003722 MEXICAN VILLA SOUTH	8.82
CC	1761	06/05/13	003722 MEXICAN VILLA	8.18
CC	1762	06/05/13	000988 MISSOURI DEPARTMENT OF	11.00
CC	1763	06/05/13	000989 MISSOURI FCCLA	945.00
CC	1764	06/05/13	003660 MURPHY USA	47.00
CC	1765	06/05/13	003660 MURPHY USA	33.50
CC	1766	06/05/13	000084 NASCO	964.21
CC	1767	06/05/13	001081 NASSP/NHS/NJHS	53.50
CC	1768	06/05/13	001083 NATIONAL BETA CLUB	355.62
CC	1769	06/05/13	001094 NCA SUMMER CAMPS	2,314.00
CC	1770	06/05/13	001132 ORIENTAL TRADING CO.	220.99
CC	1771	06/05/13	001694 OZARK CAFE	159.79
CC	1772	06/05/13	003008 PANERA BREAD	18.24
CC	1773	06/05/13	001149 PARCEL EXPRESS	19.85
CC	1774	06/05/13	001171 PERMA BOUND	1,359.48

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	1775	06/05/13	000099 PROGRESSIVE BUSINESS	199.00
CC	1776	06/05/13	001227 RAMEYS SUPERMARKET	61.90
CC	1777	06/05/13	000058 RENAISSANCE LEARNING	44.91
CC	1778	06/05/13	001279 RYANS STEAK HOUSE	135.51
CC	1779	06/05/13	001309 SCHWEGMAN OFFICE SUPPLY	608.06
CC	1780	06/05/13	002711 SHINDIGZ	22.87
CC	1781	06/05/13	001337 SILVER DOLLAR CITY INC.	435.71
CC	1782	06/05/13	003830 SIRLOIN STOCKADE	11.84
CC	1783	06/05/13	003888 SONRISAS SPANISH SCHOOL	876.95
CC	1784	06/05/13	003769 SOUTHWEST AIRLINES	555.30
CC	1785	06/05/13	002991 STEAK 'N SHAKE	9.63
CC	1786	06/05/13	000129 SUBWAY OF WEST PLAINS	92.50
CC	1787	06/05/13	003822 SULLIVAN COUNTRY CLUB	40.00
CC	1788	06/05/13	002614 SUPER 8 KEARNEY	59.99
CC	1789	06/05/13	003681 THE DONUT PALACE	31.45
CC	1790	06/05/13	003675 THE FRAME SHOP & GALLERY	876.39
CC	1791	06/05/13	003310 THE HOME DEPOT	17.56
CC	1792	06/05/13	003839 TROY BIOLOGICALS	88.92
CC	1793	06/05/13	001458 TWIN PONDS SCREENPRINT	60.00
CC	1794	06/05/13	001485 USA TODAY	206.78
CC	1795	06/05/13	002845 VERIZON WIRELESS	1,608.92
CC	1796	06/05/13	003479 WALGREENS	16.72
CC	1797	06/05/13	001502 WALMART COMMUNITY	3,918.18
CC	1798	06/05/13	003885 WAYNE OGLE GOLF COMPANY	23.79
CC	1799	06/05/13	003177 WENDY'S	23.09
CC	1800	06/05/13	001510 WEST PLAINS DAILY QUILL	74.65
CC	1801	06/05/13	003471 WORTHINGTON DIRECT HOLDINGS	1,180.35
CC	1802	06/05/13	001554 ZANER BLOSER	958.33

***** GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE CC ***** 48,817.75*

WEST PLAINS R-VII SCHOOL DISTRICT
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING

*****AFTER MAY BOARD CHECKS FOR APPROVAL #51227 - #51576*****

CK CD	CHK NUM	CK DATE	VENDOR	NAME	AMOUNT
10	51227	05/22/13	2253	ARC/STSA	\$250.00
10	51228	05/22/13	1455	TREASURER,STATE OF MISSOURI	\$100.00
10	51229	05/23/13	194	ACE AMERICAN INSURANCE CO.	\$500.00
10	51230	05/23/13	373	COUNTRY MART	\$574.68
10	51231	05/23/13	438	DOMINOS PIZZA	\$191.19
10	51232	05/23/13	509	FASTENAL COMPANY	\$43.35
10	51233	05/23/13	647	HERRMAN	\$50.21
10	51234	05/23/13	3323	HILAND DAIRY	\$639.10
10	51235	05/23/13	664	HIRSCH FEED & FARM SUPPLY	\$216.53
10	51236	05/23/13	754	J.W. PEPPER & SON INC.	\$461.09
10	51237	05/23/13	952	MEEKS	\$100.79
10	51238	05/23/13	1104	NORMAN ORR OFFICE SUPPLY	\$576.97
10	51239	05/23/13	1144	OZARKO TIRE CENTER	\$380.06
10	51240	05/23/13	736	RICOH USA,INC.	\$483.25
10	51241	05/23/13	1416	TEACHERS STORE & MORE	\$12.56
10	51242	05/23/13	1531	WEST PLAINS SUNRISE	\$104.00
10	51253	06/03/13	888	LICKING SUMMER CAMP	\$560.00
10	51254	06/03/13	989	MISSOURI FCCLA	\$155.00
10	51255	06/03/13	1327	SHERWIN WILLIAMS	\$79.17
10	51256	06/03/13	2262	THE MEETING CONNECTION	\$1,102.00
AD	51257	06/03/13	1389	SPS KRAFT ADMIN. CENTER	\$150.00
AD	51258	06/03/13	1389	SPS KRAFT ADMIN. CENTER	\$300.00
AD	51259	06/03/13	1389	SPS KRAFT ADMIN. CENTER	\$250.00
AD	51260	06/03/13	2249	WAYNESVILLE R-VI SCHOOL	\$100.00
10	51261	06/11/13	1775	RONNIE EDWARDS	\$4,405.50
10	51262	06/11/13	1391	SPRINGFIELD STAMP &	\$53.90
AD	51576	06/13/13	929	MARSHFIELD HIGH SCHOOL	\$125.00

Total Amount Reported Before JUNE Board For Approval: \$11,964.35

*****JUNE BOARD CHECKS FOR APPROVAL #51322 - #51575*****

10	51322	06/18/13	3757	5 STAR CLEANERS	\$321.35
10	51323	06/18/13	112	ABC HOME FURNISHINGS	\$9,101.86
10	51324	06/18/13	3095	AIRE-MASTER OF AMERICA, INC.	\$36.00
10	51325	06/18/13	119	AIRGAS USA,LLC	\$51.75
10	51326	06/18/13	160	ALLIED BUS SALES INC.	\$2,498.59
10	51327	06/18/13	3912	AMANDA POOL	\$3.01
10	51328	06/18/13	3715	AMANDA SPENCER	\$43.79
10	51329	06/18/13	3582	AMY HUNSUCKER	\$65.92
10	51330	06/18/13	3646	AMY KAUFMAN	\$26.88

WEST PLAINS R-VII SCHOOL DISTRICT
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING

10	51331	06/18/13	3345	ANDI ALVERSON	\$35.04
10	51332	06/18/13	2219	AP EXAMS	\$5,475.00
10	51333	06/18/13	191	ARLENES PORTRAITS	\$384.00
10	51334	06/18/13	3774	ASHLEY ELLIOT	\$22.08
10	51335	06/18/13	1832	ATI,LLC	\$5,049.00
10	51336	06/18/13	2007	AUDIE JOHNSON	\$42.98
10	51337	06/18/13	204	AUTO ZONE	\$33.20
10	51338	06/18/13	212	BAKERSFIELD R-IV SCHOOL	\$9,387.67
10	51339	06/18/13	1874	PAMELA F BECKER	\$80.00
10	51340	06/18/13	232	BEST WESTERN CAPITAL INN	\$384.29
10	51341	06/18/13	3911	BETH SCHMITT	\$25.00
10	51342	06/18/13	240	BIG RED BAR-B-QUE	\$582.50
10	51343	06/18/13	1607	LUKE A BOYER	\$300.00
10	51344	06/18/13	3914	BRANDI HALL	\$10.37
10	51345	06/18/13	273	BROCAW BEARING & DRIVE	\$52.34
10	51346	06/18/13	277	BROWN FURNITURE	\$168.20
10	51347	06/18/13	1844	KAROL BROWN	\$38.40
10	51348	06/18/13	1730	PATRICIA BROWN	\$21.00
10	51349	06/18/13	3302	BRYAN'S FOUR SEASONS	\$170.00
10	51350	06/18/13	1614	SETH J BRYANT	\$111.20
10	51351	06/18/13	2641	CANDAS MCGEE	\$20.32
10	51352	06/18/13	299	CAPE ELECTRICAL SUPPLY	\$168.88
10	51353	06/18/13	3913	CAROL RUSSELL	\$47.82
10	51354	06/18/13	3890	CARROLL SEATING CO.	\$8,723.75
10	51355	06/18/13	1849	SUSAN CARTER	\$39.00
10	51356	06/18/13	309	CAWVEYS ELECTRIC MOTOR	\$101.43
10	51357	06/18/13	309	CAWVEYS ELECTRIC MOTOR	\$25.95
10	51358	06/18/13	311	CDW GOVERNMENT, INC.	\$4,445.97
10	51359	06/18/13	314	CENTRAL STATES BUS	\$250.12
10	51360	06/18/13	316	CENTURYLINK	\$3,055.23
10	51361	06/18/13	1213	CENTURYLINK	\$124.47
10	51362	06/18/13	3701	CHARLES FARLEY	\$94.12
10	51363	06/18/13	3910	CHRISTINA BROWN	\$100.00
10	51364	06/18/13	2607	CINTAS #569	\$1,379.46
10	51365	06/18/13	333	CITY UTILITIES	\$31,314.01
10	51366	06/18/13	347	COLORVISION CORPORATION	\$897.35
10	51367	06/18/13	2405	CORINNE AGNEW	\$61.57
10	51368	06/18/13	1617	JOSHUA C COTTER	\$36.00
10	51369	06/18/13	1991	COURTNEY HUGHES	\$4.10
10	51370	06/18/13	3480	SCOTT CRESSMAN	\$250.00
10	51371	06/18/13	383	CUSTOM MEETING PLANNERS	\$875.00
10	51372	06/18/13	1588	FRED L CZERWONKA	\$400.00
10	51373	06/18/13	1814	WENDY CZERWONKA	\$80.00
10	51374	06/18/13	3297	DANIELA SMITH	\$42.38
10	51375	06/18/13	3915	DAVID OSBORN	\$175.00

WEST PLAINS R-VII SCHOOL DISTRICT
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING

10	51376	06/18/13	3085	DAWN SANDER	\$20.45
10	51377	06/18/13	407	SHRI AMBE LLC	\$1,037.12
10	51378	06/18/13	3908	DEBBIE OWENS	\$38.75
10	51379	06/18/13	3904	DEBORAH GINN	\$50.00
10	51380	06/18/13	427	DIAMOND INTERNATIONAL	\$288.63
10	51381	06/18/13	3909	DIANE ROOP	\$13.95
10	51382	06/18/13	438	DOMINOS PIZZA	\$337.66
10	51383	06/18/13	3905	DOTTIE FOX	\$25.00
10	51384	06/18/13	3537	HANNAH L DOUGHTY	\$8.59
10	51385	06/18/13	2620	DRAMATIC PUBLISHING CO.	\$35.00
10	51386	06/18/13	1621	LENNY R EAGLEMAN	\$116.00
10	51387	06/18/13	474	EDGELLER & HARPER	\$475.28
10	51388	06/18/13	3049	EDUCATION TECHNOLOGY PARTNERS	\$6,452.40
10	51389	06/18/13	475	EDUCATION TO GO	\$65.00
10	51390	06/18/13	3315	EDUCAUSE INC	\$40.00
10	51391	06/18/13	482	ELSEVIER	\$2,062.01
10	51392	06/18/13	3225	EUNICE FINLEY	\$7.88
10	51393	06/18/13	38	FALCON TECHNOLOGIES INC	\$3,437.20
10	51394	06/18/13	509	FASTENAL COMPANY	\$85.82
10	51395	06/18/13	514	FELLERS	\$1,807.43
10	51396	06/18/13	2958	NICOLE FLOYD	\$25.00
10	51397	06/18/13	1622	LISA J FOX	\$219.20
10	51398	06/18/13	535	FRANCE FIRE EXTINGUISHER	\$125.00
10	51399	06/18/13	1936	BEKAH FRAZIER	\$60.00
10	51400	06/18/13	2509	GLOBAL EQUIPMENT, INC.	\$467.90
10	51401	06/18/13	3773	GLORIA ELLISON	\$90.00
10	51402	06/18/13	1949	ROGER GOOD	\$14.40
10	51403	06/18/13	2681	GRANT MORROW	\$73.44
10	51404	06/18/13	593	GRAPHIC EDGE	\$1,365.87
10	51405	06/18/13	3903	GREG HUBBARD	\$25.00
10	51406	06/18/13	602	GRENNAN COMMUNICATIONS	\$1,401.35
10	51407	06/18/13	3643	MYLES R GUFFEY	\$99.00
10	51408	06/18/13	2853	MISTY J HATHCOCK	\$593.99
10	51409	06/18/13	1731	DEBRA HAYES	\$28.00
10	51410	06/18/13	1969	SHARON HAYES	\$7.00
10	51411	06/18/13	1968	RONALD HAYES	\$15.00
10	51412	06/18/13	643	HEAVY DUTY BUS PARTS INC	\$1,036.49
10	51413	06/18/13	1625	KEVIN M HEDDEN	\$80.00
10	51414	06/18/13	1778	SCOTT C HEIDY	\$88.00
10	51415	06/18/13	646	HERITAGE PLUMBING	\$768.00
10	51416	06/18/13	648	HERRMAN	\$121.85
10	51417	06/18/13	649	HERRMAN LUMBER CO	\$183.24
10	51418	06/18/13	656	HILBURN PHOTOGRAPHY	\$1,468.50
10	51419	06/18/13	660	HILLYARD/SPRINGFIELD	\$2,784.33
10	51420	06/18/13	664	HIRSCH FEED & FARM SUPPLY	\$50.98

WEST PLAINS R-VII SCHOOL DISTRICT
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING

10	51421	06/18/13	664	HIRSCH FEED & FARM SUPPLY	\$13.88
10	51422	06/18/13	667	HOBART SALES & SERVICE	\$280.00
10	51423	06/18/13	706	HORN PLUMBING	\$138.60
10	51424	06/18/13	3291	HOWELL COUNTY OUTPOST LLC	\$355.00
10	51425	06/18/13	1626	SETH A HUDDLESTON	\$410.00
10	51426	06/18/13	2782	INSTRUMENTALIST PRODUCTS CO.	\$67.00
10	51427	06/18/13	754	J.W. PEPPER & SON INC.	\$45.00
10	51428	06/18/13	757	JACKSON TERMITE CO INC	\$145.00
10	51429	06/18/13	1627	DANNY G JAMES	\$42.80
10	51430	06/18/13	3702	JESSICA COLLINS	\$117.13
10	51431	06/18/13	2047	JESSICA MARTIN	\$70.00
10	51432	06/18/13	1847	LARRY JEWELL	\$8.00
10	51433	06/18/13	2791	JIM'S ALL PUMP & SEPTICS, LLC	\$840.00
10	51434	06/18/13	3273	JOHNATHAN L JOHNSON	\$8.00
10	51435	06/18/13	790	JOLENE MCADAMS	\$6.96
10	51436	06/18/13	2012	DUANE JONES	\$74.00
10	51437	06/18/13	1628	KELLY L JONES	\$48.32
10	51438	06/18/13	3907	JOSH HOWELL	\$28.48
10	51439	06/18/13	803	JOSTENS	\$6,656.83
10	51440	06/18/13	803	MARK WILLIAMS	\$12.50
10	51441	06/18/13	3647	JULIE DRUMRIGHT	\$37.76
10	51442	06/18/13	2731	MARCIA L KANTOLA	\$5.56
10	51443	06/18/13	3855	KATLIN DRUSSEL	\$25.00
10	51444	06/18/13	3703	KELLY HOLLAND	\$39.59
10	51445	06/18/13	833	KEY SPORT SHOP INC.	\$548.00
10	51446	06/18/13	3869	KRISTEN HOVEY	\$2.92
10	51447	06/18/13	859	LAKELAND REGIONAL HOSP.	\$110.00
10	51448	06/18/13	864	LANCASTER HEATING & COOL	\$243.44
10	51449	06/18/13	2957	LARRY RUSSELL	\$131.84
10	51450	06/18/13	2613	LASER INNOVATIONS	\$370.00
10	51451	06/18/13	1630	JAMES W LAUGHARY	\$120.00
10	51452	06/18/13	3891	LAUSANNE COLLEGATE SCHOOL	\$15,000.00
10	51453	06/18/13	1604	LAWSON PRODUCTS	\$299.91
10	51454	06/18/13	3714	LEROY VAUGHN	\$3,097.00
10	51455	06/18/13	1631	DEBORAH LEWIS	\$729.69
10	51456	06/18/13	883	LIBERTY PUBLIC SCHOOLS	\$77.13
10	51457	06/18/13	2034	JAKE LONG	\$98.40
10	51458	06/18/13	1047	M-R MUSIC, INC.	\$21.70
10	51459	06/18/13	3902	MARIAN LUNA	\$25.00
10	51460	06/18/13	3438	MARK S. WILLIAMS	\$152.54
10	51461	06/18/13	2049	STEVEN MARTZ JR.	\$228.00
10	51462	06/18/13	2311	CYNTHIA M MCFARLAND	\$89.60
10	51463	06/18/13	1632	JODIE L MCKINNEY	\$40.85
10	51464	06/18/13	952	MEEKS	\$706.91
10	51465	06/18/13	954	MEEKS	\$385.15

WEST PLAINS R-VII SCHOOL DISTRICT
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING

10	51466	06/18/13	3348	MEGAN CARL	\$20.80
10	51467	06/18/13	3227	MELYNNI YARBER	\$150.66
10	51468	06/18/13	959	MERCY HEALTH PLANS-PPO	\$200.00
10	51469	06/18/13	3756	MICHELLE MARCAK	\$25.00
10	51470	06/18/13	3299	MISSOURI FBLA	\$250.00
10	51471	06/18/13	1000	MISSOURI S&T AR	\$677.55
10	51472	06/18/13	1003	MISSOURI SKILLSUSA	\$1,520.00
10	51473	06/18/13	1010	MISSOURI STATE UNIVERSITY-WP	\$79.84
10	51474	06/18/13	1027	MO-ARK GLASS	\$161.75
10	51475	06/18/13	3522	DAVID W MOORE	\$20.80
10	51476	06/18/13	1040	MOUNTAIN GROVE R-III	\$178.08
10	51477	06/18/13	2762	RENTAL CENTERS OF AMERICA INC.	\$288.20
10	51478	06/18/13	1048	MSBA	\$280.00
10	51479	06/18/13	1056	MSU	\$594.00
10	51480	06/18/13	1587	JONATHAN D MULFORD	\$580.00
10	51481	06/18/13	1086	NATIONAL FFA ORGANIZA.	\$130.99
10	51482	06/18/13	3775	NEIL PICKETT	\$41.60
10	51483	06/18/13	1635	ANITA NELSON	\$2,425.00
10	51484	06/18/13	1101	NIXA PUBLIC SCHOOLS	\$1,862.63
10	51485	06/18/13	1101	NIXA HIGH SCHOOL	\$161.00
10	51486	06/18/13	2073	LARRY NOLLER	\$88.84
10	51487	06/18/13	1104	NORMAN ORR OFFICE SUPPLY	\$214.03
10	51488	06/18/13	1580	OPAA FOOD MANAGEMENT INC.	\$50,757.47
10	51489	06/18/13	1128	OREILLY AUTO	\$372.03
10	51490	06/18/13	1129	OREILLY AUTOMOTIVE	\$307.84
10	51491	06/18/13	1131	OREILLY AUTOMOTIVE	\$535.48
10	51492	06/18/13	1636	BRADLEY S OWINGS	\$250.00
10	51493	06/18/13	2701	OZARK ACTION	\$5,280.00
10	51494	06/18/13	1136	OZARK AWARDS COMPANY	\$5,233.45
10	51495	06/18/13	1694	OZARK CAFE	\$19.74
10	51496	06/18/13	1140	OZARK HORSETRADER INC.	\$685.00
10	51497	06/18/13	3875	OZARK SHELTERED INDUSTRIES,INC	\$825.00
10	51498	06/18/13	1144	OZARKO TIRE CENTER	\$342.06
10	51499	06/18/13	1141	OZARKS MEDICAL CENTER	\$20,263.75
10	51500	06/18/13	1149	PARCEL EXPRESS	\$65.94
10	51501	06/18/13	3876	PATRON INSIGHT,INC.	\$11,800.00
10	51502	06/18/13	3899	PATTY YORK	\$25.00
10	51503	06/18/13	3900	PENNEY ALVERSON	\$25.00
10	51504	06/18/13	3901	PENNY MANES	\$50.00
10	51505	06/18/13	1174	PHYSICAL THERAPY	\$2,500.00
10	51506	06/18/13	1181	PITNEY BOWES, INC.	\$247.50
10	51507	06/18/13	1853	MEGAN PITTS	\$38.40
10	51508	06/18/13	2811	JERRY PULLUM	\$8.00
10	51509	06/18/13	1784	CHRISTOPHER L QUARTI	\$108.00
10	51510	06/18/13	1209	QUILL PRESS COMPANY	\$523.15

WEST PLAINS R-VII SCHOOL DISTRICT
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING

10	51511	06/18/13	1637	JACK L RANDOLPH	\$120.00
10	51512	06/18/13	2101	DANA REESE	\$111.16
10	51513	06/18/13	3733	RESULTS ADVERTISING,INC	\$989.43
10	51514	06/18/13	736	RICOH USA,INC.	\$2,379.93
10	51515	06/18/13	737	RICOH USA,INC.	\$3,112.15
10	51516	06/18/13	3916	RIGGS & ASSOCIATES, INC.	\$1,800.00
10	51517	06/18/13	2109	DENISE ROWLAND	\$81.00
10	51518	06/18/13	1283	SAH PRINTING	\$576.50
10	51519	06/18/13	2513	SANDY AUTRY	\$22.40
10	51520	06/18/13	2566	SAPP DESIGN ASSOCIATES, P.C.	\$31,030.43
10	51521	06/18/13	1638	KAREN SARTIN	\$650.43
10	51522	06/18/13	3036	SCHOOL HEALTH CORPORATION	\$26.04
10	51523	06/18/13	1309	SCHWEGMAN OFFICE SUPPLY	\$786.23
10	51524	06/18/13	1316	SEMINOLE RETAIL ENERGY SERVICE	\$9,339.46
10	51525	06/18/13	2481	SHARON FOX	\$55.00
10	51526	06/18/13	3583	SHAWNA TANDY	\$30.58
10	51527	06/18/13	1327	SHERWIN WILLIAMS	\$681.63
10	51528	06/18/13	1639	KAREN J SHOLES	\$200.00
10	51529	06/18/13	1640	GREG SIMPKINS	\$80.00
10	51530	06/18/13	1343	SKEETER KELL SPORTING	\$190.00
10	51531	06/18/13	1556	SKILLETS CAFE	\$2,837.50
10	51532	06/18/13	1641	SCOTT SMITH	\$120.00
10	51533	06/18/13	1643	LANA R SNODGRAS	\$390.00
10	51534	06/18/13	1362	SOFTWARE TECHNOLOGY INC	\$865.00
10	51535	06/18/13	1652	SHEILA L SPARKS	\$14.40
10	51536	06/18/13	1833	SPRINGFIELD GROCER COMPANY	\$677.01
10	51537	06/18/13	1386	SPRINGFIELD PUBLIC SCHOOL	\$2,658.04
10	51538	06/18/13	1835	SAINT LOUIS UNIVERSITY	\$1,170.00
10	51539	06/18/13	2137	DEBORAH STAUFFER	\$132.33
10	51540	06/18/13	3898	STEPHANIE WELLS	\$25.00
10	51541	06/18/13	2108	STEVEN ROSEMAN	\$54.31
10	51542	06/18/13	1412	STEWART-MORRISON REDIMIX	\$643.50
10	51543	06/18/13	129	SUBWAY OF WEST PLAINS	\$185.40
10	51544	06/18/13	3415	SUPREME SEALCOATING	\$5,713.78
10	51545	06/18/13	2145	PAMALA TABER	\$7.00
10	51546	06/18/13	1846	LINDA TAYLOR	\$78.00
10	51547	06/18/13	3858	TEACHER SYNERGY INC	\$50.50
10	51548	06/18/13	1416	TEACHERS STORE & MORE	\$2,166.79
10	51549	06/18/13	1425	THE BATTERY STATION LLC	\$48.00
10	51550	06/18/13	3325	THE FLIPPEN GROUP,LLC	\$31,800.00
10	51551	06/18/13	1405	THE STEEL YARD INC	\$150.86
10	51552	06/18/13	1646	JULIE R THOMPSON	\$400.00
10	51553	06/18/13	2371	EAST COAST	\$448.96
10	51554	06/18/13	2156	PAMELA TOPLIFF	\$7.00
10	51555	06/18/13	3892	TRANSPAR GROUP	\$2,900.00

WEST PLAINS R-VII SCHOOL DISTRICT
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING

10	51556	06/18/13	1450	TRASHWAGON EXPRESS	\$268.00
10	51557	06/18/13	1455	TREASURER,STATE OF MO	\$40.00
10	51558	06/18/13	70	U.S. FOODS, INC.	\$369.31
10	51559	06/18/13	3809	DOROTHY R UELTZEN	\$44.80
10	51560	06/18/13	2166	KARYN VAUGHAN	\$351.82
10	51561	06/18/13	1648	KAREN L VAUGHN	\$99.52
10	51562	06/18/13	2183	MARY E WATERHOUSE	\$293.79
10	51563	06/18/13	3860	WEST PLAINS AMBULATORY SURGERY	\$70.67
10	51564	06/18/13	1512	WEST PLAINS ELECTRIC	\$1,083.90
10	51565	06/18/13	1523	WEST PLAINS POSEY PATCH	\$176.90
10	51566	06/18/13	1613	WEST PLAINS VETERINARY SUPPLY,	\$419.50
10	51567	06/18/13	2192	JENNIE L WHISNANT	\$105.00
10	51568	06/18/13	3897	JEREMIAH L WHITTINGHAM	\$16.00
10	51569	06/18/13	1540	WILLIAM V MACGILL & CO	\$789.00
10	51570	06/18/13	2198	MARTHA A WILLIAMS	\$38.40
10	51571	06/18/13	2480	LIPPINCOTT WILLIAMS & WILKINS	\$1,204.23
10	51572	06/18/13	1545	WOOD MECHANICAL INC.	\$8,755.50
10	51573	06/18/13	1649	JOAN E WRIGHT	\$96.80
10	51574	06/18/13	1551	XEROX CORPORATION	\$188.00
10	51575	06/18/13	1650	SUSAN M YORK	\$2.40

Total Amount Reported For JUNE Board For Approval: **\$377,215.42**

*****GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODES 10 & AD***** **\$389,179.77**

REVENUES & EXPENDITURES

PAGE 1

This report includes the month of May.

Printed On: June 14, 2013

FOR COMPARISON REASONS, THIS PAGE DOES NOT INCLUDE THE STADIUM RENOVATION EXPENSES OR REVENUES.

Total Revenue

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2013	859,336	1,801,046	2,924,735	4,689,032	6,988,206	8,768,314	14,907,307	17,171,164	19,081,041	20,969,854	22,899,786	
2012	709,840	1,845,276	2,835,233	4,076,622	6,371,858	8,494,376	14,987,431	17,039,668	19,213,557	21,299,183	22,991,597	25,565,764
2011	772,372	1,682,797	2,845,597	4,036,669	5,217,884	8,252,994	14,421,187	16,378,147	18,488,290	20,242,083	22,550,815	24,998,561

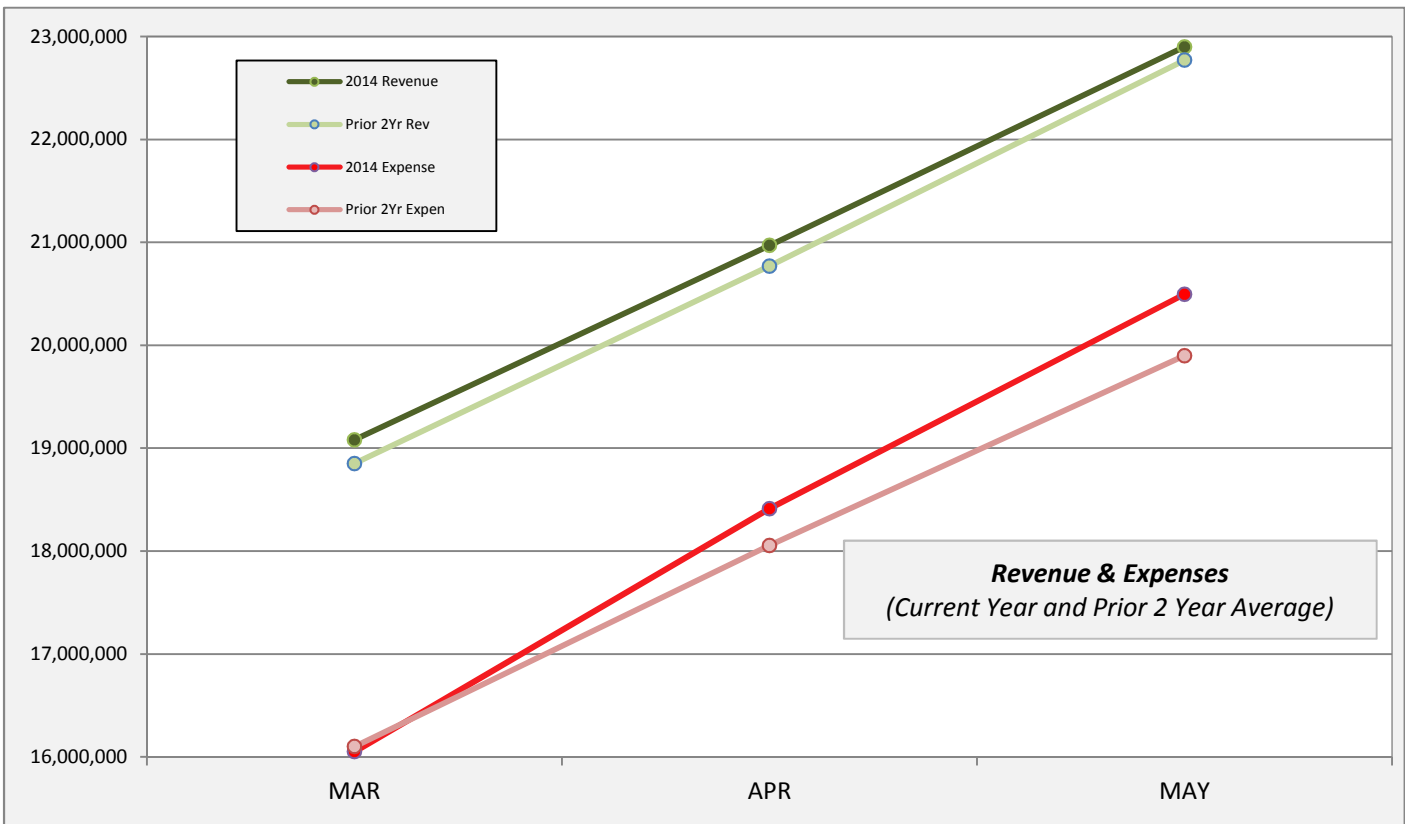
Total Expenditures

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2013	776,580	2,192,147	4,464,166	6,445,389	8,654,142	10,259,745	12,214,111	14,114,889	16,050,238	18,413,169	20,496,589	
2012	613,980	1,303,196	3,515,431	5,561,519	7,576,603	9,547,103	11,895,664	13,859,382	16,397,036	18,415,938	20,262,826	25,234,069
2011	552,113	1,429,373	3,356,441	5,556,335	7,390,174	9,543,852	11,448,988	13,635,476	15,804,712	17,695,559	19,534,175	25,179,463

Revenues less Expenditures

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2013	82,757	-391,100	-1,539,431	-1,756,357	-1,665,935	-1,491,430	2,693,196	3,056,274	3,030,803	2,556,685	2,403,197	
2012	95,860	542,081	-680,198	-1,484,897	-1,204,745	-1,052,726	3,091,768	3,180,286	2,816,520	2,883,245	2,728,772	331,695
2011	220,259	253,424	-510,845	-1,519,666	-2,172,290	-1,290,858	2,972,199	2,742,671	2,683,578	2,546,524	3,016,640	-180,901

	Revenue Budget	Through MAY	Total	% of Actual Through MAY	Estimate based on Prior Year %	Expense Budget	Through MAY	Total	% of Actual Through MAY	Estimate based on Prior Year %
2013	25,428,180	22,899,786	22,900,029			26,628,503	20,496,589	20,789,456		
2012	24,318,640	22,991,597	25,565,764	89.93		24,868,899	20,262,826	25,234,069	80.30	
2011	23,735,379	22,550,815	24,998,562	90.21		23,910,510	19,534,175	25,224,493	77.44	



REVENUES

PAGE 1

This report includes the month of May.

Printed On: June 14, 2013

FOR COMPARISON REASONS, THIS PAGE DOES NOT INCLUDE THE STADIUM RENOVATION EXPENSES OR REVENUES.

3 YEAR REVENUE COMPARISON

Revenues By Source 2014

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	0	0	0	0	0	0	0	0	0	0	0	
County	0	0	0	0	0	0	0	0	0	0	0	
State	0	0	0	0	0	0	0	0	0	0	0	
Federal	0	0	0	0	0	0	0	0	0	0	0	
Tuition	0	0	0	0	0	0	0	0	0	0	0	
Other	0	0	0	0	0	0	0	0	0	0	0	
Total	0	0	0	0	0	0	0	0	0	0	0	

Revenues By Source (2014)

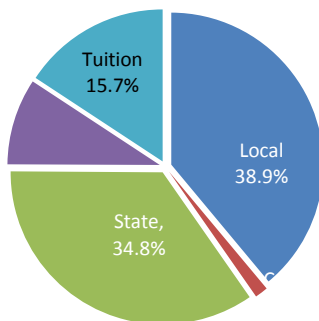
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	225,829	551,517	891,467	1,318,243	2,420,406	2,574,154	7,301,885	7,834,181	8,201,583	8,541,246	8,912,403	
County	0	0	0	0	0	0	122,387	122,387	318,153	318,153	318,153	
State	618,331	1,245,921	1,953,804	2,601,689	3,282,871	3,983,708	4,613,746	5,358,892	6,034,783	7,004,043	7,962,801	
Federal	15,176	3,608	79,464	157,749	229,571	806,690	953,530	1,365,353	1,549,473	1,915,484	2,102,838	
Tuition	0	0	0	611,351	1,055,358	1,403,761	1,915,759	2,490,351	2,977,050	3,190,929	3,603,591	
Other	0	0	0	0	0	0	0	0	0	0	0	
Total	859,336	1,801,046	2,924,735	4,689,032	6,988,206	8,768,314	14,907,307	17,171,164	19,081,041	20,969,854	22,899,786	

Revenues By Source (2013)

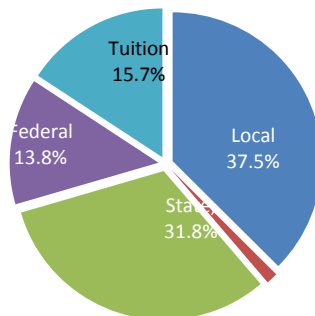
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	164,352	598,796	930,412	1,341,567	1,603,122	2,582,543	7,132,026	7,653,883	8,106,647	8,452,529	8,818,025	9,411,825
County	0	0	0	0	0	0	0	107,237	289,248	289,248	289,248	289,248
State	541,259	1,177,638	1,612,083	2,283,070	2,921,673	3,518,030	4,329,546	5,028,187	5,826,301	6,746,423	7,592,109	8,554,691
Federal	4,229	66,276	290,171	449,419	628,695	727,558	1,398,691	1,730,274	1,962,664	2,365,124	2,599,062	3,358,201
Tuition	0	2,566	2,566	2,566	1,218,368	1,666,245	2,127,168	2,520,088	3,028,697	3,445,860	3,693,154	3,951,800
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	709,840	1,845,276	2,835,233	4,076,622	6,371,858	8,494,376	14,987,431	17,039,668	19,213,557	21,299,183	22,991,597	25,565,764

Revenues By Source (2012)

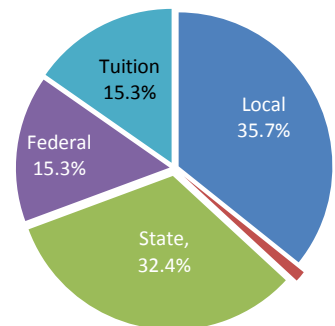
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	166,772	464,744	777,255	1,247,115	1,557,785	2,640,779	6,633,132	7,135,520	7,498,282	7,792,096	8,254,783	8,632,907
County	0	0	0	0	0	0	0	281,930	281,930	281,930	281,930	281,258
State	492,882	993,727	1,564,003	2,149,088	2,726,084	3,344,230	4,014,043	4,681,026	5,449,653	6,291,864	6,876,164	7,857,045
Federal	112,718	224,326	504,339	640,466	925,610	1,451,304	1,995,525	2,158,952	2,638,981	2,815,894	3,663,035	4,374,666
Tuition	0	0	0	0	8,405	816,681	1,778,487	2,120,719	2,619,444	3,060,299	3,474,903	3,772,685
Other	0	0	0	0	0	0	0	0	0	0	0	79,999
Total	772,372	1,682,797	2,845,597	4,036,669	5,217,884	8,252,994	14,421,187	16,378,147	18,488,290	20,242,083	22,550,815	24,998,561



Through May, 2014



Through May, Prior 2 Year Ave.



2 Year Average, End of Year Totals

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

Mr. Kevin Hedden, Assistant Principal

OFFICE HOURS

7:45 A.M. – 4 P.M.

(417) 256-6150

EXT. 4309

Introduction

DISTRICT GOALS

- 1.* Students in the West Plains R-VII School District will acquire the knowledge and skills to gather, analyze, and apply information and ideas.
- 2.* Students in the West Plains R-VII School District will acquire the knowledge and skills to communicate effectively within and beyond the classroom.
- 3.* Students in the West Plains R-VII School District will acquire the knowledge and skills to recognize and solve problems.
- 4.* Students in the West Plains R-VII School District will acquire the knowledge and skills to make decisions and act as responsible members of society.
5. Students in the West Plains R-VII School District will acquire the knowledge and technical skills that will enable them to become productive citizens prepared to meet the challenges of the 21st century.
6. Students in the West Plains R-VII School District will acquire the knowledge and skills that will enable them to lead a healthy lifestyle.

