

West Plains Schools Board of Education  
Regular Session Meeting  
5:00 P.M. May 15, 2012  
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 - SWAT Students & Andy Ingalsbe**
- 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 Special Meeting April 17, 2012**
  - B. Payment of Bills**
  - C. Monthly Finance Report**
  - D. Program Evaluations: 1. Early Childhood**
  - E. Approval Request for resignations or terminations: 1. Katia Viknyanskiy**
  - 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. Salary Committee Proposal
    - 2. MSBA Policy 2012 A & B Updates – Final Read & Approval
    - 3. 2012-2013 Tuition Update
  - B. New Business for Approval, Discussion or Information Only**
    - 1. Concession/Vending Contract
    - 2. Revenue Projections for 2012-2013
    - 3. Student Handbooks – 1<sup>st</sup> Read
    - 4. Employee Handbooks – 1<sup>st</sup> Read
    - 5. ZABC Field Turf Spec Approval
    - 6. Bus Driver Contract Renewal
    - 7. Superintendent 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 June 19, 2012 at 5:00 P.M.**

## **West Plains R-7 Board of Education**

### **Board Election Results Meeting**

**5:00 P.M. April 17, 2012**

**Central Administration Office**

### **Minutes**

- I. CALL TO ORDER:** Jim Thompson called the meeting to order at 5:00.
- II. APPROVAL OF AGENDA:** Mr. Pace made a motion to approve the Agenda. The motion seconded by Mr. Rhoads and voted as follows:  
**AYE:** Jim Thompson, Terry “Bo” Pace, Cindy Tyree, Sam Riggs, Shawn Rhoads and Lee Freeman.  
**NAY:** None.
- III. NEW BUSINESS**
  - A. Certify Election Results.** The April 3, 2012 election results were as follows: Board members Jim Thompson (408) and Chuck Robson (318) ran for two positions on the board along with Brian Mitchell (374). Mr. Riggs made a motion to certify the election results. The motion was seconded by Mr. Freeman and voted as follows:  
**AYE:** Jim Thompson, Terry “Bo” Pace, Cindy Tyree, Sam Riggs, Shawn Rhoads, Lee Freeman.  
**NAY:** None.
  - B. Dissolution of the Board of Education.** With the certification of the election results, the 2011-2012 Mr. Pace made a motion to dissolve Board of Education for 2010-2011. The motion was seconded by Mr. Thompson and voted as follows;  
**AYE:** Jim Thompson, Terry “Bo” Pace, Cindy Tyree, Sam Riggs, Shawn Rhoads, Lee Freeman.  
**NAY:** None.
  - C. Oath of Office to Elected Members.** Board Secretary Linda Y. Collins administered the oath of office to new board member Brian Mitchell and returning board members Jim Thompson, Terry “Bo” Pace, Cindy Tyree, Sam Riggs, Shawn Rhoads and Lee Freeman.
  - D. Elect Board President.** Mr. Riggs made a motion to nominate Jim Thompson as Board President. The motion was seconded by Mrs. Tyree. Mr. Freeman made a motion that nominations cease. The motion was seconded by Mr. Rhoads. The motion to nominate Jim Thompson as President was voted as follows:  
**AYE:** Terry “Bo” Pace, Cindy Tyree, Sam Riggs, Shawn Rhoads, Lee Freeman and Brian Mitchell. **NAY:** None. **ABSTAIN:** Jim Thompson.
  - E. Elect Board Vice-President.** Mrs. Tyree made a motion to nominate Terry “Bo” Pace as Vice President. The motion was seconded by Mr. Rhoads. Mr. Freeman made a motion that nominations cease and this was seconded by Mr. Riggs. The motion to nominate Terry “Bo” Pace as Vice-President was voted as follows:  
**AYE:** Jim Thompson, Cindy Tyree, Sam Riggs, Shawn Rhoads,

**Lee Freeman, Brian Mitchell. NAY: None. ABSTAIN: Terry “Bo” Pace.**

- F. Appoint Board Secretary and Board Treasurer (Currently Linda Collins and Luke Boyer). Mr. Freeman made a motion to reappoint Linda Collins for Board Secretary and Dr. Luke Boyer as Board Treasurer. The motion was seconded by Mr. Riggs and voted as follows:**

**AYE: Jim Thompson, Terry “Bo” Pace, Cindy Tyree, Sam Riggs, Shawn Rhoads, Lee Freeman, Brian Mitchell. NAY: None.**

- G. Appoint MSBA Delegate and Alternate. Mr. Rhoads made a motion to appoint Mrs. Cindy Tyree as MSBA Delegate and Mr. Sam Riggs as Alternate. The motion was seconded and voted as follows:**

**AYE: Jim Thompson, Terry “Bo” Pace, Cindy Tyree, Sam Riggs, Shawn Rhoads, Lee Freeman, Brian Mitchell. NAY: None.**

- H. Appoint TIF Committee Member. Mr. Rhoads made a motion to appoint Mr. Lee Freeman as TIF Committee member. The motion was seconded and voted as follows:**

**AYE: Jim Thompson, Terry “Bo” Pace, Cindy Tyree, Sam Riggs, Shawn Rhoads, Lee Freeman, Brian Mitchell. NAY: None.**

- IV. ADJOURNMENT: At 5:11 Mr. Freeman made a motion to adjourn To Executive Session. The motion was seconded by Mr. Pace and voted as follows:**

**AYE: Jim Thompson, Terry “Bo” Pace, Cindy Tyree, Sam Riggs, Shawn Rhoads, Lee Freeman and Brian Mitchell.  
NAY: None.**

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**Jimmy E. Thompson, President**

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**Linda Y. Collins, Secretary**

**\*Next Board Meeting Scheduled for May 15, 2012 At 5:00 P.M.**

## **West Plains R-7 Board of Education**

**Regular Session Meeting  
5:00 P.M. April 18, 2012, 2012  
Central Administration Office  
Minutes**

- I. CALL TO ORDER:** Jim Thompson called the meeting to order at 5:53.
- II. PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Kelby Czerwonka.
- III. ROLL CALL:** Board members present: Jim Thompson, Terry “Bo” Pace, Cindy Tyree, Sam Riggs, Shawn Rhoads, Lee Freeman and Brian Mitchell. Absent: None. Also in attendance: Superintendent Dr. Fred Czerwonka, Dr. John Mulford and Board Secretary Linda Y. Collins.
- IV. APPROVAL OF AGENDA:** Mr. Riggs made a motion to approve the agenda as published. The motion was seconded by Mr. Pace and voted as follows:  
AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Riggs, Mr. Rhoads, Mr. Freeman and Mr. Mitchell. NAY: 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 Board Meeting Minutes on March 27th , 2012**
  - B. Payment of Bills**
  - C. Monthly Finance Report**
  - D. Program Evaluations**
    - Facilities, Buildings and Grounds
  - E. Approval Request for Resignations or Terminations:**
    - Larry Noller
  - F. Approval will be requested for the employment of individuals as recommended by the Superintendent of Schools:**
    - Substitutes

Mr. Pace made a motion to approve the Consent Agenda. The motion was seconded by Mr. Rhoads and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Riggs, Mr. Rhoads, Mr. Freeman and Mr. Mitchell. NAY: None
- VI. REGULAR AGENDA**
  - A. Previous Business for Approval, Discussion or Information Only**
    - 1. MSBA Region 15 Spring Meeting Thursday, April 26<sup>th</sup> at West Plains Middle School.
    - 2. Salary Committee Proposal. This item was tabled for consideration in May.
    - 3. MSBA Policy 2012 Update - 2<sup>nd</sup> Read: 2012B 1<sup>st</sup> Read. The updates will be approved in May.
  - B. New Business for Approval , Discussion or Information Only**

- 1. Top 10% Banquet – April 23<sup>rd</sup> 5:30. The Top 10% Banquet, sponsored by the Noon Rotary Club, will be held at the Civic Center in the Magnolia Room.**
- 2. Middle School Promotion, Civic Center, 7:00 pm Tuesday May 8th. Mr. Smith reported the students will wear graduation gowns.**
- 3. High School Graduation, Civic Center, 7:00 pm Thursday, May 10th. Project Graduation will be held at the Fairgrounds.**
- 4. Celebrations of Achievement – Wednesday May 2<sup>nd</sup> 4:00 HS Cafeteria.**
- 5. 2012-2013 Tuition. Mr. Pace made a motion to set the 2012-2013 tuition at \$7,027.50. The motion was seconded by Mrs. Tyree and voted as follows:  
AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Riggs, Mr. Rhoads, Mr. Freeman and Mr. Mitchell. NAY: None.**
- 6. Superintendent Report. Dr. Czerwonka reported several activities around the district that are intended to improve instruction for students.**

**C. Reports: Review and Evaluation of Program and Process Update**

**1. Capital Projects**

**a. Summer Maintenance Projects**

**Dr. Mulford requested approval of the following items for proposed summer projects:**

**Asphalt repair at West Plains Elementary \$6,000**

**Seal and Stripe all parking lots \$32,000**

**Replace carpet in Library and Office area at WPE \$5,000**

**Painting in each building \$8,000**

**Concrete repair in front of West Plains Elementary \$7,000**

**Repair landscaping at WPE and in courtyard at Middle School \$7,000**

**Replace playground barriers at South Fork and WPE \$15,000**

**Tennis court resurfacing \$19,000**

**Science lab improvements at High School \$100,000**

**Install kiln in Middle School Art room \$3,300**

**Bathroom partition replacement at WPE - District labor**

**Add gravel drive from bottom of the hill on north side to eliminate cars stopped on highway - \$8,000 –also looking at option to add asphalt to current parking lot to create a**

**turnaround for parent pickup and drop off. - \$20,000 estimate**

**Signage on front of SFE, soccer concession, and high school**

**Sign \$4,000**

**Estimated total \$214,300 - \$234,300.**

**Mrs. Tyree made a motion to approve the summer maintenance projects presented above. The motion was seconded and voted as follows:**

**“Maximizing educational opportunities while creating productive citizens.”**

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**AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Riggs, Mr. Rhoads, Mr. Freeman and Mr. Mitchell. NAY: None.**

**VII. ADJOURNMENT: At 6:57 Mr. Riggs made a motion to adjourn from Open Session to go immediately into Closed Session. The motion was seconded by Mr. Pace and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Riggs, Mr. Rhoads, Mr. Freeman and Mr. Mitchell. NAY: None.**

**At 7:12 p.m. Mr. Pace made a motion to adjourn Open Session. The motion was seconded by Mr. Freeman and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Riggs, Mr. Rhoads, Mr. Freeman and Mr. Mitchell. NAY: None.**

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**Jimmy E. Thompson, President**

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**Linda Y. Collins, Secretary**

**\*Next Board Meeting Scheduled for May 15, 2012 At 5:00 P.M.**

**After April Board Checks for Approval #46061 - 46125**

AP3069

West Plains R-VII School District  
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING  
CHECKS FROM 46061 TO 46125

16:26:07 08 MAY 2012

PAGE 1

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
10	46061	04/18/12	001531 SUNRISE ROTARY	200.00
10	46062	04/20/12	000107 A/C HEATING AND AIR	230.00
10	46063	04/20/12	003286 ASHLEY FREEMAN	200.00
10	46064	04/20/12	000207 AVA HIGH SCHOOL	100.00
10	46065	04/20/12	002911 BOB FLOREZ	163.00
10	46066	04/20/12	000273 BROCAW BEARING & DRIVE	85.20
10	46067	04/20/12	003245 DYLAN YORK	55.00
10	46068	04/20/12	000647 HERRMAN	1,124.28
10	46069	04/20/12	000664 HIRSCH FEED & FARM SUPPLY	12.58
10	46070	04/20/12	000810 JUSTIN FRAZIER	70.00
10	46071	04/20/12	003294 KANSAS/MISSOURI SUPTS. FORUM	700.00
10	46072	04/20/12	003287 KATHERINE RIDDLE	200.00
10	46073	04/20/12	003285 MEADOW LAKE ACRES COUNTRY CLUB	125.00
10	46074	04/20/12	003212 MEDIA SIGN PRO	1,198.00
10	46075	04/20/12	000952 MEEKS	8.58
10	46076	04/20/12	001050 MSDC	1,970.00
10	46077	04/20/12	001063 MTN GROVE HIGH SCHOOL	80.00
10	46078	04/20/12	001144 OZARKO TIRE CENTER	25.00
10	46079	04/20/12	001185 POPLAR BLUFF HIGH SCHOOL	160.00
10	46080	04/20/12	001309 SCHWEGMAN OFFICE SUPPLY	33.12
10	46081	04/20/12	001327 SHERWIN WILLIAMS	162.35
10	46082	04/20/12	001483 UPS	162.78
10	46083	04/20/12	001510 WEST PLAINS DAILY QUILL	60.00
10	46084	04/20/12	001512 WEST PLAINS ELECTRIC	221.10
10	46085	04/20/12	001545 WOOD MECHANICAL INC.	10,660.70
10	46086	04/20/12	001649 JOAN E WRIGHT	73.60
10	46109	05/04/12	003245 DYLAN YORK	30.00
10	46110	05/04/12	003245 DYLAN YORK	70.00
10	46111	05/04/12	000810 JUSTIN FRAZIER	50.00
10	46112	05/04/12	000810 JUSTIN FRAZIER	330.00
10	46113	05/04/12	000810 JUSTIN FRAZIER	75.00
10	46114	05/04/12	000929 MARSHFIELD HIGH SCHOOL	125.00
10	46115	05/04/12	003298 MILLWOOD GOLF & RACQUET CLUB	150.00
10	46116	05/04/12	002740 NAOMI CARDOZA	180.00
10	46117	05/04/12	002740 NAOMI CARDOZA	55.00
10	46118	05/04/12	001687 NATHAN WAGNER	50.80
10	46119	05/04/12	001687 NATHAN WAGNER	320.80
10	46120	05/04/12	001261 ROB MANTEL	315.80
10	46121	05/04/12	001389 SPS KRAFT ADMIN. CENTER	50.00
10	46122	05/04/12	001389 SPS KRAFT ADMIN. CENTER	150.00
10	46123	05/04/12	003303 THE PASTA SHOPPE	852.90
10	46124	05/04/12	001446 TOVIE AUALA	240.00
10	46125	05/04/12	001712 J SCOTT WOMACK	12,000.00

\*\*\*\*\* GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE 10 \*\*\*\*\*

33,125.59\*

# West Plains R-VII May Board Checks for Approval #46210 - 46461

AP3069

West Plains R-VII School District  
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING  
CHECKS FROM 46210 TO 46461

16:26:25 08 MAY 2012

PAGE 1

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
10	46210	05/15/12	000107 A/C HEATING AND AIR	185.00
10	46211	05/15/12	003095 AIRE-MASTER OF AMERICA, INC.	150.00
10	46212	05/15/12	000119 AIRGAS	109.33
10	46213	05/15/12	000119 AIRGAS USA,LLC	69.75
10	46214	05/15/12	003312 ALICIA MARTIN	240.00
10	46215	05/15/12	001863 DALENA ALLEN	80.00
10	46216	05/15/12	000160 ALLIED BUS SALES INC.	2,066.02
10	46217	05/15/12	003300 AMY VAUGHN	20.00
10	46218	05/15/12	001783 ANGELA PHIPPS	89.79
10	46219	05/15/12	002807 APRIL CRASE	21.67
10	46220	05/15/12	001865 HENRY A ASBERRY	46.00
10	46221	05/15/12	003226 ASHLEY ROMANS	57.48
10	46222	05/15/12	000202 AT HOME MARKET	400.00
10	46223	05/15/12	000202 HOUNDSTOOTH & POLKA DOTS	4,950.00
10	46224	05/15/12	000204 AUTO ZONE	1,890.22
10	46225	05/15/12	002304 AWARD COMPANY OF AMERICA	1,094.80
10	46226	05/15/12	001867 STEVE BALOUGH	132.80
10	46227	05/15/12	002072 BARBARA NIX	52.48
10	46228	05/15/12	000770 JERRY C. BEAN	100.00
10	46229	05/15/12	002911 BOB FLOREZ	163.00
10	46230	05/15/12	001848 MARY J BOUTHILLIER	50.00
10	46231	05/15/12	001607 LUKE A BOYER	300.00
10	46232	05/15/12	000273 BROCAW BEARING & DRIVE	48.21
10	46233	05/15/12	001255 BROWN'S LAWN & GARDEN,LLC	25.10
10	46234	05/15/12	001844 KAROL BROWN	76.80
10	46235	05/15/12	001730 PATRICIA BROWN	79.00
10	46236	05/15/12	003302 BRYAN'S FOUR SEASONS	384.50
10	46237	05/15/12	001614 SETH J BRYANT	116.00
10	46238	05/15/12	002641 CANDAS MCGEE	20.32
10	46239	05/15/12	000299 CAPE ELECTRICAL SUPPLY	75.61
10	46240	05/15/12	003313 CAR DOCTORS	1,250.00
10	46241	05/15/12	003223 CAROL FORNEY	58.00
10	46242	05/15/12	001849 SUSAN CARTER	100.00
10	46243	05/15/12	000309 CAWVEYS ELECTRIC MOTOR	83.31
10	46244	05/15/12	000314 CENTRAL STATES BUS	858.71
10	46245	05/15/12	000316 CENTURYLINK	2,922.51
10	46246	05/15/12	001213 CENTURYLINK	140.03
10	46247	05/15/12	002350 CHRISTY THARP	42.14
10	46248	05/15/12	003301 CIELO VISTA CORROSION	550.00
10	46249	05/15/12	002607 CINTAS #569	2,056.56
10	46250	05/15/12	000333 CITY UTILITIES	28,348.68
10	46251	05/15/12	000338 CLAY EWELL EDUCATIONAL	30.00
10	46252	05/15/12	002950 DEBRA A COLLINS	154.70
10	46253	05/15/12	001711 LINDA M. COLLINS	188.19
10	46254	05/15/12	000347 COLORVISION CORPORATION	1,761.43
10	46255	05/15/12	001598 COLUMBIA PUBLIC SCHOOLS	50.00
10	46256	05/15/12	003282 COMFORT SUITES	1,161.04
10	46257	05/15/12	002405 CORINNE AGNEW	30.78
10	46258	05/15/12	002728 NANCY C CORKERY	100.00
10	46259	05/15/12	001617 JOSHUA C COTTER	80.00
10	46260	05/15/12	003190 CUSTOMFORM	1,470.45
10	46261	05/15/12	001588 FRED L CZERWONKA	833.60
10	46262	05/15/12	001814 WENDY CZERWONKA	126.73



West Plains R-VII School District  
 ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING  
 CHECKS FROM 46210 TO 46461

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
10	46263	05/15/12	003297 DANIELA SMITH	98.90
10	46264	05/15/12	003085 DAWN SANDER	25.56
10	46265	05/15/12	003028 DENISE ESTES	23.32
10	46266	05/15/12	000427 DIAMOND INTERNATIONAL	888.55
10	46267	05/15/12	002126 DIANE SLAVINGS	116.80
10	46268	05/15/12	003176 DAWN DIONNE	35.29
10	46269	05/15/12	002761 DOWNTOWN ANTIQUE MALL	49.87
10	46270	05/15/12	002620 DRAMATIC PUBLISHING CO.	300.00
10	46271	05/15/12	001858 RHONDA N DULANEY	138.97
10	46272	05/15/12	001621 LENNY R EAGLEMAN	80.00
10	46273	05/15/12	000474 EDGELLER & HARPER	80.75
10	46274	05/15/12	002637 JENNIFER D EDGELLER	32.16
10	46275	05/15/12	000475 EDUCATION TO GO	62.25
10	46276	05/15/12	000482 ELSEVIER	691.76
10	46277	05/15/12	000509 FASTENAL COMPANY	299.44
10	46278	05/15/12	000514 FELLERS	1,450.68
10	46279	05/15/12	001622 LISA J FOX	178.00
10	46280	05/15/12	001936 BEKAH FRAZIER	60.00
10	46281	05/15/12	002581 GAMMILL SEWING CENTER	37.20
10	46282	05/15/12	001736 GLENN'S TRUCK SERVICE 06	432.29
10	46283	05/15/12	000580 GLOBAL GOVT/ED	1,615.04
10	46284	05/15/12	001949 ROGER GOOD	48.00
10	46285	05/15/12	002698 GREAT SCRUBS & MORE	2,204.91
10	46286	05/15/12	001776 KIMBERLY GREEN	137.20
10	46287	05/15/12	000601 GRELLNER SALES & SERVICE	20.80
10	46288	05/15/12	000602 GRENNAN COMMUNICATIONS	842.00
10	46289	05/15/12	002471 HAMPTON INN - HARRISON	107.35
10	46290	05/15/12	001624 TAMMIE D HARPER	41.44
10	46291	05/15/12	001731 DEBRA HAYES	43.00
10	46292	05/15/12	001969 SHARON HAYES	7.00
10	46293	05/15/12	000643 HEAVY DUTY BUS PARTS INC	99.17
10	46294	05/15/12	001625 KEVIN M HEDDEN	256.00
10	46295	05/15/12	001970 CHRISTY HEIDY	23.32
10	46296	05/15/12	000647 HERRMAN	848.02
10	46297	05/15/12	000648 HERRMAN	93.93
10	46298	05/15/12	000652 HI TECH PRINTING	450.00
10	46299	05/15/12	000660 HILLYARD/SPRINGFIELD	2,413.16
10	46300	05/15/12	000664 HIRSCH FEED & FARM SUPPLY	312.36
10	46301	05/15/12	000664 HIRSCH FEED & FARM SUPPLY	318.47
10	46302	05/15/12	003311 HOLLY SMITH	480.00
10	46303	05/15/12	001980 CATY HOLMES	98.59
10	46304	05/15/12	000706 HORN PLUMBING	116.60
10	46305	05/15/12	000717 HOWELL COUNTY NEWS	22.50
10	46306	05/15/12	003291 HOWELL COUNTY OUTPOST LLC	3,817.00
10	46307	05/15/12	001626 SETH A HUDDLESTON	160.00
10	46308	05/15/12	001998 JACKIE INGALSBE	9.11
10	46309	05/15/12	000754 J.W. PEPPER & SON INC.	61.88
10	46310	05/15/12	000757 JACKSON TERMITE CO INC	145.00
10	46311	05/15/12	002002 JESSICA JACKSON	85.15
10	46312	05/15/12	000761 JANET SPRINGER	29.79
10	46313	05/15/12	002224 JESSICA SMITH	29.65
10	46314	05/15/12	001847 LARRY JEWELL	24.00
10	46315	05/15/12	003118 JOAN DIETRICH	32.76

West Plains R-VII School District  
 ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING  
 CHECKS FROM 46210 TO 46461

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
10	46316	05/15/12	003119 JOANNE KELLY	24.96
10	46317	05/15/12	003273 JOHNATHAN L JOHNSON	122.20
10	46318	05/15/12	002012 DUANE JONES	77.00
10	46319	05/15/12	001628 KELLY L JONES	58.70
10	46320	05/15/12	002010 JONI JOICE	131.80
10	46321	05/15/12	000803 JOSTENS	3,464.74
10	46322	05/15/12	002514 KAREY NORSWORTHY	20.16
10	46323	05/15/12	000833 KEY SPORT SHOP INC.	106.00
10	46324	05/15/12	002349 RETHA KIGER	22.00
10	46325	05/15/12	000842 KLOCKIT	172.25
10	46326	05/15/12	002025 JANE KRAMER	17.94
10	46327	05/15/12	001629 ALLISON S LAFEVERS	128.83
10	46328	05/15/12	002957 LARRY RUSSELL	98.88
10	46329	05/15/12	001630 JAMES W LAUGHARY	120.00
10	46330	05/15/12	001843 LEE SCAGGS	36.00
10	46331	05/15/12	003222 LINDA BUNCH	56.48
10	46332	05/15/12	000893 LOCKEROOM SPORTING GOODS	291.60
10	46333	05/15/12	000902 LUNAS DRY CLEANERS	108.00
10	46334	05/15/12	001047 M-R MUSIC, INC.	182.32
10	46335	05/15/12	000908 MAESP	223.00
10	46336	05/15/12	001799 MARSHALLTOWN COMPANY	515.67
10	46337	05/15/12	000932 MASFAP	175.00
10	46338	05/15/12	000938 MAX YARBER CANDY CO	139.30
10	46339	05/15/12	000944 MCCTA	200.00
10	46340	05/15/12	002311 CYNTHIA M MCFARLAND	12.08
10	46341	05/15/12	000052 MCGRAW-HILL COMPANIES	1,519.20
10	46342	05/15/12	001632 JODIE L MCKINNEY	24.38
10	46343	05/15/12	000950 MEDICAL EQUIPMENT	78.00
10	46344	05/15/12	000952 MEEKS	258.82
10	46345	05/15/12	000954 MEEKS	590.56
10	46346	05/15/12	003227 MELYNNE YARBER	94.16
10	46347	05/15/12	001796 METALWELD, INC.	41.16
10	46348	05/15/12	000967 MFA OIL COMPANY	31,716.05
10	46349	05/15/12	002259 MICHELLE BROTHERTON	57.60
10	46350	05/15/12	000975 MICKES GOLDMAN O'TOOLE, LLC	453.42
10	46351	05/15/12	003283 MIDWEST TRAVEL CONSULTANT, INC.	1,443.00
10	46352	05/15/12	002746 MISSOURI DIVISION OF FIRE SAFE	100.00
10	46353	05/15/12	000989 MISSOURI FCCLA	1,132.00
10	46354	05/15/12	001001 MISSOURI SCHOOL BOARD AS	1,273.85
10	46355	05/15/12	001003 MISSOURI SKILLSUSA	1,100.00
10	46356	05/15/12	001027 MO-ARK GLASS	89.30
10	46357	05/15/12	002605 MORGAN SCHOFIELD	24.11
10	46358	05/15/12	002356 MORLAN-SHELL FORD, INC	20.14
10	46359	05/15/12	001633 BRIAN S MORRIS	58.40
10	46360	05/15/12	001034 MOSALPN	1,160.00
10	46361	05/15/12	002762 RENTAL CENTERS OF AMERICA INC.	86.00
10	46362	05/15/12	002393 MR. DENT COLLISION REPAIR	75.70
10	46363	05/15/12	001338 MUDUCKS	361.00
10	46364	05/15/12	001587 JONATHAN D MULFORD	400.00
10	46365	05/15/12	001073 MUSIC THEATRE INTERNA.	10.00
10	46366	05/15/12	002740 NAOMI CARDOZA	55.00
10	46367	05/15/12	001081 NASSP/NHS/NJHS	95.00
10	46368	05/15/12	001687 NATHAN WAGNER	90.80