*denotes state of Missouri education goal

DISTRICT PHILOSOPHY

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

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

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

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

PUBLIC NOTICE

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

Public schools in the state of Missouri are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools to all eligible children with disabilities between the ages of 3 and 21. The public school assures that, to comply with the full educational opportunity goal, services for students 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 **Karen Sholes** **Dr. Scott Smith**, Director of Special Services at (417) 256-6150 extension 4576.

WEST PLAINS R-VII SCHOOLS NON-DISCRIMINATION POLICY

“All students have equal access to all courses, programs and services provided by the district.” Students, their parents, and employees of the Unified School District R-VII are hereby notified that this school district does not discriminate on the basis of gender or handicap and is required by Title IX and Section 504 not to discriminate on the basis of gender or handicap in its educational activities and employment practices. Any person having inquiries concerning West Plains School District R-VII compliance with Title IX and Section 504 is directed to contact ~~Ms. Karen Sholes~~ **Dr. Scott Smith** or ~~Dr. Fred Czerwonka~~ **Dr. John Mulford** West Plains Schools, West Plains, Missouri 65775, telephone (417) 256-6150. They have been designated by West Plains School District to coordinate the school district’s efforts to comply with Title IX and Section 504.”

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

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

Nondiscrimination in Educational Programs

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

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

PROCEDURES

Level One:

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

Level Two:

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

Level Three:

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

Level Four:

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

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

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

Nondiscrimination in Educational Activities

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

Open access will be provided to all students in, but not limited to, the following activities: music, pep club, cheerleaders, intramurals, athletics, clubs and organizations. Students may be selected by sex in music if done for vocal range. Federal

regulations do not require single coeducational teams for all sports. Athletics may be provided either through separate teams for males and females or through a single team open to both sexes. Game schedules, practice facilities, locker rooms, coaches and other related items must be equal. It is the desire of the school district to provide the sports and levels of competition which effectively meet the interests and abilities of both boys and girls.

Title IX and Section 504 Grievance Procedures for Students, Faculty and Staff

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

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

Grievance Procedures

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

Dr. Fred Czerwonka-Dr. John Mulford

West Plains R-VII Schools
West Plains, MO 65775

Persons desiring additional information about Title IX should contact Dr. Czerwonka’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

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

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

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

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

The written, signed complaint must be filed with **Dr. Fred Czerwonka, Dr Scott Smith** Assistant Superintendent, 613 West First Street, West Plains, MO 65775, telephone number (417) 256-6150. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

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

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

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 fee 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://zizzers.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.

STUDENT RECORDS – NOTICE OF PRIVACY RIGHTS

This notice informs parents and eligible students (those age 18 and older) of their rights concerning educational records maintained by the West Plains R-VII School District. The rights include those of access to the records, opportunity to challenge such records, limitations on disclosure, and provisions to file a complaint with the Department of Education.

These rights are explained in the Family Educational Rights and Privacy Act of 1974. The laws and regulations require school systems to:

1. Provide parents and eligible students the opportunity to inspect educational records. Requests should be directed to the school principal.
2. Provide parents and eligible students the opportunity to challenge the contents of the records when they believe it contains information that is inaccurate, misleading, or an invasion of the student's right of privacy. This does not apply to grades.
3. Limit disclosure of information from the student's record to those who have written consent of the parent or eligible student, or to officials specifically permitted under the law (such as West Plains R-VII School officials); to those of other schools in which the student seeks to enroll; and under certain conditions and for specific purposes to local, state and federal officials.

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

Complaints should be addressed:

Family Educational Rights
Switzer Building
Room 4511
Washington DC 20202.

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

DIRECTORY INFORMATION

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

ACCESSIBILITY OF FACILITIES

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

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

Dr. John Mulford **Dr. Scott Smith**

613 West First Street
West Plains, MO 65775
417-256-6150

Mon.-Fri. 8 a.m. to 4 p.m.

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

General Information

DAILY SCHEDULE

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

Classrooms Open 7:45

1st hour 8:10-9:00

2nd hour 9:05-9:50

3rd hour 9:55-10:40

4th hour 10:45-12:15-A lunch 10:40-11:09, B. lunch 11:14-11:42, C Lunch 11:47-12:15

5th hour 12:20-1:05

6th hour 1:10-1:55

7th hour 2:00-2:45

8th hour/Zizzer time 2:50-3:25

BUILDING HOURS

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

PARENT/TEACHER CONFERENCES

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

CHANGE OF ADDRESS

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

EMERGENCY CONTACT NUMBERS

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

VISITORS

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

SCHOOL CALENDAR/BUILDING USE

The Official West Plains High School calendar is maintained by the ~~Assistant High School Principals~~ **Activity Directors Office**. Therefore, arrangements for all school related activities which require the use of WPHS school buildings/grounds after school hours should be made with the ~~Assistant Principal~~ **Activity Director**. In addition, persons or groups wishing to rent school buildings space will also be required to sign a contract in the Assistant Superintendent's Office. If an ATHLETIC FACILITY (gym, practice field, etc.) is involved, it should also be cleared by the Activities Director. When possible, please make arrangements at least seven (7) days in advance.

DISTRICT ELECTRONIC COMMUNICATIONS GUIDELINES

Purpose and Scope

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

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

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

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

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

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

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

SYSTEM ACCESS

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

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

Individual User's Responsibility

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

1. Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
2. Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, inaccurate, sexually threatening, offensive, or other unlawful material may not be sent by e-mail or other form of electronic communication or displayed on or stored in the District's computers. Users encountering or receiving such material should immediately report the incident to a superior.
3. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Others may review anything created on the computer.
4. Users may not install software onto any computer or the network.
5. Users should not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file.
6. Without prior written permission, the computer and telecommunication resources and services of the District may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and/or self-replicating code), political material, or any other unauthorized or personal use.
7. The individual in whose name a system account is issued will be responsible at all times for its proper use. Users are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored online, or given to others.
Users are responsible for all transactions made using their passwords.
8. A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.
9. System users must not encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by District policy or state or federal law.
10. Transmission of material, information, or software in violation of any District policy or local, state, or federal law is prohibited.
11. System users identifying a security problem in the District's system must notify the appropriate teacher, campus administrator, or District coordinator.
12. System users may not use another person's account without written permission from the campus administrator or District coordinator, as appropriate. Attempts by a user to log on to the District's system as another user will result in cancellation of user privileges and may result in other disciplinary action.
13. System users must not write to directories other than their own, as identified by the District.
14. Students may not use real-time conference features, such as talk/chat/Internet relay chat, nor will students be allowed to use e-mail.
15. System users must remove electronic mail in accordance with established retention guidelines. Such messages will be removed if time lines are not respected by the system user.
16. System users will not evade, change, or exceed resource quotas or disk usage quotas set by the District, except with the specific approval of the District. The District may remove the file of a user who continues to exceed disk space after seven calendar days of notification.

Vandalism Prohibited

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

Forgery Prohibited

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

Updating Member Account Information

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

Information Content/Third Party Supplied Information

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

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

Termination/Revocation of System User Account

The District may suspend or revoke a system user's access to the District's system upon any violation of District policy and/or administrative regulation.

Prior to a suspension or revocation of system service, or as soon as practicable, the principal or District coordinator will inform the system user of the suspected violation and give him or her opportunity to present an explanation, as follows:

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

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

Disclaimer

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

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

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

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

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

1. Computer Access

- A. User passwords are to be kept secure and not shared between users.

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

2. Software

- A. Software can be loaded or removed only by Office of Technology Staff.
- B. Students and staff are not to bring diskettes or CD-Roms from home or other sources and load them onto any computer.
- C. Strict compliance with software copyright laws will be maintained. There must be a license to support each and every installation of a program.
- D. Downloading of programs for storage on a hard drive or diskette is not allowed without authorization.
- E. Use of computer games for any purpose is not allowed.

3. Hardware

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

CELL PHONES

~~Students are prohibited from the use of cellular phones, to include text messaging, From 8:10 a.m. (first bell) until 3:25p.m. (last bell). Teachers may allow cell phone use in their classrooms for educational purposes. Violation of this policy will result in confiscation, possible suspension, and may only be picked up by a parent of the student.~~

Students are prohibited from the use of cell phones, to include text messaging, during classes and during passing times. Acceptable times for cell phone use are during privilege time, and lunch. Teachers may allow cell phone use in their classrooms for educational purposes. First offense of the policy will mean the phone will be confiscated until the end of the day. The student may pick up the phone at the end of the day. Repeated violation of this policy will result in confiscation, possible after school detention, in school suspension, out of school suspension. In repeat cases the phone will be held in the office until a of the student can pick it up.

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.

OFFICE RULES

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

TELEPHONE USE

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

STUDENT MESSAGES

The school will not deliver messages to students during the school day UNLESS AN EMERGENCY EXISTS. However, the office will take messages for the student to pick up. Students may pick up their messages at the Attendance Window. Students with "call-back" messages should make their calls on the student phone at the downstairs office. See "Telephone Use" in the paragraph above.

DRESS CODE

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

1. Headgear: (Hats, Caps, Bandannas, Do-rags, Sweatbands, Hoods of any kind, etc.) are not to be worn on campus during school hours (from the time the student arrives at school until the end of the school day). 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.
2. All Shirts must have a sleeve. Halter tops, tank tops, or any top which exposes the midriff. spaghetti strap tops are not permissible. Shirts with large arm holes *Low-cut shirts are not permitted and appropriateness of any shirt is left to the discretion of the administration.*
3. Patches or suggestive writing on clothing or hats having vulgar, sexual, drug or alcohol connotations.
4. Bare feet.
5. Short shorts, cutoffs, biker shorts, etc. All shorts and skirts must be long enough so that the tip of the middle finger does not touch bare skin when the student is standing upright.
6. Jeans or pants with holes or tears which go completely through the cloth above the knee are not allowed (when standing upright). Skirts and shorts with holes are not permitted since the holes would be above the knee.
7. Chains/ropes hanging from clothing.
8. Clothes must fit properly and not be a distraction to the educational environment.
9. Any clothing, makeup or accessories which may cause a distraction to the educational environment.

NOTE: Walking shorts, city shorts, skorts, culottes, etc. are acceptable for student wear at any time during the school year.

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.).**

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

FOOD AND OPEN CONTAINERS

All food and open containers are subject to search and are to be confined to the designated eating areas (Cafeteria/Triangle). Only bottles of water are allowed in hallways and classrooms. 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.

EQUIPMENT AND SUPPLIES

1. Textbooks and supplies not furnished by the school will be purchased by the students.
2. Boys' Physical Education Equipment:
Each boy enrolled in physical education will need the following equipment:
1 pair of gymnasium shoes with rubber or crepe soles
1 pair of shorts and T-shirt
1 pair white cotton socks and 1 towel
Valuables: Give valuables to instructor
Washing: Each boy is expected to keep his gymnasium clothes neat and clean and ready for inspection. Gymnasium clothes should be laundered at least once a week and more frequently if necessary.
Consult with instructor
3. Girls' Physical Education Equipment:
Each girl taking physical education will need the following equipment:
1 pair of white tennis shoes and 1 pair white socks
1 pair of shorts and T-shirt
Valuables: Give valuables to instructor
Consult with instructor

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.**

LOST AND FOUND

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

BULLETIN BOARDS

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

ASBESTOS

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

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

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

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

SCHOOL MEDICATION POLICY

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

1. Medication consent form completed and signed.
2. Prescription medications must be in the original container with the label intact and legible. Ask your pharmacist for a bottle for school use. Medications given on a regular basis (Inhaler, Ritalin, etc.) must have the newest refill and send no more than a month's supply at a time. **Medications will only be given during school time if prescription states: at noon, every four hours or every six hours. Three times a day medication will not be given during school hours.**
3. Over-the-counter medication such as Energy Enhancers/Dietary Supplements and Nicotine Patches (other than those listed on the Medication Consent Form) must come in the original container and must have a signed Medication Consent Form on file to be given at school. Over-the-counter medication (other than those listed on the Medication Consent Form) must come in the original container and student must have a signed Medication Consent Form on file to be given at school.
4. **All medications must be turned in at the Nurse's Office along with a dated note giving permission to administer the medication.** Medication such as Ritalin, Dexedrine, Codeine Products including cough medicine, **May Not Be Sent On Bus.**
5. Medication bottles will be sent home when medication course is completed or expires.

Questions concerning this policy may be directed to:

Amanda Mitchell
West Plains High School
256-6150 (work)

SCHOOL CANCELLATIONS

In the event of a school cancellation or early dismissal, announcements will be made through local radio and Springfield's television stations. Phone calls will also be placed to each family via AlertNow.

FIRE DRILLS

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

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

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

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

TORNADO DRILLS

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

EARTHQUAKE DRILLS

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

EMERGENCY ALERT PLAN (LOCKDOWN PROCEDURE)

Students should:

1. Remain in their assigned classroom.
2. **Teachers will instruct students to move furniture against classroom door.**
3. Remain quietly in their seats and continue with class work.
4. If, for any reason, you are out of your assigned classroom when lockdown is announced, report back to that class immediately.
5. Failure to comply with this policy will result in 10-90 days of Out-of-School Suspension.

An emergency alert plan is used when there is someone dangerous in the building, an incident involving violence, searches, etc.

PROFESSIONAL QUALIFICATIONS OF STAFF

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

BOARD OF EDUCATION POLICIES

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

OUTSIDE COMMUNITY RESOURCES AND SERVICES

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

HOTLINE & RESOURCE NUMBERS

Samaritan Outreach Center 1-417-257-7792

Tel-Link 1-800-835-5465

Crisis Hotline 1-800-

Planned Parenthood 1-417-883-3800

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

Attendance

ATTENDANCE POLICY

The philosophy and goal at WPHS is for each student to attend every day. The persistence to graduation standard requires all students to be in attendance a minimum of 95% of the school year. Based on the 168-day school year, a student should be in attendance at least 159 days. **Total verified absences can be no more than 10 in any one class for the entire school year. Exceeding 10 absences in any one class for the year or 6 in one semester will mean the absences will be automatically recorded as unexcused except for a documented medical emergencies reason, legal proceedings, or prior authorization by the administration.**

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

Absences

An absence is defined as more than 15 minutes missed from any 45-minute class. Parents are asked encouraged to call notify the school by 10:00 a.m. on the day of the absence to report the student's absence-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.

~~When returning to school from an absence a student must report to the downstairs principal's office and bring a note from parent, guardian, or medical authority indicating the reason for the absence to obtain an admit slip if the parent has not called in the absence.~~

~~Each student must complete his/her own admit slip and bring a note from parent, guardian, or medical authority indicating the reason for the absence.~~

~~No student~~ **Students with an unexcused absence will not be allowed to make-up work for credit.**

~~Any student who falls below ninety-five percent attendance will not be allowed to make up work for credit.~~ A student may appeal this with the principal.

An absence will be classified as:

• **Verified/Excused:** An absence that is unavoidable due to illness or other conditions transcending the educational need. This type of absence will allow the student to make up work if the 80 class periods or 10 per class periods have not been missed. This may be appealed to the principal. ~~(Car trouble is not an excusable absence due to the school district providing bus transportation.)~~ **Total verified absences can be no more than 10 in any one class for the entire school year. Exceeding 10 verified absences in any one class for the year or 6 in one semester will mean the absences will be automatically recorded as unexcused except for a documented medical emergencies reason, legal proceedings, or prior authorization by the administration.**

• **Prearranged:** An absence that is arranged prior to the absence with the principal or assistant principal. This absence may or may not be excused at the administration's discretion. Prearranged absences will be unexcused when in the administration's judgment the reason for the absence does not transcend educational needs.

• **Unexcused:** An absence occurring without following proper notification procedures or without parental knowledge (before the fact), or in direct defiance of school regulation, or under suspension.

In the case of an absence, the parent or guardian must contact the High School Attendance office (256-3115) the day of the absence, to inform the attendance office of the reason for the absence. **Any absence not reported by a parent/guardian, to**

the school by phone, note, e-mail, or in person will be considered unexcused and zero credit will be given for missed work. Absences for school-sponsored activities are exempt from this policy.

Make-up work is expected from a student upon return to class from an excused prearranged absence. The time allowed for make-up work to be completed will be reasonable and should be made up according to the late work policy for that class. Students are encouraged to begin their make-up work as soon as possible and before they return to school. A parent may request homework through the counseling office by phone (256-6150 ext.4318) or e-mail (cmckee@zizzers.org) if multiple days of absence are predicted or may use the individual teacher voice mail to leave a message to request assignment information.

A student who wishes to practice or participate in extracurricular activities must be in attendance the entire day unless excused by administration in advance. ~~For Saturday participation, the student must have an excused absence on Friday or have prior approval by the administration. (See the Activities Code of Conduct for additional information)~~ In order to participate in a Saturday activity, a student must have prior approval by an administrator when absent on Friday.

Attendance Appeals

The appeal meetings are an opportunity for the student, parent and district attendance committee to discuss the student's attendance. Student attendance appeals ~~are~~ may be made near the end of each semester. ~~An appeal preparation letter is sent to the parent/guardian explaining the appeal process. An appeal form is given to the student.~~ Students may receive an attendance appeal intent form from the Attendance office. The student must return the completed and signed appeal form to the attendance clerk by a specified date. The ~~attendance clerk~~ Assistant Principal will contact the parent/guardian to set up a meeting with the district attendance committee.

Out-of-School Suspensions

~~Students who are suspended out of school may be assigned to attend the Alternative Learning Center (ALC) during the term of their suspension.~~ Those students assigned out of school suspension will have the opportunity to complete work missed due to their suspension. All work missed as a result of absences related to a suspension must be turned upon the first day the student returns to school. Students failing to comply with this requirement will be treated the same as any other student who turns in late work. Final approval for make-up work ~~and attendance at the ALC~~ will be at the discretion of the administration. These provisions do not include those students under long-term suspension and/or expulsion. Suspended students are **NOT** allowed at school, on school grounds or at school-sponsored activities during the term of their suspension. Violation of this provision will be considered a separate offense (see Student Conduct Code). ~~Out-of-School suspension is considered an unexcused absence.~~

Truancy

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

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

COMMUNITY TASK FORCE ATTENDANCE POLICY

West Plains R-VII School District is one of many schools and agencies in Howell County working together to enforce local and state laws on compulsory school attendance.

We will follow the recommendation of the community task force in the procedures we follow to address excessive absences; ~~tardies~~ and truancy. These steps may require input from local agencies and parent involvement and responsibility if the problem goes uncorrected. Parents who would like additional information about these procedures may contact the Howell County Prosecuting Attorney or the Juvenile Office.

School Activities

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

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

Taking Students Out of Class

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

Steps to Follow When Absent From School

Absence Verification Procedure

1. ~~If the school has not contacted your parents, have parents write an excuse giving the dates and reasons for absence.~~ Parent/guardian notifies the school on the day of the absence verifying the reason for the absence. If your parent/guardian has notified the school, it is not necessary to bring a written excuse.
2. ~~If the school has contacted your parents, however, all students must obtain an admission slip in the assistant principal's office immediately upon their return to school.~~ Students must obtain an admission slip in the attendance office when they return to school if the parent/guardian does not notify the school on the day of an absence.
3. Admission slips are to be ~~picked up between 7:45 a.m. and 8:05 a.m.~~ obtained before class on the first day upon returning to school. ~~Having to return~~ Returning to the office to obtain an admission slip will not be an acceptable reason to be tardy to class.
4. **Forgery of an excuse or parent signature will result in disciplinary action.**

Procedure for Leaving School Grounds (Check-out Procedure)

Students are not permitted to leave school grounds while school is in session without first securing a Blue Slip from the Attendance Office. ~~(SCCC students will have to secure Blue Slips from the SCCC office.)~~ Blue Slips will not be issued unless the request is accompanied by a telephone call and/or a written request from the parent/guardian. Students should not ask to be excused during the day except in cases of extreme need or emergency. Students will not be permitted to leave school for errands, doctors, dentists, haircuts, etc. **without a note or confirming phone call from a parent or guardian made the day before. Parents wishing to check out their students without requesting it a day in advance must do so in person.**

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

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

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

Late Arrivals

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

Make-Up Work

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

TARDINESS

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

COLLEGE DAYS

Seniors (only) at WPHS may be released for up to Two (2) school days during their senior year to visit a college/technical school campus, undergo military testing and/or physicals, etc. A College Day Form must be filled out and approved in advance. Interested seniors should check with the staff in the downstairs office for more information. Requests for more than one college day must be submitted in writing to the Asst. Principal (in advance) with documentation of the

appointment. Final approval will be made by the Principal. **The following conditions must be met by the student applying for a college day: 2) student compliance with the attendance policy and 3) the student is not in danger of failing a class. Juniors are eligible for one college day.**

EOC DAYS

EOC days may be rolled over from year to year but cannot exceed 4 days. EOC days are earned by scoring advanced or proficient on the Missouri End of Course Exam the previous school year. Advanced scores earn a full day of independent study and a score of proficient earns a half day (four class periods) of independent study. Independent study days do not count as an absence

The independent study is day the student may not attend school and use at their own discretion. There are some days students may not use for an independent study day they are as follows:

Certain days are ineligible to be taken for independent study they are as follows:

- ~~Finals weeks~~
- ~~The last week of the semester~~
- Days when semester finals are given in any of the students classes.
- Days when the student is scheduled to take the EOC.

Other requirements for the use of EOC days.

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

WITHDRAWAL FROM SCHOOL

~~Students who are withdrawing from school must observe the following procedures or risk the loss of their \$20.00 book deposit:~~

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

Academic Services

REGISTRATION AND ENROLLMENT

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

PLEASE NOTE:

The Missouri Safe Schools Act of 1996 requires new pupils to register in a school district accompanied by a parent or court-appointed legal guardian. The West Plains R-VII district is obligated to provide an education to children who are homeless. The parent or guardian must provide a form of proof that the pupil is eligible to register in the district or has requested a hardship or good cause waiver within the last 45 days. The registration process may require a parent, guardian or caretaker of the child to provide, upon enrollment, a sworn statement indicating whether the pupil has been expelled from school attendance in this state or any other state for weapons, alcohol, drugs or the willful infliction of injury to another person. A false statement or affirmation in this area is a class B misdemeanor. A hardship or good cause is basis for a waiver to be granted by the district board and an adverse decision is appealable. Any person submitting false information in satisfying residency registration requirements is guilty of a class A misdemeanor. The school board may institute a civil action to recover costs of education for any pupil whose registration was based on false information.

MID-YEAR TRANSFER STUDENTS

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

CLASSIFICATION AND PROMOTION OF STUDENTS

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

Six or more credits	10th grade
Twelve or more credits	11th grade
Eighteen or more credits	12th grade

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

GRADUATION REQUIREMENTS

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

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

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

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

- Civics.....(9th).....1 credit
- Am. History.....(10th).....1 credit
- World History/Western Civ.(11th).....1 credit
- Pass both United States and Missouri Constitution tests (state law requirement).

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

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

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

HIGH SCHOOL CREDIT PRIOR TO FRESHMAN YEAR POLICY

For any student entering ninth grade at West Plains High School who has taken the Missouri Algebra I End-of-Course exam and scored at the proficient or advanced level, 1 unit of high school credit will be awarded to that student. The same student will be permitted to enroll in Algebra II Honors as a freshman.*

West Plains Middle School students taking Algebra I during their 8th grade year may earn 1 unit of high school credit by maintaining a grade of "A" or "B" in Algebra I and scoring 34 or better on the placement test. The same students will be able to enroll in Honors Algebra II as a freshman.*

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

MISSOURI VIRTUAL INSTRUCTION PROGRAM (MoVIP)

West Plains High School students who are dually enrolled in courses offered on campus as well as those offered through the Missouri Virtual Instruction Program (MoVIP) must schedule on campus courses consecutively. Example: a student who elects to take 3 courses through MoVIP and 4 at WPHS must take the 4 local courses during successive periods, such as periods 1-4, 3-6, or 4 -7. MoVIP courses do not receive weighted grades.

PARTICIPATION IN GRADUATION EXERCISES

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

1. Students must earn the minimum of 25 credits.

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

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

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

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

EARLY GRADUATION

Students wishing to complete their High School career after the 7th semester must obtain permission from the High School Principal, Superintendent, and the Board of Education. The request must be in writing and received by the Principal prior to the October board of education meeting. All attendance hours must be completed before an application can be approved. Acceptable reasons for early graduation include: entering the armed forces, pursuing a college education, apprenticeship, or training program, or other circumstances approved by the Board of Education. Students considering early graduation should consult their counselor in the spring of their junior year to make proper preparation. Early graduating students are not eligible for MSHSAA activities. Students considering early graduation should also consult with A+ coordinator for eligibility considerations.

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

A+ SCHOOLS

The A+ financial incentive grant offers students free college tuition and fees. Assuming that state funds are available, graduates may be eligible to receive up to two years of free tuition and general fees to attend a Missouri public community college or vocational technical school if they meet the following requirements.

1. Complete an A+ Schools Contract during high school.
2. Attend a designated A+ school in grades 10, 11 and 12.
3. Earn a high school grade point average of 2.5 or higher on a 4.0 scale.
4. Maintain a 95% attendance record for all four years of high school.
5. Establish a good record of citizenship and avoid the unlawful use of drugs or alcohol.
6. Tutor or mentor students for 50 hours of unpaid, supervised tutoring.

This financial incentive is available for a period of four years after high school graduation. To maintain eligibility, the participating student must:

1. Attend a Missouri public community college or vocational/technical school on a full-time basis, maintaining a grade point average of 2.5 or higher on a 4.0 scale.
2. Attempt to secure federal financial assistance funds which do not require repayment.

The A+ Student Financial Incentive Program is a statewide program that the Missouri General Assembly must appropriate funding through legislative approval on a yearly basis.

A+ SCHOOLS

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

- *1. Attended a designated A+ school for three consecutive years prior to high school graduation;
2. Graduated from high school with an un-weighted GPA of 2.5 or higher on a 4.0 point scale;
3. Maintained at least a 95% attendance record for the four-year period;
4. Performed 50 hours of unpaid tutoring or mentoring for other students;
5. Maintain a record of good citizenship and avoidance of the unlawful use of drugs or alcohol;

6. Made a documented, good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment; and
7. Provided proof, if applicable, of registering under the United States Military Selective Service Act.
- 8. Beginning with the high school senior class of 2015, have achieved a score of proficient or advanced on the Algebra I end of course exam. (Revised, October 2011)**

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

*If one parent is a member of the military on active duty or has retired from the military and relocated to Missouri within one year of their retirement, you are exempt from this requirement. However, you must attend an A+ designated high school and meet all the other high school eligibility requirements in the school year immediately preceding graduation. If you have already received an associate degree or baccalaureate degree, you are not eligible for the A+ Scholarship.

ZIZZER AWARDS PROGRAM

SEMESTER TEST EXEMPTION POLICY

- a. Zero absences and a minimum grade of 82% in the course, or
- b. 1 or 2 absences and a minimum grade of 88% in the course, or
- c. 3 absences and a minimum grade of 93% in the course
- d. 4 or more absences will disqualify the student from finals exemption

ZIZZER AWARDS PROGRAM

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 semester test exams. The exception to this program is in advanced placement (AP) courses.

Criteria for Test Exemption Eligibility:

Attendance and Academics:

- e. Zero absences and a minimum grade of 88% in the course, or
- f. 2 absences and a minimum grade of 93% in the course.
- g. 3 or more absences will disqualify the student from finals exemption

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

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

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

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

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

Perfect Attendance – In order to achieve perfect attendance, a student must be present in each class each day. The only exceptions are absences due to school-sponsored activities, approved college visitations, or approval by the teacher for the

student to be in some other location on campus. All other absences, including ISS, will be counted when determining “perfect attendance.”

II. ACADEMICS

1. Academic Letter

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

2. Zizzer Academic Award

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

3. Recognition for Academic Awards

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

COLLEGE PREPARATORY CERTIFICATE

The College Preparatory Certificate is presented to those students who have voluntarily met the following minimum requirements:

1. Subjects	Credits
English/Language Arts.....	4*
Math (Alg. 1 & Above).....	4*
Science.....	3*
Social Studies.....	3*
Fine Arts.....	1
Practical Arts.....	1
Physical Education.....	1
Electives.....	7
Credits in Foreign Language and/or additional advanced courses from * areas and/or Fine Arts.....	3
Total.....	25

2. Have a “B” average in all courses taken in * areas.

3. Score ABOVE the national average on the ACT or SAT Test. (The National Average for the ACT for 2009 was 21.1.)

4. To meet the Social Studies requirement, one (1) credit of **AMERICAN HISTORY**, one (1) credit of **WORLD HISTORY** or **WESTERN CIVILIZATION** and one (1) credit of **GOVERNMENT** must be earned.

HONORS CERTIFICATE

Beginning with class of 2014 students meeting the following requirements while maintaining a “B” average and achieving a minimum of a 21 on the ACT will be awarded an Honors Certificate upon completion of the 12th grade.

Honors Core Course Requirements:

- A minimum of four (4) “honors level” *core courses* (or higher), in each core discipline: four (4) English, four (4) maths, four (4) social studies, four (4) sciences.
- A minimum total of 16 units of honors level core courses.
- A minimum of three (3) honors level core courses during the senior year.

HONOR ROLL

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

PRINCIPAL'S HONOR ROLL

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

VALEDICTORIAN/SALUTATORIAN CRITERIA

1. A minimum of four college preparatory core courses, (or higher) in each discipline: (4) English, (4) Math, (4) Social Studies and (4) Science.
2. A minimum total of sixteen units of college preparatory core courses.
3. A minimum of three college preparatory core courses during the senior year.
4. Core course areas are defined as English, Social Studies, Mathematics and Science.
5. A minimum of twenty-eight (28) credits required.
6. Four (4) consecutive semesters' attendance at West Plains High School is required.
7. In case of a tie for selection as Valedictorian, the Salutatorian would be eliminated for that year.

CUM LAUDE RECOGNITION SYSTEM

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

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

GRADING

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

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

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

WEIGHTED GRADES

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

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

No freshman level courses will receive a weighted grade

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

Math: Algebra III, Honors Geometry, Pre-Calculus, AP Calculus, College Algebra

Science: AP Biology, AP Chemistry, AP Physics, Anatomy and Physiology, College Chemistry

*beginning with class of 2014 only AP Science courses will be weighted

Communication Arts: Honors English III & IV, AP English

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

MSU Associates Program: All Required Core Courses will receive a weighted grade.

Credit Recovery

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

SEMESTER FINALS

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

ADVANCED PLACEMENT CLASSES

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

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

HONORS CERTIFICATE

Beginning with class of 2014 students meeting the following requirements while maintaining a "B" average and achieving a minimum of a 21 on the ACT will be awarded an Honors Certificate upon completion of the 12th grade.

Honors Core Course Requirements:

- A minimum of four (4) "honors level" *core courses* (or higher), in each core discipline: four (4) English, four (4) maths, four (4) social studies, four (4) sciences.
- A minimum total of 16 units of honors level core courses.
- A minimum of three (3) honors level core courses during the senior year.

CLASS DAY (Senior Awards)

Near the close of school, time is set aside for the recognition of seniors and other students, who have been outstanding in activities during the year. Letters of recognition, honor medallions, academic letters, scholarships and other items of significance are presented at that time.

ACADEMIC TUTORING SESSIONS

All West Plains High School students are eligible to receive FREE tutoring services. Included are General Sessions and Content Specific Tutoring Sessions. All tutoring sessions are supervised by certified personnel. Both morning (7:15 a.m.-8:05 a.m.) and afternoon (3:30 p.m.-4:30 p.m.) sessions are offered. Attendance is voluntary---attendance records are maintained for Attendance Make-up purposes. More specific information on times and locations of tutoring sessions will be posted.

STUDENT IDENTIFICATION BADGES

Due to the high number of individuals who utilize our campus daily it is important that we maintain a safe school environment. Student I.D. badges will be issued in three colors: Red, Gold and Platinum. The three colors are part of the "Zizzer Time" 8th hour. Students will be issued a card every three weeks in conjunction with distribution of progress reports. Students will receive a card based on three factors: grades, discipline and attendance.

PLATINUM CARD - Students who serve as Zizzer time tutors will be issued a platinum card. With a platinum card those students will gain free admission to athletic contests, dances including prom and they will receive preferred parking in the student lot. That I.D. card will serve as a library card.

Red cards and Gold cards will be taken up and reissued by the student's advisory teacher every three week grading period.

GOLD CARD - Students with no D's or F's, no discipline referrals requiring ISS or OSS placement and no attendance problems will receive a Gold Card I.D. With that ID card they will gain free admission to athletic contests and they will be able to attend privilege time during 8th period. That I.D. card will serve as a library card.

In order to attend privilege time student must show the privilege time area teacher their gold card.

RED CARD- Students with any D's or F's, a discipline infraction requiring I.S.S. or O.S.S. placement or attendance issues will receive a red I.D. card for three weeks. That I.D. card will serve as a library card.

EMERALD CARD- Students with grades of A's and B's in all classes no discipline referrals requiring ISS or OSS placement and perfect attendance or at least 97% attendance for the semester will receive a EMERALD Card I.D. Students with an Emerald ID card will gain free admission to athletic contests and they will be able to attend privilege time during 8th period. That I.D. card will serve as a library card. Emerald Card holders are also free to leave during Zizzertime with a sign parental consent form.

8th Period Response to Intervention (RTI)/ Zizzer Time

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

Opting out provision: Once a semester a student who is assigned to a tutoring assignment may be released after one week, provided they have brought up the grade in question and that is the only class that the student has a D or F in.

Students will be assigned to a study hall if they have D's or F's in non-core classes. Students who have received a discipline referral requiring a ISS/ or OSS placement or attendance issues (ex. truancy, excessive absences will be assigned to a study hall

Students who have no D's, F's discipline referrals, or attendance issues will receive "privilege time"
Students may attend the following areas during privilege time

- Cafeteria
- Library/ Computer lab
- Agriculture Building*
- Sports Complex

- Art Room*
- Band Room*
- Choir Room*
- Athletic Practices *

*Areas open to students in those programs.

Students must report to privilege time areas by the tardy bell. They must present their gold card and they must sign in. Once a student has signed in to a privilege area they may not leave.

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

LIBRARY & COMPUTER USAGE

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

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

SUPPORT SERVICES SPEECH AND LANGUAGE CLINICIAN

Teachers and parents may refer students to the speech and language clinician for evaluation of sound usage, language skills, voice quality, and fluency of speaking. Students in need of speech and language services meet with the clinician for individual or small group classes.

TEACHER OF BEHAVIORAL DISORDERS/EMOTIONALLY DISTURBED

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

TEACHER OF LEARNING DISABILITY

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

TEACHER OF COGNITIVE DISABILITY

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

SCHOOL/FAMILY COORDINATOR

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

Student Services

PUPIL PARTICIPATION IN CONTESTS

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

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

NCAA CLEARING HOUSE

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

EDUCATIONAL SURVEYS

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

STUDENT INSURANCE

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

TRANSPORTATION TO SCHOOL EVENTS

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

PEP BUS CHARGE

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

PUBLIC CAMPAINGING FOR QUEEN ELECTIONS

Public campaigning is not allowed for Homecoming or Mid-Winter Queen. The Student Council will provide the funds for all candidates to appear together on a poster during the week of the election. Public campaigning will result in removal from the election and a student will be named to replace the candidate. A signed agreement will be required of all candidates and parents prior to final selection as a candidate indicating intent to follow this guideline.

DANCES AND PROM

West Plains High School hosts several dances throughout the year. Dates must be in high school and/or less than 21 years of age. All dances must be approved through the Principal's Office.

West Plains High School students who attend the WPHS Prom must be of Junior or Senior status. Their dates must also be of Junior or Senior status or "out-of-school and less than 21 years of age."

STUDENT DRIVING AND PARKING

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

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

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

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

SCCC DRIVING REGULATIONS

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

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

RULES AND SAFETY REGULATIONS FOR PUPILS RIDING ON BUSES

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

School buses are considered extensions of the school environment. Any pupil whose conduct on a school bus is improper or jeopardizes the safety of other pupils may have his/her school bus transportation suspended.

LUNCH FACILITIES & REGULATIONS

West Plains High School has a "CLOSED LUNCH" period. Classes are scheduled to eat lunch in ~~four~~ **three** shifts. Students will be notified of their lunch shift assignment by the appropriate teacher. All students will eat lunch in the cafeteria **or the triangle**. Students may bring their lunch from home. Any extra (seconds) must be purchased at full price. NO FOOD OR BEVERAGES ARE PERMITTED IN THE HALLWAYS, CLASSROOMS, **TRIANGLE AREA** OR GYM. Students are responsible for disposing of their own trash. Students are under the supervision of the assigned "duty teachers," and are required to comply with their directives. **DUTY TEACHERS HAVE THE AUTHORITY TO ASSIGN DETENTION.**

ANNOUNCEMENTS

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

CLASS OFFICERS

~~Class officers are president, vice president, secretary, and treasurer. They are elected by the members of the classes during the last semester for the following year.~~ **Class officers are president, vice president and one (1) representative per 50 students in the class. They are elected by members of the class for the following year.**

STUDENT BODY OFFICERS

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

STUDENT GOVERNMENT COMMISSIONERS

Student government commissioners facilitate the mission of the student council they are appointed to the positions after following an application process. The positions are awarded to the most qualified candidates. Commissioners are as follows:

activities commissioner, art commissioner, assemblies commissioner, public relations commissioner, elections commissioner, media commissioner, recognitions commissioner, spirit commissioner.

QUALIFICATIONS FOR LEADERSHIP POSITIONS IN STUDENT ORGANIZATIONS

Student leaders are elected by members of their class and/or student body. Student leadership candidates must meet the minimum MSHSAA standards for participation (pass 6 of 7 classes attempted the prior semester), and have maintained a "C" cumulative grade point average. Student leadership candidates shall not have excessive absenteeism during the past two semesters...unless said absenteeism is waived by the Attendance Appeal Committee due to extenuating circumstances. Student leadership candidates shall be of good character, both in and out of school, and have no major infractions of the law and/or WPHS Student Conduct Code within the previous twelve months.