West Plains R-VII School District  
 ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING  
 CHECKS FROM 46210 TO 46461

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
10	46369	05/15/12	001086 NATIONAL FFA ORGANIZA.	735.25
10	46370	05/15/12	001635 ANITA NELSON	2,425.00
10	46371	05/15/12	002384 NEWBERRY AUTO SALES	53.75
10	46372	05/15/12	002958 NICOLE WELLS	20.99
10	46373	05/15/12	001104 NORMAN ORR OFFICE SUPPLY	208.23
10	46374	05/15/12	001580 OPAA FOOD MANAGEMENT INC.	90,037.33
10	46375	05/15/12	001128 OREILLY AUTO	375.89
10	46376	05/15/12	001129 OREILLY AUTOMOTIVE	713.67
10	46377	05/15/12	001130 OREILLY AUTOMOTIVE	141.53
10	46378	05/15/12	001131 OREILLY AUTOMOTIVE	539.75
10	46379	05/15/12	001636 BRADLEY S OWINGS	632.00
10	46380	05/15/12	002701 OZARK ACTION	1,350.48
10	46381	05/15/12	001136 OZARK AWARDS COMPANY	2,143.50
10	46382	05/15/12	001694 OZARK CAFE	48.17
10	46383	05/15/12	001140 OZARK HORSETRADER INC.	98.00
10	46384	05/15/12	001141 OZARK MEDICAL CENTER	11,529.00
10	46385	05/15/12	000847 OZARK RADIO NETWORK	150.00
10	46386	05/15/12	001144 OZARKO TIRE CENTER	836.20
10	46387	05/15/12	001146 PALEN MUSIC CENTER	140.95
10	46388	05/15/12	001149 PARCEL EXPRESS	3.40
10	46389	05/15/12	003082 PATSY THRELKELD	65.76
10	46390	05/15/12	001168 PEPSI MIDAMERICA	328.20
10	46391	05/15/12	001178 PIPE PLUS	898.88
10	46392	05/15/12	001179 EASYPERMIT POSTAGE	3,211.98
10	46393	05/15/12	001209 QUILL PRESS COMPANY	838.24
10	46394	05/15/12	001637 JACK L RANDOLPH	88.00
10	46395	05/15/12	001233 RDJ SPECIALTIES INC	441.53
10	46396	05/15/12	002101 DANA REESE	28.80
10	46397	05/15/12	000058 RENAISSANCE LEARNING	219.77
10	46398	05/15/12	000736 RICOH USA, INC.	2,668.76
10	46399	05/15/12	000737 RICOH USA, INC.	1,411.52
10	46400	05/15/12	003233 AMY M ROSS	24.00
10	46401	05/15/12	002109 DENISE ROWLAND	28.56
10	46402	05/15/12	000100 ROY'S HOME ENTERTAINMENT	48.00
10	46403	05/15/12	000100 ROY'S HOME ENTERTAINMENT	58.00
10	46404	05/15/12	001282 SAFETY KLEEN CORPORATION	262.51
10	46405	05/15/12	001283 SAH PRINTING	1,346.50
10	46406	05/15/12	002951 GREGORY L SANDERS	8.00
10	46407	05/15/12	002112 TRINA SANDERS	57.00
10	46408	05/15/12	002513 SANDY AUTRY	19.20
10	46409	05/15/12	002566 SAPP DESIGN ASSOCIATES, P.C.	2,564.62
10	46410	05/15/12	002230 SARAH RUSSELL	13.71
10	46411	05/15/12	001309 SCHWEGMAN OFFICE SUPPLY	2,437.48
10	46412	05/15/12	001316 SEMINOLE RETAIL ENERGY SERVICE	6,889.97
10	46413	05/15/12	001326 SHEPHERD COMMUNICATIONS	60.00
10	46414	05/15/12	001327 SHERWIN WILLIAMS	107.90
10	46415	05/15/12	001328 SHERWIN WILLIAMS (VT)	16.38
10	46416	05/15/12	001639 KAREN J SHOLES	200.00
10	46417	05/15/12	001640 GREG SIMPKINS	912.76
10	46418	05/15/12	001642 BRENDA SMITH	120.00
10	46419	05/15/12	001641 SCOTT SMITH	120.00
10	46420	05/15/12	001643 LANA R SNOODGRAS	390.00
10	46421	05/15/12	001366 SOUTH CENTRAL SKILLS USA	291.00

West Plains R-VII School District  
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING  
CHECKS FROM 46210 TO 46461

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
10	46422	05/15/12	001833 SPRINGFIELD GROCER COMPANY	1,037.27
10	46423	05/15/12	001391 SPRINGFIELD STAMP &	10.60
10	46424	05/15/12	001835 ST. LOUIS UNIVERSITY	900.00
10	46425	05/15/12	001405 STEEL YARD INC	1,708.94
10	46426	05/15/12	001644 JOBY B STEELE	201.73
10	46427	05/15/12	003123 STERNER TOWING	150.00
10	46428	05/15/12	001801 MID AMERICA PETROLEUM EQ,INC.	1,298.50
10	46429	05/15/12	003181 SUMMIT NATURAL GAS OF MISSOURI	70.18
10	46430	05/15/12	002895 SUPER HOLIDAY TOURS	4,614.50
10	46431	05/15/12	000148 SUSANNAH CURTIS	22.40
10	46432	05/15/12	000155 TAN TAR A RESORT	108.88
10	46433	05/15/12	001846 LINDA TAYLOR	181.00
10	46434	05/15/12	001416 TEACHERS STORE & MORE	24.14
10	46435	05/15/12	001425 THE BATTERY STATION LLC	70.00
10	46436	05/15/12	001646 JULIE R THOMPSON	400.00
10	46437	05/15/12	002156 PAMELA TOPLIFF	36.00
10	46438	05/15/12	001450 TRASHWAGON EXPRESS	268.00
10	46439	05/15/12	001455 TREASURER,STATE OF MISSOURI	30.00
10	46440	05/15/12	001458 TWIN PONDS SCREENPRINT	528.00
10	46441	05/15/12	000070 U.S. FOODS, INC.	512.19
10	46442	05/15/12	002161 SHERRY E UNDERWOOD	129.01
10	46443	05/15/12	001648 KAREN L VAUGHN	73.44
10	46444	05/15/12	002171 ARNOLD A WADE	85.00
10	46445	05/15/12	001850 DEANNA WATKINS	72.00
10	46446	05/15/12	001506 WEST PLAINS CHAMBER OF COMMERC	18.00
10	46447	05/15/12	001510 WEST PLAINS DAILY QUILL	180.25
10	46448	05/15/12	001512 WEST PLAINS ELECTRIC	1,413.88
10	46449	05/15/12	001516 WEST PLAINS FLORAL	105.00
10	46450	05/15/12	001520 WEST PLAINS MUSIC STORE	174.95
10	46451	05/15/12	001825 WEST PLAINS OCCUPATIONAL & INS	2,010.00
10	46452	05/15/12	001523 WEST PLAINS POSEY PATCH	35.00
10	46453	05/15/12	001531 WEST PLAINS SUNRISE	91.00
10	46454	05/15/12	002198 MARTHA A WILLIAMS	76.80
10	46455	05/15/12	001712 J SCOTT WOMACK	224.00
10	46456	05/15/12	001546 WOODWORKERS SUPPLY	25.73
10	46457	05/15/12	000095 WORLD WIDE TECHNOLOGY IN	1,217.47
10	46458	05/15/12	003175 STEPHANIE WOTEN	44.64
10	46459	05/15/12	001649 JOAN E WRIGHT	97.77
10	46460	05/15/12	001551 XEROX CORPORATION	605.42
10	46461	05/15/12	001650 SUSAN M YORK	19.68

\*\*\*\*\* GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE 10 \*\*\*\*\*

281,709.78\*

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	404	05/10/12	000186 APPLE COMPUTER INC.	22.85
CC	405	05/10/12	000196 ASE-NA3SA	405.00
CC	406	05/10/12	000032 BARNES AND NOBLE	20.01
CC	407	05/10/12	002469 CHEN'S GARDEN	80.69
CC	408	05/10/12	002671 CHERRYDALE FARMS	2,080.00
CC	409	05/10/12	003007 CHICK-FIL-A	53.48
CC	410	05/10/12	003013 CHILI'S GRILL & BAR	40.00
CC	411	05/10/12	003023 COLTON'S STEAK HOUSE & GRILL	12.04
CC	412	05/10/12	003275 COMFORT SUITES - JONESBORE	85.13
CC	413	05/10/12	000373 COUNTRY MART	882.93
CC	414	05/10/12	002620 DRAMATIC PUBLISHING CO.	112.32
CC	415	05/10/12	003200 EVERNOTE CORPORATION	5.00
CC	416	05/10/12	000078 F. A. DAVIS COMPANY	766.47
CC	417	05/10/12	000008 GE MONEY BANK/AMAZON	1,327.67
CC	418	05/10/12	000008 AMAZON.COM BOOKS	818.80
CC	419	05/10/12	003304 GOLDEN CORRAL	86.66
CC	420	05/10/12	001654 GOLF TEAM PRODUCTS, INC.	183.00
CC	421	05/10/12	003128 HARDEES	160.94
CC	422	05/10/12	000677 HOLIDAY INN EXEC. CENTER	704.90
CC	423	05/10/12	000677 HOLIDAY INN EXPRESS	272.24
CC	424	05/10/12	003305 HOWARD JOHNSON COLUMBIA	476.10
CC	425	05/10/12	000719 HOWELL OREGON ELECTRIC	1,484.92
CC	426	05/10/12	002999 IMO'S PIZZA	26.70
CC	427	05/10/12	003267 INFINITY PRINTING SUPPLIES	200.95
CC	428	05/10/12	003290 J & J INTERNATIONAL, INC.	17.25
CC	429	05/10/12	000754 J.W. PEPPER & SON INC.	7.50
CC	430	05/10/12	000791 JONES AWARDS	29.65
CC	431	05/10/12	003099 KFC/TACO BELL	10.04
CC	432	05/10/12	000846 KORNEY BOARD AIDS INC.	73.40
CC	433	05/10/12	002450 LITTLE CAESAR'S PIZZA	250.00
CC	434	05/10/12	000966 M-F ATHLETIC CO. INC.	459.50
CC	435	05/10/12	003254 MAD COW	8.07
CC	436	05/10/12	000931 MASA	240.00
CC	437	05/10/12	000933 MASL	163.03
CC	438	05/10/12	003292 MBA RESEARCH & CURRICULUM CENT	200.00
CC	439	05/10/12	003032 MCDONALD'S	17.26
CC	440	05/10/12	000952 MEEKS	78.66
CC	441	05/10/12	003295 MEMORY SUPPLIERS, INC.	1,530.00
CC	442	05/10/12	001004 MISSOURI ST. UNIVERSITY	477.75
CC	443	05/10/12	001028 MOASBO	250.00
CC	444	05/10/12	003293 MOTEL 6-JEFFERSON CITY #4324	1,069.80
CC	445	05/10/12	001048 MSBA	280.00
CC	446	05/10/12	003309 MY ONLINE CAMP	74.00
CC	447	05/10/12	001081 NASSP/NHS/NJHS	85.00
CC	448	05/10/12	001083 NATIONAL BETA CLUB	203.21
CC	449	05/10/12	001085 NATIONAL FFA	900.00
CC	450	05/10/12	003289 NEWEGG.COM	632.91
CC	451	05/10/12	001098 NFL	742.00
CC	452	05/10/12	002395 NOCTI	950.00
CC	453	05/10/12	001103 NORCOSTCO, INC.	53.81
CC	454	05/10/12	001132 ORIENTAL TRADING CO.	279.56
CC	455	05/10/12	001136 OZARK AWARDS COMPANY	561.15
CC	456	05/10/12	003008 PANERA BREAD	8.38