STUDENT LOCKERS

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

- a. LOCKERS ARE OWNED BY THE SCHOOL. THEREFORE, THE SCHOOL MAY LEGALLY SEARCH THEM SHOULD THE NEED ARISE.
- b. UNASSIGNED LOCKERS ARE NOT FOR STUDENT USE.
- c. "JAMMING" LOCKING MECHANISMS WILL RESULT IN DISCIPLINARY ACTION.
- d. YOU ARE RESPONSIBLE FOR YOUR LOCKER. IF IT IS ABUSED, YOU MUST PAY FOR THE DAMAGES.
- e. KEEP YOUR LOCKER LOCKED AT ALL TIMES.
- f. DO NOT SHARE YOUR LOCKER WITHOUT PERMISSION
- g. DO NOT GIVE OUT YOUR COMBINATION TO OTHERS.
- h. A LOCKER CLEAN OUT DAY WILL BE HELD AT THE END OF EACH YEAR.
- i. LOCKERS MUST BE CLEANED OUT BEFORE SCHOOL ENDS. THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS LEFT IN LOCKERS AFTER SCHOOL IS DISMISSED.
- j. STUDENTS WILL BE CHARGED \$5.00 FOR LOST OR DAMAGED LOCKS.

Clubs and Organizations

The **Academic Bowl Team** is a year long academic competition open to 9th-12th grade students. This competition is sanctioned by MSHSAA, and all participants must be eligible by those rules and regulations. Try-outs are in September, and competition begins in October and ends in May.

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

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

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

DECA is an organization for students enrolled in the marketing program. DECA is a method of instruction which, through a variety of activities, reinforces what the student learns in the classroom. DECA provides students with recognition, opportunities to develop an individual sense of responsibility and a greater understanding and appreciation of marketing, merchandising, and management.

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

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

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

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

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

German Club provides students with a first-hand look at German culture, traditions, and language. The club also benefits the community by helping in various volunteer works. The club is open to any interested students.

GES Lunch Bunch is a voluntary program for students referred for gifted services and their guests to attend lessons and activities two days a week during the regular school lunch break. Topics are chosen by the students and usually include a unit on researching colleges followed by a campus visit.

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

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

National Honor Society – NHS is a school and community organization selected by GPA, service, scholarship and leadership. Society members all must have a 9.5 GPA and be active in two organizations.

NATIONAL HONOR SOCIETY – SELECTION OF MEMBERS

Section 1.

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

Section 2.

Candidates must have a cumulative scholastic average of a minimum of 3.6 on a 4-point scale. Such candidates shall then be evaluated on the basis of service, leadership and character.

Section 3.

To meet the requirements for service, candidates must participate in a minimum of two (2) co-curricular activities during the year in which they are being considered for membership. These activities must represent two different areas of service.

Section 4.

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

Section 5.

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

Section 6.

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

Section 7.

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

Section 8.

The Faculty Council has the authority to award honorary membership.

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

Southern Missouri Home Builders Association "Student Chapter" The student chapter of HBA offers students the opportunity to become members of the Southern Missouri Home Builders Association at a discounted price. This allows them to establish contacts, gain first hand experience and work in community betterment projects. Members are also eligible for scholarships provided by the local chapter of Southern Missouri Home Builders Association.

The **Student Council** represents the student body in the promotion of a planned program of student activities and coordinates students' interests and faculty supervision for a better understanding of the ideals of democracy and our school. Members consist of the elected officers of the Student Council, the four sets of class officers and a representative from each school club or organization.

VICA is the Vocational Industrial Clubs of America and is an organization for secondary and post secondary students enrolled in technical and health related areas of study. Participating in VICA helps a student to develop valuable leadership skills as well as an opportunity to compete against others at regional, state and national levels.

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

Student Conduct/Discipline

STUDENT CONDUCT

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

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

PENALTIES FOR VIOLATIONS OF WPHS STUDENT CONDUCT CODE

1. STUDENT CONFERENCE/WARNING BY A PRINCIPAL.

2. PARENT/STUDENT CONFERENCE WITH PRINCIPAL.

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

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

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

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

In-School Suspension Rules

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

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

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

9. CORPORAL PUNISHMENT: Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal. If found necessary, it should never be inflicted in the presence of other pupils nor without a witness. Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted. The teacher or principal shall submit a report to the superintendent, explaining the reason for the use of corporal punishment as well as the details of the administration of the same. A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

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

VIOLETIONS AGAINST PERSONS

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

- 1) Knowingly causes physical injury to another person; or
- 2) With criminal negligence, causes physical injury to another person by means of a deadly weapon; or
- 3) Recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; and the act occurred on school or school district property, or in a vehicle that at the time of the act was in the service of a school or school district, or arose as a result of a school or school district-sponsored activity.

Assault while on school property is a class D felony.

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

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

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

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

Step One:	Expulsion.
-----------	------------

BULLYING/CYBERBULLYING (see Board policy JFCF) – Intimidation or harassment of a student or multiple students perpetrated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

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

Harassing, intimidating or threatening computer usage: Inappropriate computer usage intended to harass, intimidate, or threaten student(s) and staff. This includes language or written material that is disparaging or demeaning. Written or symbolic words or gestures meant to harass or injure another person; i.e., threats of violence or defamation of a person’s race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.

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

FIGHTING (see also, “Assault”) – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

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

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

HARASSMENT, including Sexual Harassment (see Board policy AC)

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

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

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

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

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

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

INCENDIARY DEVICES/FIREWORKS– Possessing, displaying or using matches, lighters, fireworks or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY

DRUGS/ALCOHOL (see Board policies JFCH and JHCD)

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

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

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

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

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

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

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

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

TOBACCO USE AND/OR THE POSSESSION OF – Students found to be in possession or using any tobacco product on district premises, or areas adjacent to school, district transportation or at any district related activities is prohibited. Tobacco products will be confiscated and destroyed. It is against the law of Missouri for minors to buy, use or possess tobacco products.

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

VIOLATIONS AGAINST PROPERTY

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

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

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

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

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

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

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

Step One:	10 days OSS; parent conference.
-----------	---------------------------------

Subsequent Step:	Expulsion.
------------------	------------

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

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

Step One:	Restitution. Principal/Student conference; loss of user privileges; ASD; Friday School; or ISS.
Subsequent Step:	Restitution. Loss of user privileges; 1-180 days OSS; or expulsion.

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

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

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

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

VIOLATIONS OF PUBLIC DECENCY AND GOOD ORDER

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

Step One:	"0" Grade for Assignment; 3 days Lunch Detention; ASD or Friday School; and/or Parent Conference.
Step Two:	"0" Grade for Assignment; 1-3 ASD or Friday School; 1-3 days ISS; and/or Parent Conference.
Step Three:	"0" Grade for Assignment; 3-5 days ISS; Conference with Principal.
Subsequent Step:	"0" Grade for Assignment; 5-10 days OSS; Referral to Superintendent.

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

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

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

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

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

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

DISRUPTIVE CLASSROOM BEHAVIOR AND/OR DISMISSAL FROM CLASS – In the event a student has disrupted class and the classroom teacher has attempted to remedy the problem using other methods, the student shall be dismissed from class and referred to the assistant principal's/director's office. The classroom teacher will submit a written report on the nature of the problem to the assistant principal/director. A copy of this report will be mailed to the parent/guardian. Dismissals are tabulated throughout the school year and may be from any class.

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

DISRUPTION AND INTERFERENCE WITH SCHOOL – No student shall block the doorway or corridor; prevent others from attending a class or district activity; block normal pedestrian or vehicular traffic; threaten (verbally or in writing) the safety and security of the school, use violence, force/noise coercion, threats, intimidation, racial or ethnic intimidation, harassment, fear, passive resistance or any other conduct intentionally to cause a disruption of the educational environment. Nor shall they refuse to identify themselves on request or encourage other students to violate any rule or school Board policy.

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

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

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

ELECTRONIC DEVICES – ~~At no time are cell phones allowed to be used during the school day. Cell phones should be turned off at the beginning of school and left off until school is dismissed.~~ Students are prohibited from the use of cell phones, to include text messaging, during classes and during passing times. Acceptable times for cell phone use are during privilege time, and lunch. Teachers may allow cell phone use in their classrooms for educational purposes.

Other electronic devices such as CD player, I pods, etc., may be used in the hallways and lunchroom but not in classes unless the student has the teacher's consent. Camera phones may not be used on school property unless permission is granted from all parties photographed, taking picture in areas where privacy is expected, such as locker rooms, restrooms, etc., is a criminal offense and 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.

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

PHOTOGRAPHY OR FILMING OF STUDENTS INVOLVED WITH ACTIVITIES VIOLATING THE

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

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

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

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

FAILURE TO BRING NECESSARY MATERIALS TO CLASS OR COMPLETE ASSIGNMENTS

Step One:	Warning; Parent Conference with Teacher
Step Two:	1-3 Days Lunch Detention or ASD
Step Three:	1-3 days ASD or Friday School; ISS
Subsequent Step;	3-5 ISS; Conference with Principal

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

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

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

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

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

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

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

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

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

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

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

Each Offense:	1-3 ASD or Friday School.
---------------	---------------------------

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

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

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

Electronic Devices – (SEE ALSO PERSONAL ENTERTAINMENT DEVICE AND CELL PHONES) West Plains R-VII School District recommends that students should not bring Walkmans, 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 neither the West Plains R-VII School District nor its faculty will be held liable for lost, stolen, or broken items. The ability of students to use such devices is left to the discretion of the individual teacher during their class time.

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

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

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

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

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

Skateboards – Skateboards are not allowed on campus.

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

Other – Any disruptive or potentially disruptive item not listed

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

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

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

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

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

POSSESSION OF SEXUALLY EXPLICIT, VULGAR, OR VIOLENT MATERIAL, USE OF LEWD OR OBSCENE LITERATURE – The writing or drawing of lewd or obscene literature, gang/satanic writing and drug related items. These are offensive to school standards and do not have a serious literary, artistic, political or scientific value. Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

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

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

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

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

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

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

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

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

Step Five:	Recommended OSS of 90 days.
------------	-----------------------------

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

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

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

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

DISRUPTIVE BEHAVIOR WITH INJURY

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

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

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

BUS OR TRANSPORTATION MISCONDUCT (see Board policy JFCC and procedure JFCC-AP) (SEE ALSO RULES AND SAFETY REGULATIONS FOR PUPILS RIDING ON BUSES)– Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense has been committed at the student's assigned school. Transportation misconduct will be punished pursuant to policy and may include suspension of bus riding privileges.

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

EXTRA-CURRICULAR and CO-CURRICULAR ACTIVITIES CODE OF CONDUCT

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

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

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

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

This policy is in effect 365 days per year.

Missouri State High School Activity Association (MSHSAA) Standards

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

1. *A student shall not be permitted to practice or compete until the school has verification that he/she has basic athletic insurance coverage.*
2. *The school shall require of each student before the student is allowed to practice or participate, a physician's certificate stating that he/she is physically able to participate in athletic contests of his/her school.*
3. *Non-school competition: Before competing in any non-school competition check with your coach or athletic director. Refer to MSHSAA handbook, by-law 235.0.*
4. *A middle school or high school student may be eligible in a public school only in the district in which his/her parents, legally established guardian, or a person with whom he/she has been living for one (1) calendar year resides, and which is designated as the school for him/her to attend by the Board of Education.*
5. *A student in grades 9-12 must be currently enrolled in courses that offer a total three (3) units of credit, and must have earned three (3) units of credit in courses that met the preceding semester in which he/she was in attendance in high school. This basically means he/she must pass 6 out of 7 classes the preceding semester in order to be eligible for participation during the current semester.*
6. *A student in grades 7-8 must be enrolled in a normal course load for their grade at the member school and must have been promoted to a higher grade prior to the first day of classes for the new school year. However, even though you have been promoted, you will be ineligible if you failed more than two (2) courses the previous semester.*
7. *Any student who withdraws from school because of disciplinary measures shall not be eligible for any interscholastic activity for one (1) full year from the date of withdrawal.*
8. *A student who misses class(es) (must be present for at least 3 periods of the school day) on the date of a contest without being excused by a principal shall not be considered eligible to represent his/her school on that date or any subsequent date until such student attends a full day of class.*
9. *It is the responsibility of the coaches and the administration to inform both players and parents of MSHSAA regulations and to enforce these guidelines.*

10. *MSHSAA Citizenship Requirements, By-Law 212 – Eligibility reinstated upon conclusion of all proceedings with legal system and all penalties satisfied. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.*

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

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

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

INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Drugs/Alcohol (use, possession, under influence)	Suspension from participation *30 days	Suspension from participation *180 days	Permanent Restriction
Drugs/Alcohol Distribution	Suspension from participation *180 days	Permanent Restriction	N/A
Suspension from	For all infractions: One day suspension from participation in the activities program School for each day out-of-school suspension and/or ALC school assignment.		
Violations of law (Felony)**	For all infractions: Suspension from participation for an alleged violation. Reinstatement upon acquittal. Permanent restriction upon conviction.		
Violations of law (Misdemeanor) **	For all infractions: Students may be suspended from participation at the direction of review committee comprised of the Principal, Athletic Director, Coach or Sponsor, and Central Office administrator, per MSHSAA citizenship By-Law.		

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

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

Definition of terms:

- 1. Alcohol and Drugs** - Student participants are expected to lead a drug free lifestyle. The possession, use, or distribution of alcohol, drugs, narcotics, hallucinating agents, controlled substances, illegal substances or contraband by participants in the activities program at any time at any location is prohibited and will result in the penalty set forth herein.
- 2. Suspension from school** - A suspension from participation in the activities program will be assigned for a violation of West Plains School District standards which result in an out of school suspension or placement in the in-school suspension program. One-day suspension from participation in the activities program will be assigned for each day of out of school suspension or assignment in the in-school suspension program.
- 3. Violations of law – Felony**- A suspension from participation in the activities program will be assigned for an alleged violation of law that results in felony charges being filed in a court of law. The suspension will be terminated when the

participant has been acquitted or adjudicated not to have committed the felony. A participant who has been convicted of a felony will not be permitted to participate in interscholastic activities for the duration of his/her enrollment in the West Plains School District. The student must immediately report any violation of law to the Athletic Director. Failure to report violation to athletic director within 72 hours will result in the loss of student eligibility according to MSHSAA By-Laws.

4. **Violations of law – Misdemeanor** - A suspension from participation in the activities program may be assessed for an alleged violation of law that results in misdemeanor charges being filed in a court of law. An Appeals Committee comprised of the Principal, Athletic Director, Head Coach or Activity Sponsor, and a Central Office Administrator will convene to review the facts surrounding the allegation. The decision to suspend and the length of suspension will be determined by this committee on a case by case basis. The student must immediately report any violation of law to the Athletic Director.
5. **Team responsibilities** – If a participant is suspended from participation for a period of time less than the duration of the entire season, the participant is expected to fulfill all team responsibilities including attendance at practice, team meetings, games, and other expectations placed on team members by the coach or sponsor.
6. **Eligibility for other activities** – In the event the duration of a suspension carries beyond the close of a season, the participant may try out for another activity. The balance of any suspension will carry over to the next activity and the season the student participates.
7. **Application** - The standards outlined are in effect for students in grades **7-12**. Infractions accumulate during the period of time a student is enrolled at these grade levels. Every student enrolled is a potential student participant and is subject to the standards and consequences as outlined above, although at the time of infraction, the student is not actively participating in an activity.
8. **Performance enhancing substances** - In order to minimize health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel should never supply, recommend or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.
9. **Required Co-curricular involvement** - If a student is enrolled in a course where participation in an activity covered by this policy is required, and is subsequently suspended from participation in accordance with this policy, the student will be provided alternate assignment(s) to meet the mandatory interscholastic participation requirement, thus deferring an academic penalty.
11. **Additional standards** - In addition to the West Plains School District standards outlined above, student participants will be expected to adhere to the standards of the Missouri State High School Activities Association standards and program expectations and standards established by each coach or sponsor. Program rules and standards will be communicated to participants prior to their participation.
12. **Co-curricular activities** – activities that students participate in outside of the classroom as a result of being enrolled in a school offered class. (i.e. Band, Choir, Debate, and Academic Team interscholastic competition.)
13. **Extra-curricular activities** – activities that take place outside the regular course of study in school. (All athletic teams that compete interscholastically.)
14. **Drug Use Test**– scientifically substantiated method to test for the presence of illegal drugs in a person’s urine.
15. **Illegal Drugs** – any substance, which an individual may not sell, possess, use, distribute or purchase under either Federal or Missouri law. (Including narcotics, performance altering drugs, and unauthorized use of prescription medication.)
16. **Positive Test Result** – when referring to a drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
17. **C/TPA** – Consortium/Third Party Administrator. A service agent that provides or coordinates the administrative tasks concerning the operation of a company/school drug and alcohol testing program.

- 18. Off-season**– the part of the regular school year that an activity has been completed or has not yet begun (Does not include summer break).
- 19. MRO** – Medical Review Officer. A licensed physician responsible for reviewing laboratory results and evaluating medical explanations generated by a drug testing program.

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

The West Plains Board of Education, in an effort to protect the health and safety of its students from illegal drug use and abuse or injuries resulting from the use of drugs, thereby setting an example for all students of the West Plains R-VII School District, adopts the following policy for drug testing of students participating in extra-curricular and/or co-curricular activities.

Statement of Purpose and Intent

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

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

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

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

DRUG TESTING PROCEDURE

Each student participating in extra-curricular and/or co-curricular activities shall receive copies of the "Student Extra-Curricular and/or Co-Curricular Activities Drug Testing Policy" and "Student Extra-Curricular and/or Co-Curricular Activities Drug Testing Consent Form" which shall be read, signed and dated by the student, parent and/or guardian. All students must turn in the "Student Extra-Curricular and/or Co-Curricular Activities Drug Testing Consent Form" to the high school or middle school office by the first Tuesday of September before the student will be allowed to continue or begin practice or participation in any extra-curricular and/or co-curricular activity. Any student (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. Freshmen students will be allowed to return the form anytime during their 9th grade year. Form must be returned before the student participates. Transfer students will be placed in the testing pool within one week of enrolling in the West Plains R-VII School District if they intend on participating in extra-curricular and/or co-curricular activities. A hardship exception may be granted by a written appeal to the Appeals Committee composed of central office administrator, principal, athletic director, and head coach/sponsor.

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

Procedure

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

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

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

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

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

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

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

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

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

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

Violations

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

1. For the first offense, the student shall be suspended from participation for all in-season or off-season extra-curricular and/or co-curricular activities for 30 school days. During this time, it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. Students enrolled in a class that

involves co-curricular activities will remain in the class during the 30 day period and may participate in classroom activities, but may not participate in any activities outside the regularly scheduled class time.

If a participant in an extra-curricular activity is suspended from participation for a period of time less than the duration of the entire season, the participant may be expected to fulfill all team responsibilities including attendance at practice, team meetings, games and other expectations at the discretion of the coach/sponsor. At the end of the 30 day period, the student will be retested and must pass a drug test to re-enter the extra-curricular and/or co-curricular activity. If he/she refuses to be retested, this will be considered the second offense.

2. For the second offense, the student shall be suspended from participation in all activities for 180 school days. The stipulations of the first offense shall continue to apply. At the end of the 180 day period, the student will be retested and must pass a drug test to re-enter the extra-curricular and/or co-curricular activity. If he/she refuses to be retested, this will be considered the third offense.
3. For the third offense, the student shall be suspended from participation in all in-season or off-season activities including all meetings, practices, performances, and competitions for the length of the student's enrollment at West Plains R-VII School District from the date of the initial report of the third offense as stated in this procedure.

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

Refusal to Submit to Drug Use Test

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

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

August, 2013

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

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

Participant Name (Print): _____ Grade: _____

Date of Birth: _____

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

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

Signature of Student/Participant: _____ Date: _____

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

Signature of Parent/Guardian: _____ Date: _____

This form must be signed and returned to the WPHS/WPMS Office

By the first Tuesday in September by all
Sophomore, Junior and Senior students planning to participate in any extra-curricular and/or co-curricular interscholastic competitive activity at **West Plains R-VII Schools.**

Freshmen students may enter the program at anytime during their
freshmen year **prior** to participation in an activity.