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	457	05/10/12	002965 PAYPAL/EBAY	2,355.19
CC	458	05/10/12	001743 POSTMASTER	32.35
CC	459	05/10/12	001194 PRESIDENTS ED AWARDS	31.50
CC	460	05/10/12	001214 RADIO SHACK	29.99
CC	461	05/10/12	001227 RAMEYS SUPERMARKET	257.04
CC	462	05/10/12	000058 RENAISSANCE LEARNING	8.97
CC	463	05/10/12	000058 RENAISSANCE LEARNING	20.93
CC	464	05/10/12	003256 SAFARI	481.74
CC	465	05/10/12	002244 SIMPLE SIMONS PIZZA	750.00
CC	466	05/10/12	000089 SKILLSUSA	520.00
CC	467	05/10/12	001384 SPRINGFIELD CARDINALS	1,645.90
CC	468	05/10/12	001397 ST. LOUIS SCIENCE CENTER	802.50
CC	469	05/10/12	001398 ST. LOUIS ZOO ED.DEPT.	200.25
CC	470	05/10/12	003308 STAPLES	142.31
CC	471	05/10/12	000129 SUBWAY	38.00
CC	472	05/10/12	000129 SUBWAY OF WEST PLAINS	264.00
CC	473	05/10/12	003257 THE OLD SPAGHETTI FACTORY	424.78
CC	474	05/10/12	001432 THE RESORT	202.90
CC	475	05/10/12	002712 ADVANCE TOUR & TRAVEL,LLC	4,417.94
CC	476	05/10/12	002845 VERIZON WIRELESS	1,508.90
CC	477	05/10/12	001502 WALMART COMMUNITY	9,263.45

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

43,359.37\*

# REVENUES VS. EXPENDITURES

This report includes the month of April.

Printed On: May 10, 2012

## Total Revenue

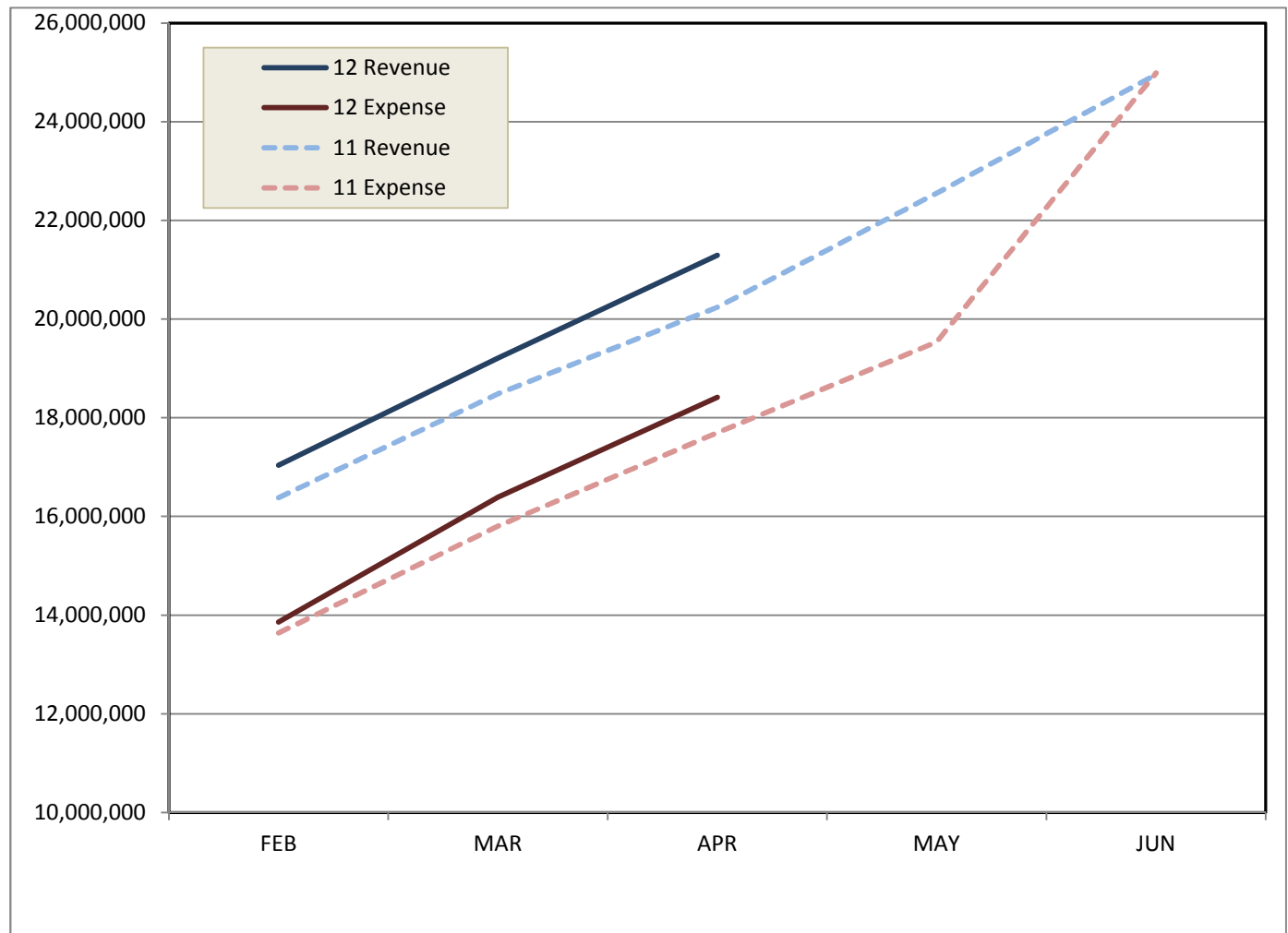
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2011	772,372	1,682,797	2,845,597	4,036,669	5,217,884	8,252,994	14,421,187	16,378,147	18,488,290	20,242,083	22,550,815	24,957,197
2012	707,688	1,843,125	2,833,081	4,074,470	6,369,706	8,492,224	14,985,280	17,037,516	19,211,405	21,297,031		

## Total Expenditures

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
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	24,989,463
2012	611,829	1,301,044	3,513,279	5,559,367	7,574,451	9,544,951	11,893,512	13,857,230	16,394,885	18,413,786		

## Revenues less Expenditures

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
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	-32,265
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		



# REVENUE REPORT

This report includes the month of April.

Printed On: May 10, 2012

## Revenue as Compared to 2011

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2012	-64,684	160,328	-12,516	37,801	1,151,823	239,231	564,093	659,369	723,115	1,054,948		

*\*\*This report shows differences between the current year, 2012, and last year.*

## Revenue by Source (2012 As Compared to 2011)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	-2,420	134,051	153,157	94,452	45,336	-58,235	498,894	518,364	608,365	660,433		
County	0	0	0	0	0	0	0	-174,694	7,317	7,317		
State	25,326	160,860	25,029	110,932	172,539	150,750	292,453	324,109	353,597	431,509		
Federal	-87,590	-137,150	-193,268	-170,149	-276,016	-702,847	-575,936	-407,779	-655,418	-429,871		
Non-Rev.	0	0	0	0	0	0	0	0	0	0		
Tuition	0	0	0	0	1,204,994	854,693	358,995	409,683	419,568	404,544		
Total	-64,684	157,761	-15,082	35,235	1,146,853	244,360	574,407	669,684	733,430	1,073,932		

*\*\*This report shows differences between the current year, 2012, and last year.*

## Revenue by Detailed Source [Independent Month (2012)]

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Prop C	119,681	178,587	129,637	138,745	139,571	147,336	136,329	167,985	142,265	137,211	0	0
Basic Form.	503,690	530,748	348,392	600,803	537,362	512,325	584,119	544,866	544,853	530,572	0	0
Transpor	15,358	15,358	15,446	3,297	12,068	10,704	15,393	12,999	16,553	20,047	0	0
Clasrom Trust	22,211	90,159	47,832	66,887	51,786	73,328	62,601	57,500	73,216	75,625	0	0
Perkins-Secndry	0	0	7,194	21,374	352	11,278	18,325	15,318	16,058	20,168	0	0
Perkins-Pst Scndry	0	0	0	3,662	0	2,581	0	0	0	0	0	0
Part B	0	45,000	45,000	45,000	45,000	0	45,000	0	45,000	45,000	0	0
Lunches 5445	13,601	0	0	29,218	67,042	61,947	56,471	49,674	65,106	55,265	0	0
Breakfast 5446	7,298	0	0	7,780	19,249	17,702	16,206	14,110	18,850	15,844	0	0
Snack 5448	0	0	0	174	1,186	1,222	1,200	990	1,333	1,053	0	0
Title I	0	0	0	12,995	0	0	328,387	107,119	0	149,911	0	0
Title IIA	0	0	0	10,105	0	0	63,161	15,790	0	31,579	0	0
SPed Ed EC ARRA	0	0	0	0	0	0	0	0	0	0	0	0
5422 Jobs Bill	0	0	160,481	0	0	0	0	0	0	0	0	0
5424 Jobs Bill	0	0	8,911	0	0	0	0	0	0	0	0	0

## Revenue by Detailed Source (2012 As Compared to 2011)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Prop C	-11,342	14,107	22,527	27,218	14,732	29,135	44,313	48,095	43,829	67,673		
Basic Form.	24,591	165,558	19,145	152,054	222,934	240,320	281,632	249,457	212,105	190,604		
Transpor	2,678	6,371	6,696	-880	-1,475	-3,210	-9,087	-23,088	-21,646	-17,038		
Clasrom Trust	21,108	11,868	-650	-2,871	-11,726	4,897	3,423	3,467	2,582	15,389		
Perkins-Secndry	90	-15,282	-8,088	-16,632	-40,148	-31,114	-23,538	-23,942	-18,708	-8,637		
Perkins-Pst Scndry	0	0	0	3,662	3,662	6,243	6,243	6,243	6,243	6,243		
Part B	0	45,000	45,500	60,500	60,500	15,500	9,925	-40,650	-46,225	-56,978		
Lunches 5445	13,441	13,441	13,441	42,659	18,204	21,358	18,086	26,649	38,849	48,215		
Breakfast 5446	7,298	7,298	7,298	15,078	8,349	9,121	8,099	10,721	15,544	19,101		
Snack 5448	0	0	0	174	915	1,420	912	893	806	214		
Title I	0	0	0	12,995	12,995	-267,005	-138,618	-31,499	-266,339	-116,429		
Title IIA	0	0	0	10,105	10,105	-29,895	-6,734	9,055	-30,945	635		
SPed Ed EC ARRA	0	0	0	0	0	0	0	0	0	0		
5422 Jobs Bill	0	0	88,568	16,655	-55,258	-127,171	-127,171	-127,171	-127,171	-127,171		
5424 Jobs Bill	-87,933	-175,866	-166,955	-166,955	-166,955	-166,955	-166,955	-166,955	-166,955	-166,955		

*\*\*This report shows differences between the current year, 2012, and last year. Notice: This chart only shows selected revenue sources.*



# EXPENSE REPORT

This report includes the month of April.

Printed On: May 10, 2012

**\*\*This report shows differences between the current year, 2012, and last year.**

## Expenses as Compared to 2011

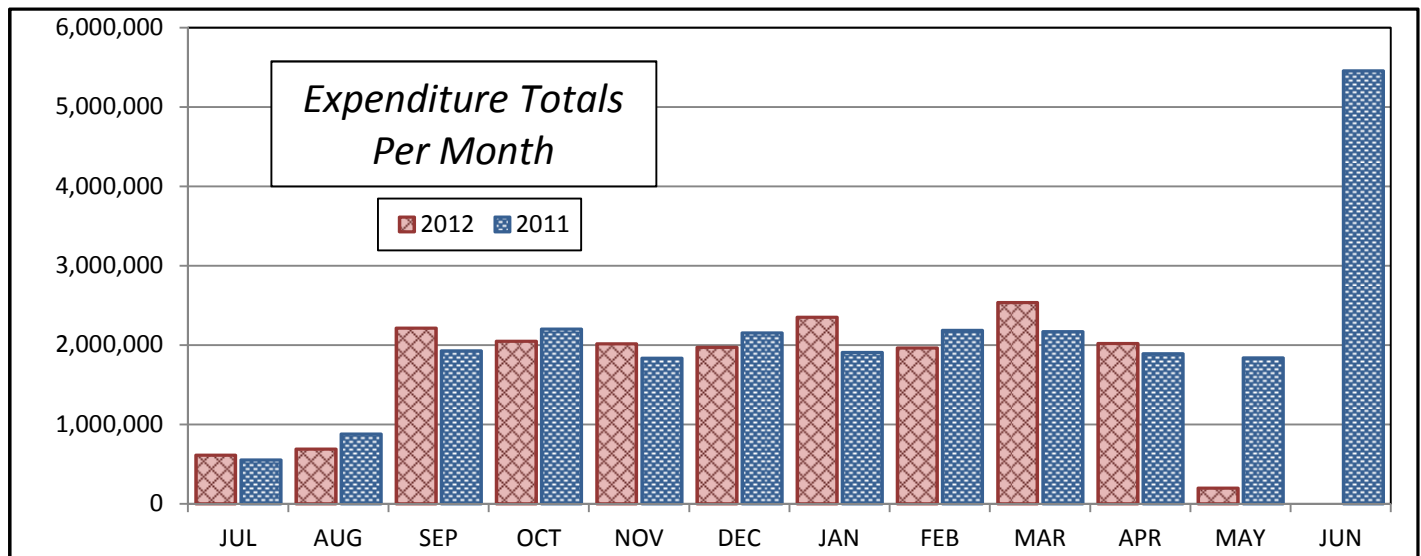
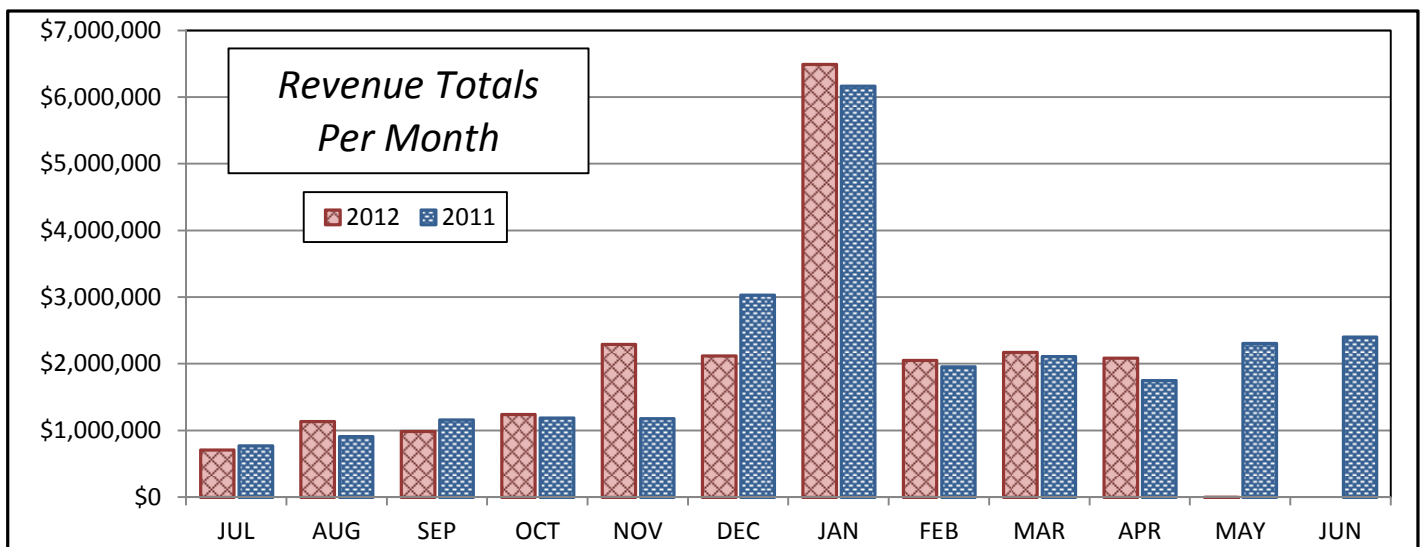
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2012	59,716	-128,329	156,838	3,032	184,277	1,099	444,524	221,754	590,173	718,227		

**\*\*This report shows differences between the current year, 2012, and last year.**

## Expense by Source (2012 As Compared to 2011)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Fund 10	30,895	49,920	201,407	156,916	250,836	-5,891	332,256	362,871	371,158	400,858		
Fund 20	22,514	22,688	44,112	33,128	34,323	21,603	34,255	10,666	31,892	39,970		
Fund 40	-6,153	-72,118	-59,607	-166,038	-165,960	-115,624	-149,111	-124,135	-159,701	-160,034		
Fund 60	4,132	29,960	39,930	43,104	102,292	110,736	142,986	134,895	162,488	218,305		
Fund 65	-3,600	-3,176	830	1,221	2,539	2,694	5,459	2,152	-498	-886		
Fund 70	5,334	13,002	24,772	31,360	37,996	44,499	51,001	57,503	71,353	72,946		
Total	53,122	40,277	251,443	99,690	262,025	58,017	416,846	443,952	476,692	571,159		

**\*\*This report shows differences between the current year, 2012, and last year.**

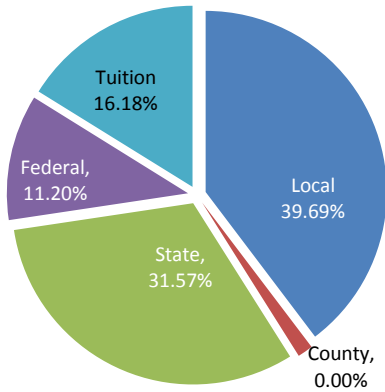


# BREAKDOWN OF REVENUE & EXPENSE

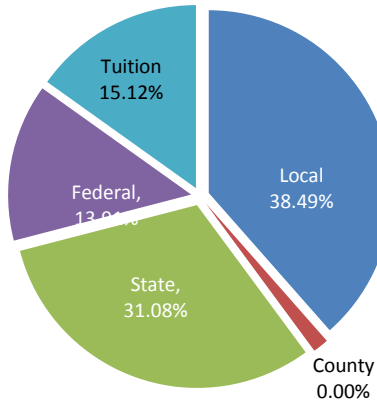
*This report includes the month of April.*

*Printed On: May 10, 2012*

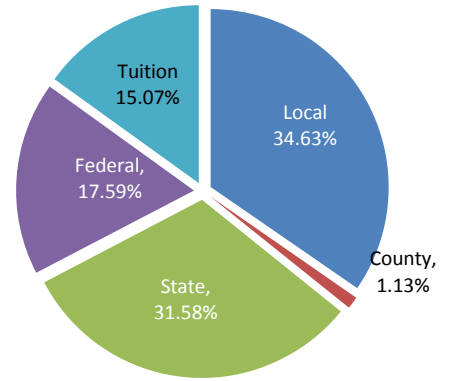
## REVENUE



Through APR, 2011-2012

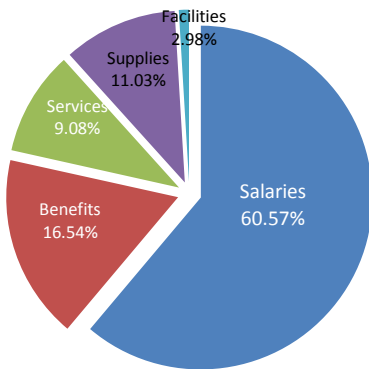


Through APR, 2010-2011

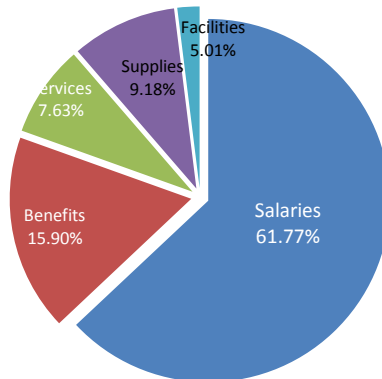


2011 End of Year

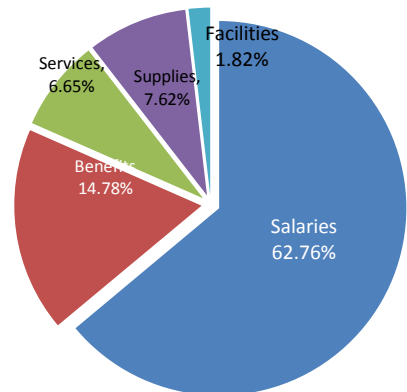
## EXPENSE



Through APR, 2011-2012



Through APR, 2010-2011



2011 End of Year

**West Plains R-VII Schools  
Program Evaluation**

Date: **May 7, 2012**

Program Title: **Early Childhood Programs**

Program Evaluation Committee Members:

Dr. Fred Czerwonka – West Plains R-7 Superintendent  
Dr. John Mulford – West Plains R-7 Asst. Superintendent  
Dr. Julie Thompson – Curriculum Director  
Shawn Rhoads – West Plains R-7 School Board Member  
Karen Sholes – Director of Special Services  
Dr. Brad Owings – West Plains Elementary School Principal  
Seth Huddleston – South Fork Elementary School Principal  
Lana Snodgrass – Director of Communications  
Kristi Drummond – West Plains Elementary School Nurse  
Michelle Miller – West Plains Elementary School Counselor  
Sue Meyer – Early Childhood Special Education Teacher  
Nancy Brown – Early Childhood Special Education Teacher  
Marcia Kantola – Early Childhood Speech Language Pathologist  
Karen Hunt – West Plains Elementary J.R. Kindergarten Teacher  
Kim Green – Little Zizzers Preschool Teacher  
Jackie Ingalsbe- South Fork Preschool Teacher  
Betsy Alaimo – West Plains Head Start Director  
Rayetta Beach – Head Start Training Center  
Pam Schutjer – Parent Educator  
Teri Self – Parent Educator  
Jennifer Randolph – WP Kindergarten Special Education  
Mist Rader– SF Preschool Parent  
Melissa Chitwood– SF Preschool Parent  
Ashley Harper – SF Preschool Parent  
Sandy Autry – ECSE Parent  
Melynni Yarber – ECSE Parent  
Erica Walker – Little Zizzer Preschool Parent  
Courtney Beykirch- Little Zizzer Preschool Parent  
Jennifer Palmer – Little Zizzer Preschool Parent  
Jennifer Skeeters – Little Zizzer Preschool Parent  
Jennifer Rhoads – Little Zizzer Preschool Parent

Program Mission:

To provide the information, support, and encouragement parents need to help their children develop optimally during the crucial early years of life.

### Program Objectives:

1. Provide opportunities to build a foundation for school success with children from birth to kindergarten entry.
2. Increase parents' knowledge of child development and their confidence in providing appropriate opportunities for all areas of their child's growth.
3. Develop an active partnership between parents and schools.
4. Provide early intervention for potential learning problems.
5. Coordinate with all early childhood programs in the area to expand services available to all families.
6. Coordinate professional development opportunities with other early childhood educators in the area.

### Program Description:

Early childhood programs provide a high quality, developmentally appropriate program that promotes the physical, social, emotional, and cognitive development of young children while also responding to the needs of their families. Early childhood programs within the West Plains R-7 School District include Early Childhood Special Education, and Preschool. Staff in both programs work together to effectively meet the individual needs of young children.

Preschool classes follow the Missouri Preschool Project model and serve students who turn four years old by August 1 of the program year. The program follows the Project Construct model curriculum which is recognized throughout the state of Missouri as being one of the best curriculums available for early childhood students. Children are encouraged to learn from their environment and work together to solve problems. Preschool is an outstanding way to help give all students the foundation they need to be successful throughout their educational experiences. Both preschool programs have received Missouri Accreditation Status.

### Additional Programs:

Parents as Teachers is a voluntary early childhood parent education and family support program serving families throughout pregnancy until their child enters kindergarten. The program is based on the philosophy that parents are their children's first and most influential teachers. Parents as Teachers provides parents with the information and support they need to give their child the best possible start in life. The program is designed to enhance child development and school achievement through parent education accessible to all families. The PAT program guidelines are based on the Early Childhood Development Act (Senate Bill 658). The four essential components of the program are personal visits, group meetings, screenings, and the resource referral network. *State Funding for this program was diminished several years ago. This has resulted in this program not being active in the West Plains School District.*

#### Program Evaluation Criteria:

1. Opportunities for program participation will increase annually.
2. Parental involvement in early childhood program activities will increase annually.
3. Early identification of learning problems will increase annually.
4. Attendance at professional development opportunities will increase annually.