COOPERATIVE LIVING AND WORKING TOGETHER

PLEDGE TO THE FLAG

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

SCHOOL SPIRIT

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

A WEST PLAINS HIGH SCHOOL STUDENT CREED

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

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

SCHOOL SONG

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

SCHOOL COLORS

Red and White



**WEST PLAINS HIGH SCHOOL
And
SOUTH CENTRAL CAREER CENTER**

Teacher Handbook

Deleted items in red **New items in yellow**

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.

DISTRICT PHILOSOPHY

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

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

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

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

STATEMENT OF BELIEFS

The Role of the Student

Students should learn to accept responsibility in the learning process.

Students should attend regularly with attitudes receptive to the challenges and responsibilities of their education.

Students should receive a balanced education to include skills useful in the working world and in solving academic as well as personal and social problems.

Students' individual motivations for learning should provide the stimuli for maximum development and achievement.

Students' social and academic experiences should enable them to become contributing members of society.

The Role of the Teacher

Teachers should create learning situations in which individual motivation for learning is the stimulus for maximum development and achievement.

Teachers should be skilled in a variety of teaching approaches and techniques and should use effective classroom management skills.

Teachers should have a positive self-image which enhances their abilities to meet the needs of individual students and encourages the success of every student.

Teachers should promote, through teaching and example, the principles of the democratic way of life necessary for students to function as contributing members of society.

The Role of the School

The school should assure each individual a safe teaching and learning environment.

The school should assure that each individual is treated fairly and respected with consideration for individual differences.

The school should foster in students an awareness of multi-cultural diversity within our local culture and the worldwide community.

The school should help students become proficient in the academic, technical, physical and social skills necessary to be successful in today's changing world.

The Role of the Parents

Parents, as their child's first teachers, should provide an early learning environment which stimulates their child's development and prepares them for school entry.

Parents should encourage their child's success in school by instilling in them a positive attitude toward education and the school through their support of the school and its personnel and by providing a positive role model to their child regarding education and learning.

Parents should support their child's education through their involvement in the school and its activities and through their interest in their child's education.

The parents and the school should work cooperatively and in partnership by providing mutual support and open communication to insure that the child's educational opportunities are maximized.

The Role of the Community

The community and the surrounding West Plains R-VII district schools should co-exist to provide mutual support and maintain open communication in the educational venture.

TEACHER'S INFORMATION

I. TEACHER ATTENDANCE and SCHOOL HOURS: Teachers are expected to be in their work area no later than 7:45a.m. Teachers who have morning duty should be here by 7:35a.m... Teachers should not leave school in the afternoon **until after school busses have departed.**

II. LEAVING SCHOOL DURING THE SCHOOL DAY: Teachers are encouraged to remain at school during the school day. However, should it become necessary to leave the school grounds, teachers should always check out (and back in upon return) through the main office.

III. ABSENTEEISM AND SUBSTITUTE TEACHERS: In the event of absence from school which is not arranged in advance, High School teachers please call **Jessica Johnson** at 417-293-6565 between the hours of 6 am and 6:30 am to arrange for a substitute. If you are unable to reach Jessica, call **Mr. Randolph at 255-5562, Mr. Heddon at 293-8043 or Mr. Long Mrs. Hill** . Career Center teachers please call **Diana Barnard at 372-3591**. If unable to contact Diana Barnard, call **Jim Laughary 293-4718**. Teachers may recommend substitutes, but final selection must remain with the principal's office. In the event of prearranged absences, teachers should make an arrangement for a substitute with the receptionist in the Principal's Office. **Teachers should not make their own arrangements for a substitute teacher.** Any problems concerning a substitute teacher should be reported immediately.

- a. In order to insure that a day of instruction occurs when the teacher is absent, lesson plans, seating charts, and grade book should be left in the office for the substitute. **Do not schedule a day in the computer lab or library for a substitute.** Teachers should have an emergency sub-packet that is provided to the Principal's Office prior to the first day of classes and is updated by the faculty member as circumstances require that the emergency packet is used. The emergency packet should contain current materials, directions for use, directions for basic classroom expectations, pertinent notes regarding specific students, and classroom roster. The materials should be educational in nature and should be filed in the High School office. Additionally, when scheduling an absence, all faculty are expectation to leave a substitute packet with the Principal's Office prior to being gone. The packet should contain all of the items listed in the emergency sub-packet.

An "**Application for Leave Form**", available in the Principal's Office, should be completed within three (3) days after returning to school- **this is for sick leave**. In the event of **personal leave**, this form should be completed at least **two (2) days prior to the absence**. Problems with substitute teachers should be reported on this form.

IV. TEACHER PARKING: Staff members will be issued a staff parking tag which should be displayed on the rearview mirror of your vehicle. It is suggested that teachers consider parking in one of the following areas: *on the streets adjacent to the building; in the Career Center-parking lot off Olden Street; in the parking area immediately south of the gymnasium.* We do not suggest parking in the student parking lot. Please do not park in Visitor Parking.

V. TEACHER LUNCH BREAK: WPHS has 3 – ~~30~~ 28 to 29-minute lunch shifts. Due to the short duration of the lunch shifts teachers are encouraged not to leave the premises for lunch. Teachers are welcome to eat in the lunchroom(s), in the faculty lounge(s) in the teacher workroom, or any other suitable space.

VI. TEACHER PARTICIPATION AT SCHOOL EVENTS: Teachers are encouraged to attend/participate in school events. Your presence at graduation, plays, athletic events, etc. is a strong motivator for many of our students. In addition, West Plains R-VII Schools admits all staff to home events when they display their staff I.D. badge. Teachers will be admitted to away conference games with school identification. All teachers from the career center and the high school are expected to attend and participate in commencement exercises at West Plains High School graduation.

CURRICULUM AND INSTRUCTION

I. REQUIREMENTS FOR GRADUATION

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

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

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

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

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

- Pass both United States and Missouri Constitution tests (state law requirement).
- ++PHYSICAL EDUCATION:** All students must earn at least one (1) P.E. credit to graduate.
- CORRESPONDENCE COURSES:** A maximum of 2.0 credits of correspondence may be counted toward graduation requirements.

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.

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 students book deposit due to loss or damage of school issued materials.

Teachers must insure that all students are issued a copy of the textbook if one is used for the class. In the event of textbook shortages, these should be requested from the principal's office as soon as possible.

III. SUPERVISED STUDY: Teachers are encouraged to devote a portion of each class to supervised study. This time should be carefully planned in order to achieve optimum results. It should not be considered as "free time".

IV. NEW IDEAS: While innovation and creativity are encouraged to enhance student motivation, teachers who wish to introduce or try something new or unusual should first consult with the principal before plans are released. This procedure may prevent embarrassing situations when a new idea conflicts with existing policy.

V. PLANNING PERIOD: Teachers are provided with a planning period for the purpose of planning instruction, evaluating student work or conferencing with parents and/or colleagues. Although the use of this time is at the professional discretion of the teacher, it should be spent at school. In the event that it is necessary for the teacher to leave school during the planning period, the main office should be notified.

VI. 8th HOUR RTI/ZIZZER TIME: Teachers are expected to be in their assigned areas during this time. Core area teachers with a tutoring assignment are expected to be engaging those struggling students in various strategies designed to help the individual student.

Visitation of teachers by parents, alumni, salesmen, etc., is discouraged during class periods. Such visits should be arranged to occur during the teachers planning period.

VI. COPY EQUIPMENT: The photocopier is for teacher and staff use only. Students are not allowed to use the equipment.

VII. UPDATING/REPLACEMENT OF MATERIALS: Teachers desiring to update and/or replace instructional materials or equipment should contact their department chairperson. In the absence of a department chairperson, the request should be submitted in writing to the high school principal.

VIII. INTERNET USE: West Plains High School has a direct connection to the Internet through MORENET (UM-Columbia). All students who utilize the Internet at WPHS must have on file a properly signed West Plains Board of Education approved "Acceptable Use Policy". Teachers must also have on file an approved "Acceptable Use Policy".

Email: All teachers are assigned a district email account. Every teacher has ready access to an email capable computer. Email will be utilized as one of the primary means of communication within the district.

You are expected to check your email on a daily basis. You will be responsible for information communicated via email.

If you join any email listserves, please make sure you sign off of those lists over the summer unless you plan on checking email regularly over the summer. Also, be sure to delete unneeded email messages rather than allowing them to accumulate in your folder.

Be aware that email attachments are a primary means of spreading new computer viruses. You should never open an email attachment unless you know the person who sent the attachment and you were expecting the attachment. Some new computer viruses will go into a persons address book and replicate the virus by sending it to everyone in the individual's address book. Thus, you could receive an email from someone you know that could still be infected with a virus. The very best defense is to make sure the virus protection software on your computer is up to date and running.

If teachers allow approved students to utilize the Internet in their classroom, it is that teacher's responsibility to insure it is used properly. Students who violate the Internet "Acceptable Use Policy" should be referred immediately to the Assistant Principal's office.

IX. VIDEO USE: It is the responsibility of the professional staff to select instructional materials of the highest quality that will support the educational curriculum and goals of the district. The value of impact of any textbook, library or other instructional material will be judged as a whole, taking into account the purpose of the material, rather than individual and isolated expressions or incidents of the work. Multi-cultural, disability-aware and gender-fair concepts will be the criteria for selection of materials. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served. Use existing special criteria for the selection of all kinds of materials, such as films, DC's, tapes and books, for all

subject areas. The general criteria that may be applied: ...material should have permanent or timely value...be accurate...be presented in a clear manner...be authoritative...should have significance.

It is the administrative policy at West Plains High School that R-Rated movies/videos will not be shown in the classroom unless they meet the following criteria:

- A. The content of the video ties to, and is included in, the written curriculum.
- B. The video serves to enrich and support the written curriculum.
- C. Portions of the video that have no educational value will be skipped/edited out.
- D. Teachers should send a permission slip home with each student in the class that will be shown the “R” rated video and that form has been signed and returned by the parent or guardian. In the event parent permission is not given the student should be given an alternative assignment in another location during the viewing of the movie.**
- E. The video has been approved in advance by the Principal and Department Chair, if applicable, as part of the established written curriculum.**

When viewing any video in the classroom setting, as part of a curricular lesson, it should be viewed in parts, interspersed with periods of explanation and discussion. Videos brought to school by students should never be shown in the classroom. Videos should not be shown in the classroom strictly for entertainment.

COMMUNICATIONS

I. FACULTY MEETINGS: Faculty meetings will routinely be scheduled on a Wednesday morning at **7:30 AM**, in the HS Library. Faculty meetings will be scheduled when the need arises for significant items to be discussed. Teachers are encouraged to suggest items of significance to be placed on the agenda. All faculty members are expected to attend faculty meetings unless they have been excused by the principal. Those excused are responsible for arranging a conference with the principal to discuss agenda items.

II. DAILY ANNOUNCEMENTS: Daily announcements are prepared and distributed via email by the assistant principal's office each morning. In order to avoid unnecessary classroom disruptions and yet insure that students and teachers receive necessary information, the daily announcements will be read over the intercom **at a time designated by the principal** at 8:10a.m. daily, the pledge of allegiance will be recited on Monday mornings. Teachers are encouraged to submit items to be included on the announcements to the assistant principal's secretary before school begins.

III. INTERCOM: An intercom is located in the principal's office to be used

for pertinent communication. The intercom will be used to call students from class when it becomes necessary. The intercom will be used during passing time between classes to receive messages that are non-emergency in nature.

IV. TELEPHONE: Telephones are provided in every classroom for teacher use. Calls will not be forwarded from the office during class time unless it is an emergency. Teachers should not use cell phones during class time including text messaging.

V. MAIL DISTRIBUTION: Each teacher has a mailbox located in the teacher's workroom. Mail, special bulletins or memos, and communication notices are distributed regularly. Please collect mail daily.

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.

BUILDING/MAINTENANCE

I. CARE OF BUILDING AND CLASSROOM: All personnel are expected to assist in the care of buildings, supplies, and equipment. Each teacher should impress upon students through word and action the importance of cleanliness and respect for school property. *The teacher who uses a room last is responsible for leaving it in good order.* At the close of the school day, please see that paper is removed from floor and windows are closed. Keep rooms locked when not in use. Conserve energy by turning off lights when not in use and maintaining temperatures at the recommended level.

II. CUSTODIAL/MAINTENANCE REQUESTS/REPAIRS: Specific requests regarding custodial or maintenance services and/or repairs should be directed the Principal's Office.

III. VANDALISM: Teachers should check their rooms after each period to see that students are taking care of school property. All cases of accidental or malicious destruction or defacement of school property must be reported immediately to the Assistant Principal, along with any names of suspects.

IV. BUILDINGS & GROUNDS SECURITY: Since access to buildings and grounds outside of school hours is limited to authorized personnel (Board Policy ECA), teachers are required to control school keys to prevent unauthorized entry. **Building keys are not to be loaned under any circumstances.** When entering the building after hours or on weekends, be sure that all doors are locked when you leave.

V. FACULTY LOUNGE/WORKROOM: All faculty members who use these facilities are responsible for keeping them neat in appearance. . **Faculty lounges are off-limits to students at all times.**

VII. PUBLIC USE OF FACILITIES: Any non-school group or individual who wishes to use school facilities must complete an application for use of facilities at the Assistant Superintendent's Office. In scheduling public use of facilities, school related activities would always receive first priority.

STUDENT WELFARE

I. REPORTING HAZARDOUS/UNSAFE CONDITIONS: Every professional staff member must assume responsibility for helping to maintain conditions that promote building safety. Broken furniture, unsafe conditions of floors, doors or other portions of the building, or other unsafe conditions should be adjusted by the teacher if possible. If adjustments cannot be made, unsafe conditions should be reported to the principal as soon as possible.

II. SAFETY GLASSES REQUIRED: In accordance with federal and state laws, all students, teachers, and classroom visitors are required to wear approved eye protection when participating or observing any of the following.

1. Vocational, technical, industrial arts, chemical, or chemical-physical shops or laboratories involving exposure to the following: hot molten metals, or other molten materials; milling, sawing, turning, shaping, coring, grinding, or stamping of any solid material; heat treatment, tempering, or firing of any metal or other materials, gas or electric arc welding, or other forms of welding processes; repair or servicing of any vehicle; caustic or explosive materials.
2. Chemical-physical laboratories Chemical, physical, or combined involving caustic or explosive materials, hot liquids, or solids, injurious radiations or other hazards not enumerated.

III. STUDENTS ACCIDENTS/EMERGENCY RESPONSE: In the event that the teacher recognizes that a medical emergency exists within his or her classroom, the following procedures shall be utilized:

- a. **The teacher should remain with the injured student throughout the emergency situation.**
- b. Either the teacher or a reliable student should report the emergency situation **by intercom** to the principal's office or vocational school office. If ambulance service is required, it should be requested at this time.
- c. The secretary receiving the report will coordinate the dispatching of the school nurse and principal and/or assistant principal, and request ambulance services if needed. Parents should be notified as soon as possible after emergency medical personnel have been called.

- d. If appropriate, the rest of the class should be sent from the classroom to a specific location i.e. library, etc.
- e. The student should be kept quiet, as calm as possible, and immobile until help arrives. It is essential that an injured student not be moved until that student's condition is assessed by the school nurse.
- f. The teacher shall submit a written report of any accident involving bodily injury to the principal as soon as possible.

IV. ILLNESS AT SCHOOL: Students who become ill at school should be issued a corridor pass to the school nurse's office.

V. ADMINISTRATION OF MEDICATION: Teachers should never administer medication to students

VI. EMERGENCY DRILLS: In order to acquaint students with appropriate procedures to be followed in the event of an emergency, announced, as well as unannounced, **fire, tornado, earthquake and emergency alert drills (Lockdown)** will be conducted periodically.

It is the responsibility of all teachers to instruct students in each classroom regularly throughout the year regarding the course of action to be followed in the event of an emergency. Emergency procedures are contained in the West Plains High School Student Handbook and should be posted in the classroom. Specific teachers will be asked to check areas close to their classrooms. Teachers are to remain with their class until released or the normal schedule is resumed. Teachers should always take gradebooks/class rosters with them and take roll when assembled outside.

STUDENT DISCIPLINE AND SUPERVISION

I. PHILOSOPHY: In order to maintain an environment conducive to student learning, it is the responsibility of all school personnel to continuously encourage and maintain effective discipline. Discipline in itself is a learning experience; the goal of effective discipline is the **development of self-control** and **respect for proper authority** through instruction, guidance, and exercise. In order to achieve desirable school discipline, students must be aware of what is expected of them. A "WPHS Student Handbook is available which contains rules of conduct pertaining to student behavior. Since all personnel are expected to enforce these standards, teachers should thoroughly familiarize themselves with the policies contained in the "Student Handbook."

II. CLASSROOM MANAGEMENT: Effective classroom management is a prerequisite for effective teaching. Teachers must clearly determine their **expectations** for student behavior in their classrooms and how they will communicate these **expectations** to their students. While management techniques certainly depend upon the class, personality of the teacher, age and maturity of the student, and the learning activity

in progress, freedoms granted to students should be commensurate with their ability to accept responsibility. It is essential that a positive, business-like tone be established for the class beginning on the first day of school.

Since good teaching usually results in a desirable classroom atmosphere with desirable conduct by students, effective methods of teaching and handling students must be the primary concern of all teachers. Research has shown that the following instructional techniques minimize discipline problems:

1. Effective instruction techniques that actively involve students in the learning process.
2. Teaching “bell-to-bell, i.e. conducting planned instructional activities for the duration of the period.
3. Good student-teacher rapport, characterized by positive interactions and mutual respect.

Although the majority of students respond to effective teaching, in some cases disciplinary action must be taken. If possible, discipline problems should be handled by the classroom teacher, therefore emphasizing rather than minimizing his or her position. All disciplinary situations should be handled in a calm “low-key” manner as the situation permits. The teacher should retain their self control at all times. It is imperative that a personal dislike for the student not be conveyed. Concentrate on the dislike for the behavior. Intolerance for rude behavior in the classroom is perfectly acceptable. Fairness and consistency should always be guiding principles when dealing with students.

Approved alternatives for handling disciplinary situations include:

1. Calling the student’s attention to the problem.
2. Change in seating arrangements.
3. Restriction of classroom privileges.
4. Private teacher/student conference.
5. Parent conference/involvement.
6. Referral to the ASSISTANT PRINCIPAL.

The following techniques should not be used:

1. “Mass Punishment”: Punishment of an entire class for the behavior of some students.
2. Idle threats that cannot be carried out.
3. Embarrassment of the student in front of the class.
4. Sarcasm or the use of derogatory comments.

In the event that the teacher decides he or she can no longer deal with a problem student, or that to do so would take excessive instructional time, the student may be dismissed from class and directed to the Assistant Principal’s office. Please intercom the office to indicate that a student has been dismissed, and send a “Dismissal from Class Form” detailing the incident, to the Assistant Principal at your earliest convenience.

It is never advisable to tell a student to, “Get out of my class and never come back,” or the equivalent. The final decision regarding whether or not a student is to be permanently excluded from a class resides with the administration and Board of education, not the teacher. Personal problems with, or pertaining to, students should be discussed privately and only with those who have a bearing on the situation.

III. STUDENT SUPERVISION: Any and all events that occur on the campus of a public school, be it restrooms, hallways, lunchroom, etc., **always** impact directly on what is going on in the classroom. *Only by working together as a staff*, can effective student supervision be maintained. Teamwork insures a positive school environment and reduces the possibility of charges of negligent supervision. **EVERYONE IS RESPONSIBLE FOR SUPERVISION.** Each faculty member is responsible for taking appropriate action in the event of student problems. Should the teacher encounter uncooperative students, threats, refusal of a student to respond to a teacher’s request, etc., immediate assistance should be requested from an administrator.

WPHS teachers should plan to stand near the doorway to their classroom/work site during class changes where they may view student activity in the hallways during class changes.

IV. CLASSROOM SUPERVISION: Numerous teacher liability suits have resulted when classrooms were left unsupervised by the teacher. Therefore, **teachers must not leave their class, or any group of students for which they are responsible, unsupervised...even for a short period of time...unless making arrangements to take care of an emergency.**

GUEST SPEAKERS: The presence of a **guest speaker** is in the classroom does not negate the requirement for the teacher to be present in the classroom. Teachers are responsible for student supervision, and should be present in the classroom. All guest speakers should be cleared a week in advance through the main office.

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

V. SHOP, LAB & WORK SITE SUPERVISION: All teachers should enforce safety procedures in the shop, laboratory and work site sessions. It will be the teacher’s responsibility to ensure students follow all safety procedures and use the necessary safety equipment while working in a lab, on a work site or in a shop. All WPHS and SCCC safety procedures and safety equipment will be thoroughly covered with each class prior to entering the laboratory area. The instructor should inform the school nurse and WPHS or SCCC office of any injury acquired by a student during the training period.

It is the teacher's responsibility to verify that students have provided appropriate insurance information. No student will be permitted in the shop area until this condition has been satisfied. It should be noted that the WPHS or SCCC DOES NOT carry accident insurance on students. It is therefore mandatory that parents either carry insurance of their own or through the home school if available to ensure the student is covered.

VI. SUPERVISION AT ASSEMBLIES: All teachers are expected to attend "all-school assemblies" unless they occur during the teacher's planning period. Teachers are expected to sit with their class and supervise their students. Teachers have the authority to correct inappropriate behavior immediately, or, if warranted, remove the student from the assembly.

VII. RESTROOM SUPERVISION: Although WPHS teachers are not assigned restroom duty, teachers are asked to periodically check restrooms on a regular basis to insure that problems do not develop.

VIII. HALL SUPERVISION: All teachers are expected to help supervise the halls. All faculties who are assigned duty will be expected to be in the appropriate area at 7:45am it is your responsibility to provide a duty person if you are unable to be in assigned area. Morning hall duty rosters will be made available.

IX. DRESS CODE (STUDENT): The student dress code is contained in the student handbook. Should a teacher observe a student who may be in violation of the dress code, the student should immediately be directed to the Assistant Principal's office.

X. SCHOOL VISITORS: Visitors to our campus/buildings, and/or persons wishing to visit with a student or teacher (*regardless of the reason*), should be directed to the Assistant Principal's office. **ALL NON-SCHOOL PERSONS OBSERVED LOITERING ON CAMPUS SHOULD BE REPORTED IMMEDIATELY TO ONE OF THE OFFICES.**

XIII. Hall Passes: The teacher's responsibility for a student does not end when that student is sent out of class. This should be given strong consideration from the standpoint of teacher liability when a student is not under the teacher's direct supervision. Therefore, please keep students in the classroom unless absolutely necessary. Students who must be excused during class **must be issued a dated and timed corridor pass.**

XIV. Removing Students From Class: All students are expected to attend their scheduled classes each period. Exceptions are those students who are absent from class due to their participation in school-approved activities. All activities which require a student to miss class must be approved and on the school calendar. Students should not be removed from one class to work on another classes' assignments, projects, or activities.

An alphabetical list of students who will be absent as a result of an authorized school activity should be e. mailed to all staff 24 hours in advance of the event. In the event that students approved for absence due to a trip or other activity do not participate, the Assistant Principal's office should be notified.

Students who miss class to participate in school activities are responsible for making up work missed. Students who must miss class for approved activities should be reminded and encouraged to make advanced arrangements with the teacher for the completion of make-up work.

EVALUATION OF STUDENTS

I. GRADING SYSTEM: The preparation and completion of an accurate and fair evaluation procedure requires a considerable amount of time, thought, and energy on the part of the teacher. A minimum of nine evaluations should be recorded (considerably more in most cases) for each nine-week grading period in order to validate the grade assigned. The evaluation may be made in a variety of ways, including evaluations of written work, oral reports, products, or other evidence of student performance. Grading should not be influenced by pressure from parents/guardians. However, **teachers must always be able to justify assigned grades at any time.** In addition, students should be frequently informed of their grade status, in order to enhance his or her awareness of academic progress, and in order to avoid "surprises" at the end of the quarter. It is recommended that parents be informed when the teacher detects a marked decline in the student's performance.

Education research indicates a strong correlation between **teacher expectations** and **student achievement**. Therefore, it is imperative that each teacher maintains high expectations for each individual student. Therefore it is important that we maintain high expectations for **all students**, and that a given student is never "written off" as a failure.

Teachers may use a percentage system of grading or a point system. In order to establish equal value in grading regardless of the system, the following percentage values are to be used in making the transfer to letter grades:

A	93-100
B	82-92
C	70-81
D	60-69
F	0-59

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

accumulated over the course of a semester. All teachers shall have all grades entered into Lumen on the day specified.

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

1. Lumen – Teachers are expected to maintain grades on Lumen. 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.
2. Grade books – Teachers may request hard copy grade books at the beginning of each school year. Grade books are the property of the district and are to be returned to the principal's office at the end of the year. Grade books should contain a complete record of the student's class work as well as a record of attendance.
3. Permanent records – A cumulative educational record of every student that attends West Plains High School is maintained in the principal's office. This record contains the complete transcript of the student, a record of achievement and individual testing, etc., and provides an educational profile of the student. Teachers may refer to the student's permanent record when there is a need to do so. **Permanent records should never be removed from the office. In no case should students or unauthorized personnel have access to individual student records.**

IV. STUDENT RECOGNITION: In order to provide recognition to students for their academic achievements, West Plains High School awards academic letters and provides incentives for academic achievement. Criteria for these awards may be found in the WPHS Student Handbook. Teachers are encouraged to make positive contacts with the parents of their students.

ACTIVITIES

I. CALENDAR OF ACTIVITIES: The Assistant Principal maintains the official calendar of school events. Activities time slots must be approved by the Assistant Principal before they are placed on the school calendar. Naturally, the activity must have prior approval from the Principal. A weekly calendar of activities will be published to assist teachers with planning.

II. FIELD TRIPS: Teachers may schedule field trips that are relevant to the curriculum with approval from the principal at least two weeks in advance. Approval must be secured from the Principal for any “new trips”. Buses for approved trips should be ordered through the Asst. Principal’s office. Bus orders must be received by Wednesday morning for trips the following week.

III. DANCES: There are five (3) dances each school year at WPHS that are considered traditional, and as such are built into the yearly school calendar.

They are: 1. Homecoming 3. Mid-Winter 3. Prom.

IV. SUPERVISION: Any time a school organized student activity group meets for any purpose, (before, during or after school hours) a faculty sponsor must be present and is responsible for student supervision and the security of the school building. The duty custodian should be notified when students/supervisor are leaving the building. This applies to all meetings and activities, both on and off the school campus.

V. ACTIVITY BUDGET: Each school organization that maintains an activity account is responsible for submitting to the principal’s office during the first month of school an activity budget. Included in the budget will be planned fundraisers and expenditures for the year. All groups should plan to end the school year with a positive balance of funds in the activity account.

VI. FUNDRAISING: Board of Education policy indicates that, in some cases, it may be necessary for students to raise funds to help support some activities. However, the policy states that the Principal will use the utmost discretion in approving fund-raising activities, and is directly responsible for all fund-raising activities conducted in the school, or, sponsored in any manner by the school. Groups should attempt to keep fund-raising activities to a minimum. Fund-raising requests should be included in the groups’ activity budget. An attempt will be made to coordinate fund-raising activities to prevent conflicts. All fund-raising activities should have prior approval of the Principal. All fund raising money should be turned in daily.

Teachers with students soliciting funds during the school day should submit a list of students and the time they will be away from the school to the Attendance Clerk.

VII. TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES: School employees may legally transport students in vehicles other than buses (including private vehicles) to/from school or school activities, without a bus permit, if they are willing to pay for the cost of transportation. When transporting students in private vehicles, a seatbelt must be available for each passenger.

FISCAL ACCOUNTABILITY

I. HANDLING MONEY: All money collected as the result of any school sponsored activity is to be deposited in the Principal's Office on a daily basis. **DO NOT LEAVE MONEY IN CLASSROOMS, OFFICES, OR OTHER AREAS OF THE BUILDING OVERNIGHT.**

II. PURCHASING PROCEDURE: When supplies or materials are needed, these should be listed on a requisition form and submitted to the Principal for approval. If approved, a purchase order will be issued. **ABSOLUTELY NO PURCHASES ARE TO BE MADE WITHOUT A PURCHASE ORDER.**

West Plains School District

Electronic & Social Media Guidelines for Faculty and Staff

West Plains School District realizes that part of 21st-century learning is adapting to the changing methods of communication. The importance of faculty, staff, students, and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st-century learning. To this aim, West Plains School District has developed the following guidelines to provide direction for employees, students, and the school district community when participating in online social media activities. Whether or not an employee chooses to participate in a blog, wiki, online social network, application ("app") development, or any other form of online publishing or discussion, it is his or her own decision.

Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline faculty and staff if their speech, including online postings, disrupts school operations. West Plains School District social media guidelines encourage employees to participate in online social activities. But, it is important to create an atmosphere of trust and individual accountability, keeping in mind that information produced by West Plains School District faculty, staff, and students is a reflection on the entire district and is subject to the district's Acceptable Use Policy. By accessing, creating, or contributing to any blogs, wikis, apps, or other social media for classroom or district use, you agree to abide by these guidelines. Please read them carefully before creating or participating in any online content.

Examples of social media include but are not limited to the following: blogs, Twitter, Facebook, LinkedIn, Pinterest, etc.

Best Practices

SMS (Cell Phone Texting)

Purpose: To allow for timely communication of important information between students, teachers, players and coaches, such as changes to game or practice times or other pertinent information. Texts will be sent under the following guidelines:

1. Students can receive a text message only if a signed permission slip is on file. (Visit District Communications Director)
2. Parents/guardians must also agree to provide their phone number so they receive the same text message.
3. Text messages will only be sent as they pertain to involvement of West Plains High School.
4. Only between the hours of 6:00am and 10:00pm

If a student sends a text message to a teacher or a coach, any response will be sent to the student and the student's parent/guardian.

Be Transparent

How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity or misrepresenting your identity. Be honest about who you are, where you work, and what you do.

Personal Responsibility

- West Plains School District employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.
- Be aware that even with the strictest privacy settings what you 'say' online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a 'private conversation' may still end up being shared into a more public domain, even with privacy settings on maximum.
- Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face.
- Comments related to the school should always meet the highest standards of professional discretion. When posting, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.
- Remember that online posts and content are an extension of your classroom or the workplace. What is inappropriate in your classroom or the workplace should be deemed inappropriate online.
- When contributing online do not post confidential student information.
- If you want to have a professional presence online through social media, developing a profile on a site like LinkedIn or something similar might be a great practice.
- If you would like to communicate through social media to a group of students, developing a group or page would be the recommended practice.

Always A School Employee

The lines between "public and private" & "personal and professional" are blurred in the digital world. Even when you have a disclaimer or use a different user name, you will always be considered a district employee. Whether it is clearly communicated or not and even if it is not your intent, you will be identified as working for and sometimes representing the school in what you do and say online.

When writing personal posts, always write in the first person (I, me, we, us) and make it clear that you are speaking for yourself and not on behalf of the district.

Use a Disclaimer

- Include a disclaimer on your social media site which says something like this: “The opinions and positions expressed on this site are my own and do not necessarily reflect my school district’s positions, strategies, or opinions.”
- This standard disclaimer does not exempt employees from their responsibilities as explained in these guidelines. If asked by media to comment on a school-related issue, refer them to the Director of Communication. When in doubt, direct them to the Principal or Superintendent. Classroom sites do not require a disclaimer.

Be Respectful and Responsible

Employees, parents, and students reflect a diverse set of customs, values, and points of view. Be respectful for the opinions of others in your posts or comments. You are responsible for the content you post. Consider the words used to tag content in a social bookmarking site. Consider the profile picture or image you select. Do your tags, descriptions, and your image portray you in a professional manner?

Own and Correct Mistakes

If you make a mistake, admit the mistake and correct it quickly. Clearly state if you’ve corrected a previous post. Even though damage may be done, it is best to admit your mistake and correct it. Apologize if appropriate.

Confidential Information

Online postings and conversations are not private. Do not share confidential information whether it is internal school discussions or specific information about students or other staff. What you post will be seen by others and will be online for a long time. It can be forwarded or shared in just a few clicks. Do not write about a colleague or student without their permission.

School Crisis Situations

During a school lockdown, secure mode, or crisis, employees should not be posting or asking for information online or through other forms of communication (texts, phone calls, etc.). During these situations, rumors can spread quickly and employees should be using this time to make sure that the safety of those in their charge/care is their top priority.

School/District Logos

Do not use any school logo or image without permission and adhere to the district logo use guidelines. Contact the Director of Communication for permission on logo usage.

Posting Photos or Movies of Students And Staff

When posting photos or movies of fellow employees, it is always best to obtain permission from that employee.

No photos should be posted if it would violate FERPA or HIPPA or identify a student as a special needs student. This includes an employee's school and personal online accounts, text messaging, or the physical posting of a photo in an employee's classroom or home.

Using Content That Isn't Your Own

Do not utilize protected works. Just because an image, song, movie, etc. comes up in a search online does not mean you can use it freely. Documents found online should be available under Creative Commons (see info below) or your own if you plan to reproduce them in any way. Also, make sure and give credit to the owner of the work when necessary.

A hyperlink to outside sources is recommended. Be sure not to plagiarize and give credit where it is due. When using a hyperlink, be sure that the content is appropriate and adheres to the West Plains School District AUP.

Creative Commons is a way that allows you to use certain photos without getting written permission from the owner. Check out <http://creativecommons.org/about> for more information.

Responding to Negative Comments and Criticism

How you respond to negative comments or criticism will say more about you and your character than what you post. If you delete a negative post, it discourages open communications. When publicly criticized or receiving a negative comment, first, stay cool and don't reply in haste. Express your view in a clear, logical way. Don't get personal, and, if you made a mistake, admit it, and move ahead. It is not uncommon for a negative response to be answered by some other person, who supports your view. When in doubt, it's best to ignore a comment and not give it credibility by acknowledging it with a response publicly; perhaps a face-to-face meeting would be more appropriate.

Regular Postings On School Sites

- Classroom sites should be updated weekly throughout the school year. Sports sites should be updated weekly in season and at least once a month out of season.
- The purpose of social media is two-way communication and you cannot be a part of the discussion if you do not post regularly.
- Comments should be monitored and responded to multiple times a week.

Requests To Use Blocked Social Media Sites

West Plains School District understands that 21st century learning is constantly changing and that many sites currently "blocked" by the District's content filter may have pedagogical significance for teacher and student use.

If you would like to request another online site be accessible to use for teaching and learning, contact the District's technology's department to review the website.

Requests will be reviewed and, if approved, the district's content filter will be updated accordingly.

A description should be provided of the intended use of the site and what tools on the site match your needed criteria.

A link to the sites privacy policy should be included if possible.

Request To Start and Maintain A Social Media Account For A School Program/Activity/Sport

West Plains School District understands that having a social media presence for a school program, activity, or sport can be a great method of communication and a promotional tool.

Before a program, activity, or sport can start a social media presence, the Director of Communication must approve the account the staff member wishes to create. Employees should fill out the Social Media Account Request Form and submit it to the Director of Communication for review and approval.

Any social media account that has been established prior to this procedure will still need to be approved by the Director of Communication.

Any account not approved by the district but is deemed to represent or seem to represent the District in an official manner will result in the district pursuing the removal of the account.

MISCELLANEOUS

WEST PLAINS R-VII BOARD OF EDUCATION POLICIES: A complete Edition of the West Plains R-VII Board of Education Policies is maintained in the West Plains High School Principal's Office and at the West Plains R-VII School District Central Office located at 613 West First Street, West Plains, MO 65775.

All teachers may have access to these policies upon request.

Morning drop off at elementary start at 7:15. Buses 2 & 3 drop off at 7:25 at elementary and then will drop off at MS/HS.

When elementary students have been dropped off, drivers will begin to run the MS/HS route assigned. Will drop off at MS at approximately 7:50 - 8:00.

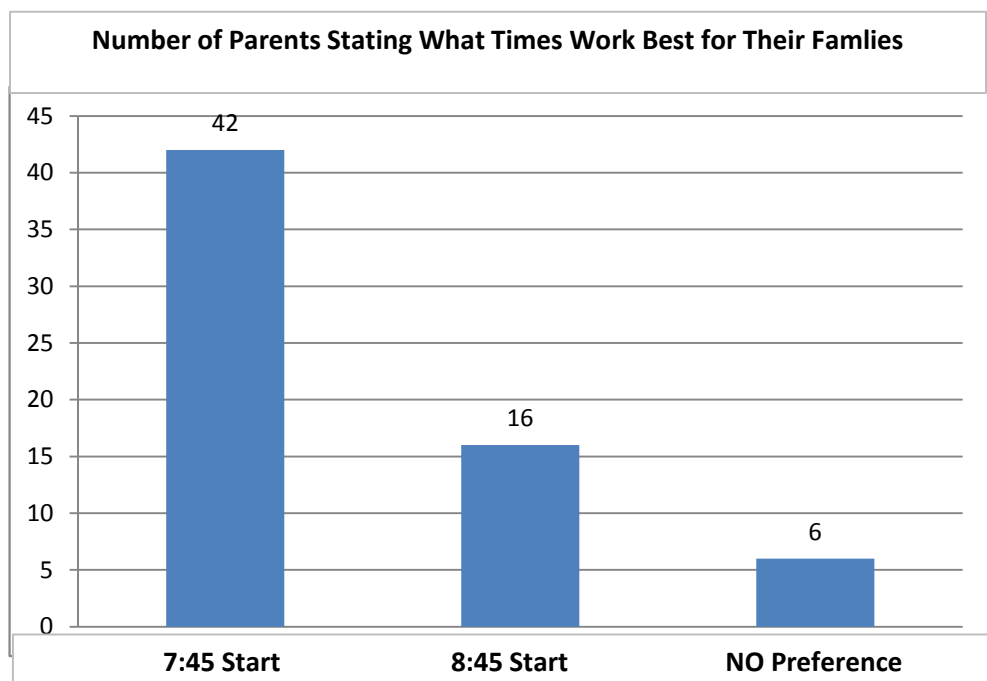
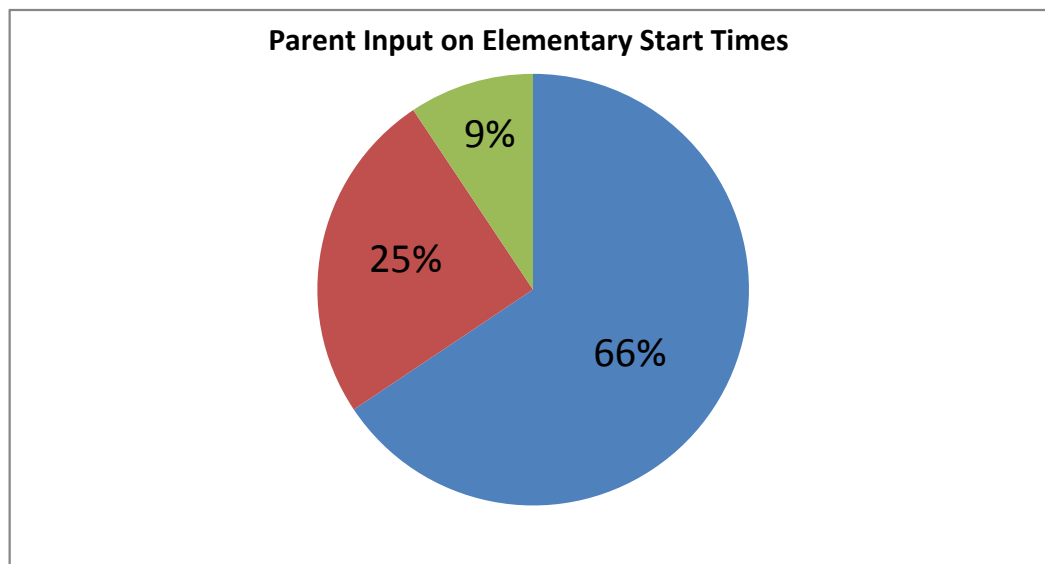
End of day Elem. will load busses at 2:45 and parent PPU at 2:50. MS/HS will dismiss at 3:25.