#### Collection of Data and Data Sources:

Numbers of Participating Families

Sign-In Sheets from Group Meetings

Information from Formal and Informal Screenings and Observations

Minutes, Agendas, and Sign-in Sheets from Advisory Committee Meetings

Evaluations and Sign-in Sheets from Professional Development

Parent Surveys/Interviews

Preschool End-of-Year Report

Early Childhood Special Education Yearly Report

#### Program Strengths:

1. Collaboration among all early childhood programs: Early Childhood Special Education, Preschool, Head Start, First Steps.
2. Current research-based information on brain development incorporated into all early childhood programs.
3. Building and fostering of a successful home/school relationship.
4. Curriculum aligned with state standards in all programs.
5. Preschool programs are accredited.
6. Junior Kindergarten offered as an intervention.

#### Program Concerns/Recommendations for Program Improvement:

1. The lack of a Parents as Teachers Program is a huge detriment to the district and all other Early Childhood programs.
2. Increase cost of the Little Zizzer Preschool Program had caused a decrease in availability, especially for low income families. The South Fork Preschool has also seen a decrease in enrollment for next year due to a fee being charged for next year.
3. Expansion of these programs can not considered until additional space is available at the Elementary and South Fork.

**Program Recommendations** (including action steps, person(s) responsible, and time frame for completion of recommendations):

<b>ACTION STEP</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>TIME FRAME FOR COMPLETION</b>	<b>OUT-COME</b>	<b>NEXT STEPS</b>
Create an Early Childhood programs information brochure listing services provided by the district.	Elementary Principal Communications Director Early Childhood Staff	2011-2012 school year	On-going	Communications Director will have this completed by Fall, 2012
Work with Health Department to share Early Childhood information	Early Childhood Staff Communications Director	2011-2012 school year	On-going	The new brochure will be distributed to this and other appropriate agencies.
Expand the Early Childhood Special Education Program and the preschool offerings in the West Plains Elementary School and South Fork Elementary.	Elementary Principal South Fork Principal Early Childhood Staff	2011-2012 school year	On-going	Conduct a needs assessment for West Plains to measure early childhood needs and resources.  Communications Director will explore ways to make community aware of need for Early Childhood Education  Additional space must be provided before

				programs can be expanded
				.
Explore the feasibility of transportation for early childhood programs.	Elementary Principal South Fork Principal Early Childhood Staff Transportation Director	2011-2012 school year	This will not be possible until the district is able to purchase busses with a restraint system.	
Explore ways to bring back the PAT program.	Elementary Principal PAT Staff	2011-2012 school year	On-going	Investigate possibility of developing a consortium with the rural schools to offer PAT services.
Preschool programs should be District supported so there is no cost to the parent	Elementary Principal South Fork Principal	New Goal added for 2012-2013		

Process for Disseminating Findings of Evaluation:

1. Board Meetings
2. Faculty Meetings
3. Early Childhood Advisory Committee
4. District Website
5. Parent Teacher Conferences

Communications Director will explore ways to make community aware of need for Early Childhood Education

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Katia Viknyanskiy

108 Bartley St.

West Plains, MO 65775

417-293-0806

[kviknyanskiy@yahoo.com](mailto:kviknyanskiy@yahoo.com)

May 1, 2012

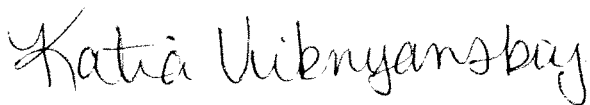
Dear Mrs. Sholes,

I would like for the School Board to please accept this as my formal resignation from the position of interpreter at West Plains R-7 School District.

After much consideration, my family and I have decided to relocate to Springfield. I would like to take this time to thank you for giving me the opportunity to work for the West Plains School. I have truly enjoyed my time here and find it hard to leave the people I have come to think of as family. Working here has been a wonderful experience. I appreciate the professional and personal growth opportunities that have been provided to me. If I ever find myself in West Plains again I would appreciate the chance to serve the R-7 District again. West Plains R-7 is truly a wonderful school district and I feel privileged to have been a part of such a professional team. Again, thank you for giving me this opportunity.

I wish you the best and hope you continue growing.

Sincerely,

A handwritten signature in cursive script that reads "Katia Viknyanskiy". The signature is written in black ink and is positioned above the printed name.

Katia Viknyanskiy



Years of Creditable Service	BA in Educ. or other approved degree	BA + 8 Sem. Hrs	BA + 16 Sem. Hrs	BA + 24 Sem. Hrs	Approved Master's degree	M + 8 Sem. Hrs	M + 16 Sem. Hrs	M + 24 Sem. Hrs	Second Graduate Degree
1	\$ 30,000	\$ 30,600	\$ 31,212	\$ 31,836	\$ 32,473	\$ 33,122	\$ 33,785	\$ 34,461	\$ 35,150
2	\$ 30,600	\$ 31,212	\$ 31,836	\$ 32,473	\$ 33,122	\$ 33,785	\$ 34,461	\$ 35,150	\$ 35,853
3	\$ 31,212	\$ 31,836	\$ 32,473	\$ 33,122	\$ 33,785	\$ 34,461	\$ 35,150	\$ 35,853	\$ 36,570
4	\$ 31,836	\$ 32,473	\$ 33,122	\$ 33,785	\$ 34,461	\$ 35,150	\$ 35,853	\$ 36,570	\$ 37,301
5	\$ 32,473	\$ 33,122	\$ 33,785	\$ 34,461	\$ 35,150	\$ 35,853	\$ 36,570	\$ 37,301	\$ 38,047
6	\$ 33,122	\$ 33,785	\$ 34,461	\$ 35,150	\$ 35,853	\$ 36,570	\$ 37,301	\$ 38,047	\$ 38,808
7	\$ 33,785	\$ 34,461	\$ 35,150	\$ 35,853	\$ 36,570	\$ 37,301	\$ 38,047	\$ 38,808	\$ 39,584
8	\$ 34,461	\$ 35,150	\$ 35,853	\$ 36,570	\$ 37,301	\$ 38,047	\$ 38,808	\$ 39,584	\$ 40,376
9	\$ 35,150	\$ 35,853	\$ 36,570	\$ 37,301	\$ 38,047	\$ 38,808	\$ 39,584	\$ 40,376	\$ 41,184
10	\$ 35,853	\$ 36,570	\$ 37,301	\$ 38,047	\$ 38,808	\$ 39,584	\$ 40,376	\$ 41,184	\$ 42,007
11	\$ 36,570	\$ 37,301	\$ 38,047	\$ 38,808	\$ 39,584	\$ 40,376	\$ 41,184	\$ 42,007	\$ 42,847
12	\$ 37,301	\$ 38,047	\$ 38,808	\$ 39,584	\$ 40,376	\$ 41,184	\$ 42,007	\$ 42,847	\$ 43,704
13	\$ 38,047	\$ 38,808	\$ 39,584	\$ 40,376	\$ 41,184	\$ 42,007	\$ 42,847	\$ 43,704	\$ 44,578
14		\$ 39,584	\$ 40,376	\$ 41,184	\$ 42,007	\$ 42,847	\$ 43,704	\$ 44,578	\$ 45,470
15			\$ 41,184	\$ 42,007	\$ 42,847	\$ 43,704	\$ 44,578	\$ 45,470	\$ 46,379
16				\$ 42,847	\$ 43,704	\$ 44,578	\$ 45,470	\$ 46,379	\$ 47,307
17					\$ 44,578	\$ 45,470	\$ 46,379	\$ 47,307	\$ 48,253
18					\$ 45,470	\$ 46,379	\$ 47,307	\$ 48,253	\$ 49,218
19					\$ 46,379	\$ 47,307	\$ 48,253	\$ 49,218	\$ 50,203
20					\$ 47,307	\$ 48,253	\$ 49,218	\$ 50,203	\$ 51,207
21					\$ 48,253	\$ 49,218	\$ 50,203	\$ 51,207	\$ 52,231
22						\$ 50,203	\$ 51,207	\$ 52,231	\$ 53,275
23							\$ 52,231	\$ 53,275	\$ 54,341
24								\$ 54,341	\$ 55,428
25									\$ 56,536

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

\*In order to advance horizontally on the salary schedule, a teacher must have earned at least eight (8) hours of graduate level college credit in an approved area after being awarded a Bachelor's Degree.

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

## NON-DEGREED Vocational Instructor Salary Schedule

Years of Creditable Service	Temporary CAC	Initial CAC	Associates Degree + Initial CAC	Bachelor's Degree + Initial CAC
1	\$ 30,000	\$ 30,600	\$ 31,212	\$ 31,836
2	\$ 30,600	\$ 31,212	\$ 31,836	\$ 32,473
3	\$ 31,212	\$ 31,836	\$ 32,473	\$ 33,122
4	\$ 31,836	\$ 32,473	\$ 33,122	\$ 33,785
5	\$ 32,473	\$ 33,122	\$ 33,785	\$ 34,461
6	\$ 33,122	\$ 33,785	\$ 34,461	\$ 35,150
7	\$ 33,785	\$ 34,461	\$ 35,150	\$ 35,853
8	\$ 34,461	\$ 35,150	\$ 35,853	\$ 36,570
9	\$ 35,150	\$ 35,853	\$ 36,570	\$ 37,301
10	\$ 35,853	\$ 36,570	\$ 37,301	\$ 38,047
11	\$ 36,570	\$ 37,301	\$ 38,047	\$ 38,808
12	\$ 37,301	\$ 38,047	\$ 38,808	\$ 39,584
13	\$ 38,047	\$ 38,808	\$ 39,584	\$ 40,376
14		\$ 39,584	\$ 40,376	\$ 41,184
15			\$ 41,184	\$ 42,007
16				\$ 42,847

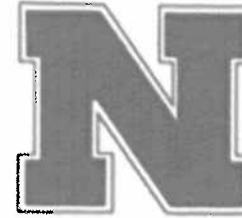
\*Upon completion of a Master's Degree, faculty will be transferred to the regular Certificated Salary Schedule



**West Plains R-VII  
School District &  
Pepsi MidAmerica**



PARTNERSHIPS  
WITH PURPOSE



NATIONAL

PARTNERS

 PARTNERSHIPS  
WITH PURPOSE



**AP** Austin Peay  
State University



OHIO VALLEY CONFERENCE





PARTNERSHIPS  
WITH PURPOSE



LOCAL

PARTNERS



## Executive Summary

Pepsi MidAmerica has put together the following proposal in response to the Request for Proposal. The following proposal is positioned to serve beverages to the West Plains R-VII School District. The following proposal includes information on Pepsi MidAmerica and our exceptional customer service, products offered by Pepsi MidAmerica, account service techniques for West Plains R-VII School District, Marketing strategies offered by Pepsi MidAmerica specific to West Plains R-VII School District, an implementation plan, and finally proof of successful business partnerships. Following are the strategic solutions that will realize the goals of a successful Pepsi MidAmerica/West Plains R-VII School District Beverage Alliance. We are confident that this proposal expresses our commitment to quality, and excellence to West Plains R-VII School District.

### Pepsi MidAmerica

- Pepsi MidAmerica is a privately held (family owned) business.
- Locally owned for 75 years in Southern Illinois, Pepsi MidAmerica's territory extends to five states (Illinois, Kentucky, Tennessee, Missouri, and Arkansas).
- Pepsi MidAmerica is a total beverage company offering preferred soft drinks (Pepsi, Mountain Dew, Dr Pepper, juices (Ocean Spray, Tropicana), tea (Lipton, Thomas), coffee (Starbucks, Thomas), energy (Rockstar, Amp), isotonic (Gatorade), and bottled water (Crisp & Clear, Aquafina).

Customers choose Pepsi MidAmerica not only for our preferred brands but also superior people resources, equipment innovation and outstanding service, substantial financial investment, and reputation as a "Top Notch" beverage company. Pepsi MidAmerica understands the importance of superior customer service and for this reason there will be key contacts from Pepsi MidAmerica to guarantee 100% customer satisfaction to West Plains School District. Pepsi MidAmerica offers "one stop shopping" with sales, marketing, delivery and repair service under one roof. This means we have the tools to respond to your every need.

**PARTNERSHIPS  
WITH PURPOSE**



## Products

Consumer preference is a major consideration in determining a Beverage Alliance. Your consumers' soft drink selection affects customer reach, satisfaction, sales volume, image and most importantly profits and revenues. Pepsi MidAmerica distributes (8) of the top twelve single serve Carbonated Beverage Drinks: Mountain Dew, Diet Mountain Dew, Pepsi, Diet Pepsi, Dr Pepper, Diet Dr Pepper, Orange Crush, and Mountain Dew Voltage. Non Carbonated Beverages are the fastest growing segments of the beverage industry and Pepsi MidAmerica distributes many of these #1 top sellers, Pepsi MidAmerica also outsells competition in Non Carbonated Beverages including Water (Aquafina, Sobe Lifewater), Juice (Dole and Tropicana), Iced Tea (Lipton, Brisk, Thomas), Coffee (Starbucks), and Isotonics (Gatorade).

## Services

- Pepsi MidAmerica identifies the best possible placement locations for venders through dialogue with administration and students.
- A scheduling system tracks and identifies when a vending machine needs to be filled with product.
- Pepsi MidAmerica still maximize beverage sales by offering a wide selection of flavors and a variety of carbonated and non carbonated beverages.

Pepsi MidAmerica is dedicated to maximizing sales in the West Plains School District retail locations. We will make available all equipment deemed necessary to increase profits and drive sales.

## Equipment

Pepsi MidAmerica will provide West Plains School District with a wide offering of equipment for different beverage merchandising needs. This would include, but is not limited to, coolers for concession stands and foodservice operations, and fountain units for hospitality rooms and food service operations.

**PARTNERSHIPS  
WITH PURPOSE**





## Marketing

As a partner, Pepsi MidAmerica is committed to a comprehensive marketing plan with West Plains School District. Pepsi MidAmerica's marketing will focus on three (3) areas:

1. Maximize beverage revenues, sales and total profits for West Plains School District
2. Enhance the student experience at West Plains School by aligning our products and marketing with West Plains school campus activities and organizations.
3. Leverage the power of both the Pepsi and West Plains School District image

## Successful Performance

Pepsi MidAmerica is currently a beverage partner with many organization local to West Plains School District, and many high schools, colleges and universities throughout our territory. It is with great enthusiasm and respect that Pepsi MidAmerica submits the following proposal to West Plains R-VII School District. We are confident we can fulfill the needs of your consumer. Once again thank you for the opportunity and we are looking forward to a successful partnership.

**PARTNERSHIPS**  
**WITH PURPOSE**





**THIS IS**  
**PEPSI MIDAMERICA**

SO, WHO  
ARE WE?

# BRANDS YOUR STUDENTS PREFER



lifewater



Tropicana  
juice drinks



**8oz / 6 Pack****CANS**

Pepsi, Diet Pepsi, Mt Dew, Dr Pepper, Dt

Dr Pepper, 7up

**12oz / 12 Pack**

•Pepsi, Diet Pepsi, Caffeine Free Pepsi, Caffeine Free Diet Pepsi, Pepsi Max, Wild Cherry Pepsi, Diet Wild Cherry Pepsi,  
•Mt Dew, Diet Mt Dew, C F Mt Dew, C F Diet Mt Dew, Mt Dew Code Red, Diet Mt Dew Code Red, Mt Dew Live Wire, Mt Dew Voltage

•Sierra Mist, Diet Sierra Mist, Mug Root Beer, Lipton Brisk Sweetened Lemon

•Dr Pepper, Diet Dr Pepper, C F Diet Dr Pepper, Dr Pepper Cherry, Diet Dr Pepper Cherry

•Orange Crush, Diet Orange Crush, Grape Crush, Strawberry Crush, Cherry Crush

•7UP, Cherry 7UP, Diet Cherry 7UP

•Hawaiian Punch

•Squirt, Diet Squirt

**12oz / 24 Pack**

•Pepsi, Diet Pepsi

•Mt Dew, Diet Mt Dew

•Dr Pepper, Diet Dr Pepper

•7UP

**20oz / 24 Pack**

•Pepsi, Diet Pepsi, Wild Cherry Pepsi,

•Mt Dew, Diet Mt Dew, Mt Dew Code Red, Mt Dew Live Wire, Mt Dew Voltage

•Sierra Mist, Mug Root Beer

•Dr Pepper, Dt Dr Pepper, Dr Pepper Cherry, Dt Dr Pepper Cherry,

•Orange Crush, Dt Orange Crush, Grape Crush, Strawberry Crush

•7UP, Diet 7UP

•Hawaiian Punch

•Squirt, Diet Squirt

**16.9oz (1/1) / 6 Pack**

Pepsi, Diet Pepsi, Mt Dew, Diet Mt Dew, Dr Pepper, Diet Dr Pepper, Orange Crush, 7UP

**1 Liter Big Slam / 15**

Pepsi, Diet Pepsi, Mt Dew, Diet Mt Dew, Dr Pepper, Diet Dr Pepper

**2 Liter / 8**

•Pepsi, Dt Pepsi, C F Pepsi, C F Dt Pepsi, Wild Cherry Pepsi

•Mt Dew, Dt Mt Dew, C F Dt Mt Dew

•Sierra Mist, Mug Root Beer

•Dr Pepper, Dt Dr Pepper, Dr Pepper Cherry, Dt Dr Pepper Cherry

•Orange Crush, Grape Crush, Strawberry Crush, Diet Orange Crush

•7UP, Diet 7UP, Hawaiian Punch

•Squirt, Diet Squirt

**BOTTLES****LIPTON ICED TEA****20oz PET / 24 Loose**

Green Tea Citrus, Diet Green Tea Citrus

**16.9oz PET / (2) 12 Packs (\*Shrink Wrap)**

Reg & Diet Green Tea Citrus, Sweet, Southern Sweet, Raspberry, Lipton Tea

**1.5Ltr PET / 12 Pack**

Brisk Tea with Lemon

**1 Gal Jug PET / 8 Pack**

Green Tea Citrus, Diet Green Tea Citrus, Sweet Tea, Tea Plus Lemonade

**LIPTON PURELEAF TEA****16oz Glass Bottle / 2-6 Packs**

Plain, Sweetened, Extra Sweet, Sweetened Lemon

**WATER****AQUAFINA**

16.9oz (4/6 Packs)

16.9oz (1/24 Pack)

20oz (1/24 Pack)

1 Liter (1/15 Pack)

**Crisp & Clear**

20oz

16.9oz (1/24 Pack)

16.9oz (4/6 Packs)

**Natural Streams**

1 Gallon

**SOBE LIFE WATER**

**20oz NR Bottles (1/12 Pack)**

Kiwi Strawberry, Fuji Apple  
Pear, Yumberry Pomegranate,  
Black & Blue Berry, Acai Fruit  
Punch, Mango Melon

**FITNESS****GATORADE**

**20oz NR Bottles**

Fruit Punch, Glacier Freeze,  
Lemon Lime, Orange

**Gatorade**

**32oz NR Bottles**

Fruit Punch, Orange

**G2**

**20oz**

Grape, Fruit Punch, Orange,  
Lemon Lime

**32oz**

Grape, Fruit Punch, Orange

**COFFEE DRINKS****FRAPPUCCINO**

**13.7oz NR Bottles SS**

Mocha, Mocha Lite Vanilla,  
Mocha, Coffee

**13.7oz NR Bottles (6/4-Packs)**

Coffee, Mocha, Mocha Lite,,  
Vanilla

**DOUBLESBOT**

**6.5oz Can (1/12 Pack)**

**ENERGY****MTN DEW AMP**

**16oz Can (1/12 Pack)**

AMP, Elevate, Lightning, SF AMP  
Lightning, Overdrive, Relaunch,  
Traction, Energy Juice

**16oz Can (6/4 Packs)**

AMP, SF AMP, Overdrive

**Rockstar**

**16oz Can**

Rockstar Energy, Sugar Free,  
Punched, ZeroCal, Roasted Latte,  
Roasted Mocha, Roasted Vanilla

**DOUBLESBOT ENERGY**

**15oz Can SS (1/12 Pack)**

Coffee, Mocha, Vanilla

**JUICE****OCEAN SPRAY JUICE**

**15.2oz N/R Bottles (1/12 Pack)**

Cranberry Cocktail, Cran-  
Grape, Apple, Orange, Kiwi  
Strawberry, Ruby Red, Grape

**TROPICANA**

**20oz N/R Bottle**

Pink Lemonade,  
OrangeAde

**SOBE DRINKS**

**20oz Bottles (1/12-Pack)**

Citrus Energy, Strawberry  
Daiquiri, Power Fruit Punch,  
Orange Cream, Green Tea,



Pepsi MidAmerica



# WHAT THIRSTY STUDENTS WANT

Pepsi brands are clearly the top choice  
among the younger generation.





WHAT THIRSTY  
STUDENTS WANT

# MOUNTAIN DEW IS THE **NUMBER ONE**

CARBONATED SOFT DRINK ON CAMPUSES.

# HEALTHY OPTIONS

- Pepsi-Cola understands that consumer preference is changing at a rapid pace
- Consumers are looking for healthier/better for you options when selecting a beverage
- Pepsi's portfolio provides your students with a wide selection of healthier options under 150 calories per serving.



**Pepsi is committed to developing NEW healthier beverages each year that will meet your consumers demands**

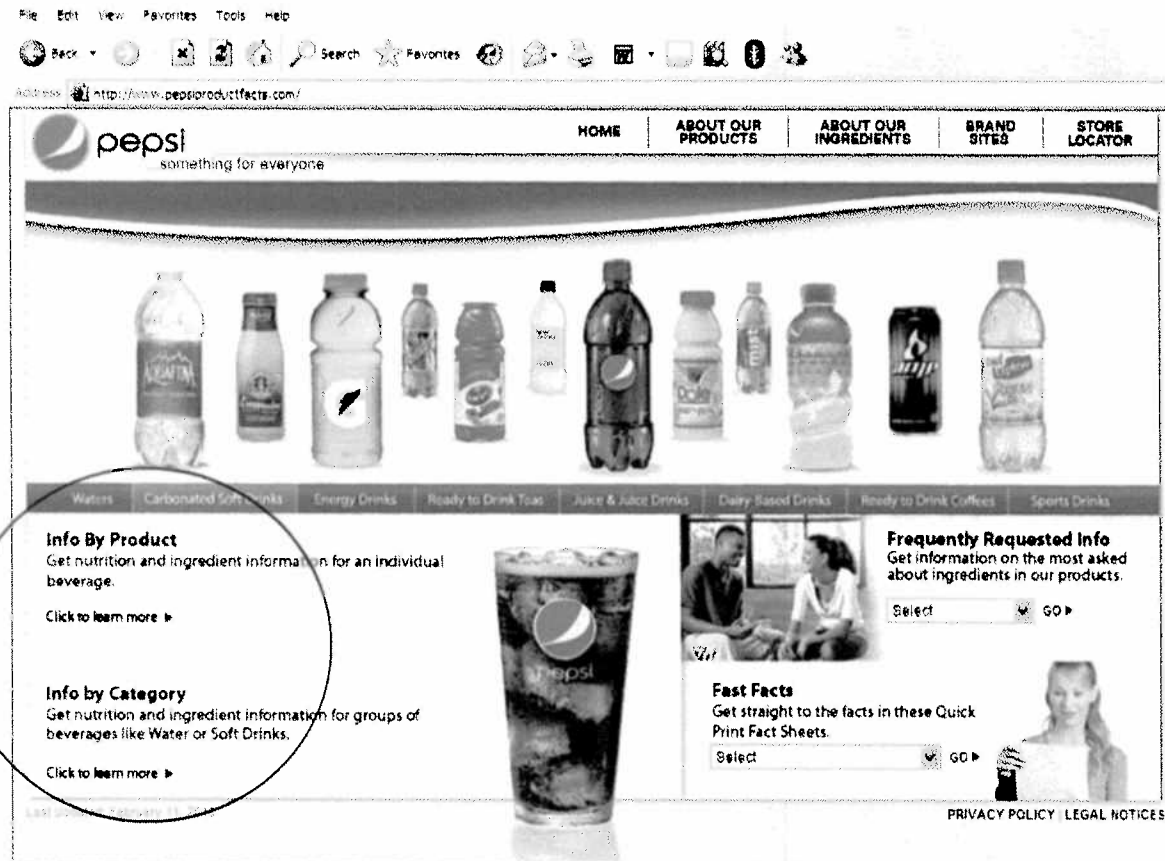
# NUTRITIONAL INFORMATION

## Pepsi Nutrition Information

•PepsiCo beverages fall into 3 categories:

1. Nourishment
2. Enjoyment
3. Hydration

• To get the most up-to-date nutritional information, you can go to review all beverage nutritional information at **www.pepsiproductfacts.com**. This website provides detailed nutritional information in real-time as PepsiCo continually innovates its product portfolio.