Tentative Leave Time	Elem	MS/HS	Driver	Special Notes
6:25	3	3	Pam Topliff	Elem., MS/HS (PM load Elem. 10 min. later)
6:25	2	2	Willis Leveritt	Elem., MS/HS (PM town 1st then MS-HS)
6:40	1	30	Trina Sanders	
6:40	5	31	Arnold Wade	
6:40	7	32	Sharon Hayes	
6:35	8	33	Linda Taylor	
6:40	4	34	Peggy Tyler	
6:40	Morrison 6A	35	Trish Brown	
6:50	9	36	Susan Carter	
6:40	Wayhaven 6B	37	Pam Taber	
South Fork Routes				
The leave times are	20 Ends at S.F.		Debbie Hayes	
approximately the	22 Ends at S.F.		Larry Jewell	
same as last year		23 Shuttle	Norman King	
		25 Shuttle	Ron Hayes	
		26 Shuttle	Duane Jones	
Special Needs Routes				
Will be adjusted as	50 S.F. MS/HS		Gust Steckman	
needed	52 Elem. MS/HS		Al Canby	

On June 6, 2013 parents who were dropping their children off for summer school were randomly selected to answer two questions concerning the time schedule for next year at West Plains Elementary. These questions were, Which time would work best for your family, 7:45 - 3:00 or 8:45 - 4:00 and what grade their child would be in next year.

The results from this informal suvey are listed below and represents 64 elementary families and 71 students who will be attending West Plains Elementary for the 2013-2014 school year.

Parents indicating time of 7:45 - 3:00 being best for their families.	42	66%
Parents indicating time of 8:45 - 4:00 being best for their families.	16	25%
Parents who stated they had no preference.	6	9%



Teacher's Base = 57,101

<u>Level</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
Year	Head Custodian	Maint. Dir.	Trans. Dir	Assistant Elementary Principal	South Fork Principal	Elementary Principal	Middle School Principal	High School Principal	Assistant Superintendent	Superintendent
		Network Dir.	Comm. Director	Dean of Students	Assistant Middle School Principal	Assistant High School Principal				
			Tech. Director	Special Services Coordinator	Assistant Career Center Director	Career Center Director				
			Acct. & Bookkeeping			Activities Director				
1	0.36 \$30,835	0.42 \$35,974	0.54 \$46,252	0.68 \$58,243	0.74 \$63,382	0.86 \$73,660	0.96 \$82,225	1.10 \$94,217	1.3 \$111,347	1.46 \$125,051
2	0.38 \$32,548	0.44 \$37,687	0.56 \$47,965	0.70 \$59,956	0.76 \$65,095	0.88 \$75,373	0.98 \$83,938	1.12 \$95,930	1.32 \$113,060	1.51 \$129,334
3	0.4 \$34,261	0.46 \$39,400	0.58 \$49,678	0.72 \$61,669	0.78 \$66,808	0.90 \$77,086	1.00 \$85,652	1.14 \$97,643	1.34 \$114,773	1.56 \$133,616
4	0.42 \$35,974	0.48 \$41,113	0.60 \$51,391	0.74 \$63,382	0.80 \$68,521	0.92 \$78,799	1.02 \$87,365	1.16 \$99,356	1.36 \$116,486	1.61 \$137,899
5	0.44 \$37,687	0.50 \$42,826	0.62 \$53,104	0.76 \$65,095	0.82 \$70,234	0.94 \$80,512	1.04 \$89,078	1.18 \$101,069	1.38 \$118,199	1.66 \$142,181
6	0.46 \$39,400	0.52 \$44,539	0.64 \$54,817	0.78 \$66,808	0.84 \$71,947	0.96 \$82,225	1.06 \$90,791	1.20 \$102,782	1.4 \$119,912	1.71 \$146,464
7	0.48 \$41,113	0.54 \$46,252	0.66 \$56,530	0.80 \$68,521	0.86 \$73,660	0.98 \$83,938	1.08 \$92,504	1.22 \$104,495	1.42 \$121,625	1.76 \$150,747

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

NON-DEGREED Vocational Instructor Salary Schedule
2013-2014
Submitted for Board Approval 6/18/13

Years of Creditable Service	Temporary CAC	Initial CAC	Associates Degree + Initial CAC	Bachelor's Degree + Initial CAC
1	30,300.00	30,906.00	31,524.12	32,154.60
2	30,906.00	31,524.12	32,154.60	32,797.69
3	31,524.12	32,154.60	32,797.69	33,453.65
4	32,154.60	32,797.69	33,453.65	34,122.72
5	32,797.69	33,453.65	34,122.72	34,805.18
6	33,453.65	34,122.72	34,805.18	35,501.28
7	34,122.72	34,805.18	35,501.28	36,211.30
8	34,805.18	35,501.28	36,211.30	36,935.53
9	35,501.28	36,211.30	36,935.53	37,674.24
10	36,211.30	36,935.53	37,674.24	38,427.73
11	36,935.53	37,674.24	38,427.73	39,196.28
12	37,674.24	38,427.73	39,196.28	39,980.21
13	38,427.73	39,196.28	39,980.21	40,779.81
14		39,980.21	40,779.81	41,595.41
15			41,595.41	42,427.32
16				43,275.86

*Upon completion of a Master's Degree, faculty will be transferred to the regular Certificated Salary Schedule

OPERATION AND MAINTENANCE SALARY SCHEDULE

2012-13

Years	12-Month	Seasonal	Part-time
Initial	\$9.50	\$9.00	\$9.00
6 mo.	\$9.75	\$9.25	\$9.25
1	\$10.00	\$9.50	\$9.50
2	\$10.25	\$9.75	\$9.75
3	\$10.50	\$10.00	\$10.00
4	\$10.75	\$10.25	\$10.25
5	\$11.00	\$10.50	\$10.50
6	\$11.25	\$10.75	\$10.75
7	\$11.50	\$11.00	\$11.00
8	\$11.75	\$11.25	\$11.25
9	\$12.00	\$11.50	\$11.50
10	\$12.25	\$11.75	\$11.75
11	\$12.50	\$12.00	\$12.00
12	\$12.75	\$12.25	\$12.25
13	\$13.00	\$12.50	\$12.50
14	\$13.25	\$12.75	\$12.75

BUS DRIVERS

2012-13

CITY DRIVERS

SF DRIVERS

<u>Years of</u>	<u>Monthly</u>			
<u>Exper</u>	<u>Rate</u>	<u>Yearly Rate</u>	<u>Monthly Rate</u>	<u>Yearly Rate</u>
1	\$541.00	\$6,492.00	\$820.00	\$9,840.00
2	\$571.00	\$6,852.00	\$850.00	\$10,200.00
3	\$601.00	\$7,212.00	\$880.00	\$10,560.00
4	\$631.00	\$7,572.00	\$910.00	\$10,920.00
5	\$661.00	\$7,932.00	\$940.00	\$11,280.00
6	\$691.00	\$8,292.00	\$970.00	\$11,640.00
7	\$721.00	\$8,652.00	\$1,000.00	\$12,000.00
8	\$751.00	\$9,012.00	\$1,030.00	\$12,360.00
9	\$781.00	\$9,372.00	\$1,060.00	\$12,720.00
10	\$811.00	\$9,732.00	\$1,090.00	\$13,080.00
11	\$841.00	\$10,092.00	\$1,120.00	\$13,440.00
12	\$871.00	\$10,452.00	\$1,150.00	\$13,800.00
13	\$901.00	\$10,812.00	\$1,180.00	\$14,160.00
14	\$961.00	\$11,532.00	\$1,210.00	\$14,520.00

SECRETARIES AND NON-INSTRUCTIONAL AIDES

SALARY SCHEDULE

2012-13

Years	Office Manager	12-Month	10-Month
initial	\$11.00	\$10.00	\$9.50
6 mo.	\$11.25	\$10.25	\$9.75
1	\$11.50	\$10.50	\$10.00
2	\$11.75	\$10.75	\$10.25
3	\$12.00	\$11.00	\$10.50
4	\$12.25	\$11.25	\$10.75
5	\$12.50	\$11.50	\$11.00
6	\$12.75	\$11.75	\$11.25
7	\$13.00	\$12.00	\$11.50
8	\$13.25	\$12.25	\$11.75
9	\$13.50	\$12.50	\$12.00
10	\$13.75	\$12.75	\$12.25
11	\$14.00	\$13.00	\$12.50
12	\$14.25	\$13.25	\$12.75
13	\$14.50	\$13.50	\$13.00
14	\$14.75	\$13.75	\$13.25

Instructional Aides

2012-13

Years	60 hrs or Praxis	90 hrs	Bachelor's Degree
1	\$16,226	\$16,703	\$17,195
2	\$16,703	\$17,195	\$17,701
3	\$17,180	\$17,687	\$18,207
4	\$17,657	\$18,179	\$18,713
5	\$18,134	\$18,671	\$19,219
6	\$18,611	\$19,163	\$19,725
7	\$19,088	\$19,655	\$20,231
8	\$19,565	\$20,147	\$20,737
9	\$20,042	\$20,639	\$21,243
10	\$20,519	\$21,131	\$21,749
11	\$20,996	\$21,623	\$22,255
12	\$21,473	\$22,115	\$22,761
13	\$21,950	\$22,607	\$23,267
14	\$22,427	\$23,099	\$23,773

Sample

Salary Calculation for Bus Drivers

If Driver A is placed at Years 14, she would be paid an hourly rate of \$20.50 per hour for all route hours. All other work (shuttles, trip, etc.) would be paid at a rate of \$12 per hour. A driver's converted salary (12-month pay) is based on 4 hours per day for 174 days (167 work days, 3 training days, 4 holidays), totaling 696 hours. Essentially, these are hours paid in advance. As such, the district will apply 22 work hours each week toward the 696 hours used to determine the regular monthly amount of each driver. All hours work over 22 in one week will be paid out during the upcoming pay period. At the end of the year, the payroll office will reconcile the actual hours work against the 696 projected hours and compensate or dock each driver accordingly. The follow spreadsheet represents this process.

School Week	Route hours	Other hours	Hours applied toward converted salary	Hours to be paid during upcoming pay period
8/12-8/16	20	0	20	0
8/19-8/23	19	10	22	7
8/26-8/30	21	15	22	14
9/2-9/6	16	5	21	0
9/9-9/13	20	18	22	16
9/16-9/20	16	4	20	0
9/23-9/27	20	16	22	14
9/30-10/4	20	8	22	6
10/7-10/11	19	4	22	1
10/14-10/18	16	0	16	0
10/21-10-25	20	7	22	5
10/28-11/1	16	12	22	6
11/4-11/8	20	5	22	3
11/11-11/15	20	0	20	0
11/18-11/22	20	0	20	0
12/2-12-6	19	12	22	9
12/9-12/13	18	4	22	0
12/16-12/20	19	5	22	2
1/6-1/10	19	6	22	3
1/13-1/17	20	0	20	0
1/20-1/24	16	5	21	0
1/27-1/31	19	10	22	7
2/3-2/7	19	0	19	0
2/10-2/14	19	8	22	5
2/17-2/21	16	0	16	0
2/24-2/28	20	0	20	0
3/3-3/7	20	0	20	0
3/17-3/21	19	0	19	0
3/24-3/28	19	8	22	5
3/31-4/4	19	8	22	5

4/7-4/11	20	0	20	0
4/14-4/18	20	0	20	0
4/21-4/25	16	8	22	2
4/28-5/2	19	10	22	7
5/5-5/9	19	7	22	4
5/12-5/16	16	10	22	4
Holiday Pay	16	0	16	0
TOTAL	691	205	770	126

In the above scenario, the driver was projected to work 696 route hours, but in actuality she only worked 691. However, a total of 770 hours (Route + other) was applied to toward the 696. At the end of the year, payroll will subtract the two and the driver will be paid at the appropriate rate. Example: $770 - 696 = 74$; $74 \times \$12 \text{ per hour} = \888 . Thus, this driver would have an additional Gross payment of \$888 in June.

The other 126 hours that the driver earned would have been paid during the appropriate pay period. Example: hours worked in September would be paid on the October paycheck.

MEMORANDUM OF UNDERSTANDING

For West Plains R-VII School District and Missouri National Education Association (West Plains Bus Drivers)

West Plains R-VII School District, hereafter referred to as “R-VII”, and Missouri National Education Association, hereafter referred to as “MNEA”, enters into this Memorandum of Understanding (MOU) in the spirit of cooperation and collaboration. It is designed to establish the rates and processes related to compensation of the bargaining unit (bus drivers) for work performed on behalf of R-VII. At this time, benefits and other practices not specified in the MOU will be negotiated throughout the 2013-14 school year with implementation during the 2014-15 school year. Furthermore, R-VII does not foresee any immediate changes to current benefits and practices related to the bargaining unit.

- I. *All parties in this agreement agree to the following pay schedule for all employees represented by the bargaining unit.*

2013-14

Years of Experience	Hourly Rate	Daily Minimum	Yearly projected hours	Yearly Rate
1	\$14.00	4hrs	696	\$9,744.00
2	\$14.50	4hrs	696	\$10,092.00
3	\$15.00	4hrs	696	\$10,440.00
4	\$15.50	4hrs	696	\$10,788.00
5	\$16.00	4hrs	696	\$11,136.00
6	\$16.50	4hrs	696	\$11,484.00
7	\$17.00	4hrs	696	\$11,832.00
8	\$17.50	4hrs	696	\$12,180.00
9	\$18.00	4hrs	696	\$12,528.00
10	\$18.50	4hrs	696	\$12,876.00
11	\$19.00	4hrs	696	\$13,224.00
12	\$19.50	4hrs	696	\$13,572.00
13	\$20.00	4hrs	696	\$13,920.00
14	\$20.50	4hrs	696	\$14,268.00

- II. *Trip/Shop/Shuttle Rate = \$12.00 per hour*

Members of the bargaining unit will be paid at the above rate for work unrelated to their daily route. Additionally, they will be paid at their route rate for time missed due to driving for other R-VII events. *Example: A driver's afternoon route takes 2 hours; the first 2 hours of the trip will be paid at the driver's hourly route rate. The remainder of the trip will be paid at \$12 per hour.*

III. *Sub Rate = \$10.00 per hour*

Sub drivers will be paid at the rate above for all work performed for R-VII

IV. *Assignment of Routes*

R-VII reserves the right to assign and reassign routes based on the needs of the district. Members of the bargaining unit will be given the opportunity to request consideration for open routes. Seniority will be considered, but will not be the only factor for determining the final assignments for members of the bargaining unit. Experience will be used as the determining factor when considering equally qualified candidates.

V. *Cancellation of Trips/School*

If a trip/school is cancelled after a member of the bargaining unit 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 R-VII.

VI. *Pay Period*

Members of the bargaining unit will be guaranteed 4 hours per day for driving a route, for a total 174 days (167 driving days, 3 days of In-service, 4 paid holidays). This equates to a total of 696 hours annually. This amount will be converted to a 12-month salary with an annual reconciliation of hours during the June pay period. Following the end of the school year, members of the bargaining unit will be compensated during the June pay period for hours exceeding the 696 projected hours. Likewise, members will be docked for hours short of the projected 696 hours. Twenty-two (22) work hours, to include all route hours, of each week will be applied toward the 696 projected hours for which drivers are already being paid. All hours exceeding 22 in one week will be paid during the upcoming pay period in addition to the driver's regular amount. Trip hours will be reconciled at the driver's hourly route rate if the driver falls short of the 696 projected hours. *A sample calculation is attached to this MOU.*

VII. *Duration of the MOU*

This agreement will become effective July 1, 2013 and shall terminate June 30, 2014.

VIII. Signature Page

Signature: John Mulford
Title: Assistant Superintendent
Agency: West Plains R-VII School District

Date

Signature: Linda Taylor
Title: Driver – Bargaining Unit Representative
Agency: Missouri National Education Association – West Plains Bus Drivers

Date

2013 Surplus List

Qty	Description	Qty	Description
10	Oak Counters, Countertops & Cabinets	1 box	Air Filters
8	Vaccum Cleaners	10	Gym Wall Pads
5	Hospital Beds	3	Box Fans
10	Coumpter Tables	2	Wet Vacs
50	TV's Assorted Sizes	1	Shoot Away Basketball Return
30	TV Carts	1	Auto Floor Scrubber
50	Lunch Tables	2	Basketball Racks
100	Computer Boxes	15	Filling Cabinets
100	Computer Monitors	1	Big Screen TV
20	LapTops	30	Office Chairs on Wheels
100	Computer Printers	100	Towel Dispenser
	Misc Computer Parts	100	Soap Dispenser
100	Folding Chairs	1	Push Yard Seeder
100	Stacking Chairs	2	Comptuer Servers with Stand
2	Chair Rack	10	VCR's
	Misc Books and Classroom Games	50	Overhead Projectors
3	Refrigerators	5 box	Nursing Scrub Tops/Lab Coats
1	Stove	4	SmartBoards
10	Lockers	2	Childs Play Kitchen
4	Florescent Light Fixtures	100	Floor Buffing Pads
40	Desk	10	Classroom Maps/Map Hangers
	Misc Desk Accessories	10	Commercial Sprinkler Heads
1	Stand-Up Double Door Freezer (not working)		Misc Automotive Parts (LOTS)
1	Copier	6	Cordless Drills
20	8 ft Folding Tables	1	Stero and Speakers
6	6 ft ChalkBoards	1	Auto Voltage Tester
10	6 ft WhiteBoards	2	Mirrors
50	Plastic Trash Cans	1	7 1/2 Horse Power 80 Gallon Speed Air Air Compressor Needs Motor
12	Book Shelves	4	Lead Cups and Moldings
1	Commercial Hobart Meat Slicer	20	Portable Risers
1	Black and Decker Automotive Valve Grinder	30 ft	Track Lighting
10	Solid Oak Doors	2	Toliet Stools
20	Science Test Tubes with Rack	4	Exhaust Fans
2	Automotive Oil Drain Pans	5	Bathroom Divider Doors
		3	Double Wide Classroom Trailer House