Can search by  
**PRODUCT**  
(Pepsi, SoBe, etc...)  
or **CATEGORY**  
(CSD, Water, etc...)

Quick Search  
function on  
ingredients and  
facts



# NUTRITIONAL INFORMATION

## Pepsi Nutrition Information

Information you can obtain off the website are:

See Nutrition & Ingredient Information for One of Our Products

To see information for another product, select the appropriate choices from the drop-down boxes and click UPDATE.

Product Category: Sports Drinks  
Product: G2 - Orange  
Type: Bottles and Cans  
Size: 8 fl oz

**G2 - Orange**  
G2 has the same amount of electrolytes as our original Gatorade formula but with only 25 calories per serving. And with added B, C, and E vitamins, it's a great low-calorie sports drink for helping nourish every athlete, every day.

**Less Calories for More Athletes.**  
DrinkG2.com

**Nutrition info**  
Serving size 8 fl oz (240 mL)  
For more information on Serving Sizes, Click Here.

PER SERVING	
8 fl oz (240 mL)	
Calories	25
Total Fat (g)	0
Sodium (mg)	110
Total Carbs (g)	7
Sugars (g)	7
Protein (g)	0

**More Information Because You Asked**

PER SERVING	
8 fl oz	
Caffeine (mg)	0
Potassium (mg)	30
Phosphorus (mg)	24

By Product

By Category

See Nutrition & Ingredient Information for Groups of our Products

Pick a brand group or beverage category and the type of information you'd like to see.

Product Category: Waters  
Type: Bottles and Cans  
Size: 8 fl oz  
Information: Ingredient Lists

**Waters 8 fl oz**

BRAND	PRODUCT	Ingredient List
AQUAFINA	Aquafina	PURIFIED WATER
AQUAFINA FLAVORSPLASH	Aquafina FlavorSplash - Grape	FILTERED WATER, NATURAL FLAVOR, PHOSPHORIC ACID, CITRIC ACID, SODIUM HEXAMETAPHOSPHATE (TO PROTECT FLAVOR), SODIUM CITRATE, SODIUM BENZOATE (PRESERVES FRESHNESS), SUCRALOSE, CALCIUM DISODIUM EDTA (TO PROTECT FLAVOR)
	Aquafina FlavorSplash - Lemon	FILTERED WATER, CITRIC ACID, SODIUM HEXAMETAPHOSPHATE (TO PROTECT FLAVOR), POTASSIUM CITRATE, NATURAL FLAVOR, POTASSIUM SORBATE (PRESERVES FRESHNESS), PHOSPHORIC ACID, SUCRALOSE, ACESULFAME POTASSIUM, CALCIUM DISODIUM EDTA (TO PROTECT FLAVOR)
	Aquafina FlavorSplash - Fruit Flavors	FILTERED WATER, NATURAL FLAVOR, CITRIC ACID, SODIUM HEXAMETAPHOSPHATE (TO PROTECT FLAVOR), SUCRALOSE, ACESULFAME POTASSIUM, CALCIUM DISODIUM EDTA (TO PROTECT FLAVOR)

**Helper Tips**  
Need help? Customize the product list by using the drop-down boxes. Click on a column heading to sort and compare. Wonder about the dashes? They indicate the vitamin or mineral amount is not determined.



## **WORLD-CLASS OPERATIONS**

Unbeatable service that covers the gamut from product delivery, equipment service, and beverage category expertise.

# Pepsi will provide the right equipment for West Plains R-VII School District

## Wide Offering of Equipment Types

- Traditional Bottle/Can Vending
- Glass Front Vending
- Countertop Coolers
- Fountain Units for Cafeterias
- Coolers for Cafeterias, Al a Carte, Ori-Campus Stores
- Beverage Barrels and Racks for Any Additional Placements



## Wide Offering of Graphics

- Pepsi/Mountain Dew
- Gatorade and/or Aquafina
- Activity-Based



*All equipment is supported by Pepsi's dedicated service professionals*



**WORLD-CLASS  
OPERATIONS**

# SERVICE HOURS

**SUN - SAT: 8AM –  
10PM**

- Pepsi recognizes the significance of fast, efficient repair service to eliminate downtime and promote customer satisfaction.
- Pepsi Bottlers employ full time servicemen who are factory trained specialists in repairing every type of Pepsi beverage equipment. Servicemen are dispatched via cell phone/text messages. West Plains R-VII School District service expectations will be the goal of every service call.
- Pepsi service is a major aspect that separates us from our competition. Pepsi is committed to offering exemplary, reliable, prompt service through knowledgeable service technicians



# **Handbook Changes for 2012-13**

*This document contains hyperlinks.*

*Click on an individual's name to advance to their Board Report.*

- A. Elementary & South Fork**
- B. Middle School Student**
- C. Middle School Staff**
- D. High School Student**
- E. High School Teacher**
- F. SCCC Secondary**
- G. SCCC Adult**

*Click here to go back  
to the Meeting Agenda*

West Plains Middle School  
Proposed Handbook Changes  
2012-2013 School Year

**Page 8: MAP DAYS (RENAISSANCE DAYS)**

Students who scored at the Proficient or Advanced levels during MAP testing at West Plains Middle School or during 4th grade at West Plains Elementary or in 6<sup>th</sup> grade at South Fork are eligible to receive a pre-arranged independent study day or MAP day. Proficient scores receive one-half day and advanced scores receive one full day. Parents are to call the MAP message line at 256-8697 before 9 a.m. of the day that the student wishes to use the MAP day. Monthly updated lists are kept outside the counselor's office to check status or availability of days. A student will be counted absent if the message line isn't called before nine or if trying to use a day that has already been used. MAP days may not be used during the yearly scheduled MAP testing time.

*Change: Correcting the phone number to now be 255-8697.*

**Page 14: Absences**

Your parent or guardian should call the school before 10:00 a.m. each day you are absent. If no contact is made by this time the Attendance Officer will call those students not in attendance. Bring a note to the office the day you return. You must check in at the office before 8:15. The office will be open beginning at 7:45 a.m. Absences with no parent note or contact may result in disciplinary action. **Notification letters will be mailed home after the 4<sup>th</sup> and 6<sup>th</sup> absence (per semester) from school.**

Parents may request homework on the SECOND day a child is absent and on each following day. If a child is absent just one day we request that the child pickup missed assignments the day they return. Requested homework may be picked up between 3:30 and 4:00.

Absences of less than a full day: If you arrive at school after 8:20 a.m., report to the office to sign in. If you need to leave school during the day, your parent/guardian must sign you out. You must sign an absence log the day following your absence.

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

Students must attend classes for the entire day of an activity to be eligible to participate or attend an extracurricular and/or school event. Students cannot participate if they are suspended.

*Change: Changing time from 8:20 to now read 8:10 a.m.*

**Page 14: Perfect Attendance**

Students present in every class each day from the first day of school until the awards assembly the last week of school will receive a special award, and their names will be placed on a list to be displayed in a prominent location in the school. Students signed out of school to attend the homecoming activities will be counted absent. Teachers will escort students to view the parade at all grade levels.

West Plains Middle School  
Proposed Handbook Changes  
2012-2013 School Year

*Change: Removing entire paragraph as this is listed twice in handbook.*

**Page 17: Food and Drinks**

Food, Snacks or drinks are not allowed in classrooms without permission of the teacher. You are not to bring or have in your locker opened containers of water or soft drinks. Drinks purchased at lunch must be consumed during lunchtime and not taken out to the play area or put in lockers.

**Gum is not allowed at school.**

Change: Omitting the phrase, “Gum is not allowed at school.”

**Page 20: Positive Intervention Center (PIC)**

PIC may be assigned for inappropriate behavior. Students assigned to PIC will be isolated during the day in the PIC room. Students are to report to the PIC room at **8:15**. While in PIC students will be given work from regular classroom teachers to complete during the day. Students will be given a morning and afternoon restroom break. Inappropriate behavior during PIC will result in out-of-school suspension or additional days of PIC.

*Change: The time will be changed to 8:10 a.m.*

## Middle School Staff Handbook Revisions

1. Pg. 1 Teacher Attendance – add the wording that teachers are **to be available for students** by 7:45. Replacing the words of at school by 7:45.
2. Pg. 1 – Sub-Packets – The emergency packet should contain current materials, **class rosters, seating charts**, and directions for use. Added the words class rosters, seating charts
3. Pg. 5 – Student welfare section - Students who become ill at school should **have their agenda signed by the teacher and with them when they go** to the nurse's/principal's office. Added have their agenda signed by the teacher and with them.
4. Pg. 7 Student Supervision – Updated time to 7:45 a.m. for teachers to be at assigned classroom from 8:00.



**West Plains High School**  
***Recommendations for Handbook Changes***  
***May 7, 2012***

- 1. Remove Renaissance Program Information (replacing with RTI program)**
- 2. Update Foreward**
- 3. Change Daily Schedule**

**a. Current Policy:**

Classrooms Open.....	7:45
1 <sup>st</sup> Period.....	8:10-9:00
2 <sup>nd</sup> Period.....	9:05-9:55
3 <sup>rd</sup> Period.....	10:00-10:50
4 <sup>th</sup> Period/Lunch/Advisory.....	10:55-12:40
5 <sup>th</sup> Period.....	12:45-1:35
6 <sup>th</sup> Period.....	1:40-2:30
7 <sup>th</sup> Period.....	2:35-3:25

**b. Recommended Revision:**

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

Classrooms Open.....	7:45
1 <sup>st</sup> Period.....	8:10-8:55
2 <sup>nd</sup> Period.....	9:00-9:45
3 <sup>rd</sup> Period.....	9:50-10:35
Lunch Shifts (3)-A, B, C	
A Group	
“A” Lunch .....	10:40-11:10
4 <sup>th</sup> Period.....	11:15-12:00
5 <sup>th</sup> Period.....	12:05-12:55
B Group	
4 <sup>th</sup> Period.....	10:40-11:25
“B” Lunch.....	11:30-12:00
5 <sup>th</sup> Period.....	12:05-12:55
C Group	
4 <sup>th</sup> Period.....	10:40-11:25
5 <sup>th</sup> Period.....	11:30-12:20
“C” Lunch.....	12:25-12:55
6 <sup>th</sup> Period.....	1:00-1:45
7 <sup>th</sup> Period.....	1:50-2:35
8 <sup>th</sup> RTI/ Zizzer Time Period.....	2:40-3:25

- 4. Amend Graduation Requirements**

**Remove:** ATTENDANCE: All students are required to attend all eight semesters in 9th, 10th, 11th and 12th.

Color Code

*Yellow: Current policies*

*Green: Proposed policies*

**5. Revise Participation in Graduation Exercises by removing #6:**

**Removed:** Students who complete all of the requirements at the end of seven semesters may graduate early. Participation in Graduation Exercises will be contingent on the following:

Students must attend at least 5 semesters at West Plains High School, and Students must be enrolled in (1) post-secondary education or (2) be in active military service for the spring semester of their graduating year, or (3) have an extenuating family situation.

Students enrolled in post-secondary education or active military service must provide documentation of such to the High School Principal for approval.

Students must appear before the Board of Education to request permission to participate in Graduation Exercises, if there is an extenuating family situation.

**6. Add section on Early Graduation:**

Students wishing to graduate early following 7 semesters 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.

**7. Align Semester Test Exemption Policy to current grading scale:**

**a. Current Policy**

- i. Zero absences and a minimum grade of 80% in the course, or
- ii. 1 or 2 absences and a minimum grade of 85% in the course, or
- iii. 3 absences and a minimum grade of 90% in the course
- iv. 4 or more absences will disqualify the student from finals exemption

**b. Recommended Policy**

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

**c. Remove "Five (5) tardies for the semester will eliminate the semester test exemption"**

**8. Remove Most Improved Award (part of Renaissance Program)**

**9. Combine sections to create Grading section (including current grading scale)**

**a. Current Progress Reports policy: Current Policy:** Teachers are to send home progress reports and/or notice of possible failure forms on students experiencing difficulties in their classrooms at mid-quarter.

**b. Proposed Progress Reports policy:** 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 be issued and mailed home at the close of each semester. Remember grades are posted on a student's transcript at the end of each semester. The semester grade reflects the total points accumulated over the course of a semester.

- c. **Add Semester Finals section:** Final examinations are comprehensive in nature and will cover a semester of work. The final examination will serve as 5% of the student's semester grade. The semester grade is computed based on total points.

## 10. Revise Weighted Grades section

- a. Reinstate valedictorian and salutatorian
  - i. Change from "rather" to "additionally" students will be recognized according to a college-like cum laude system
  - ii. Remove statement: Beginning with the class of 2013, West Plains High School will no longer identify the Valedictorian and Salutatorian
- b. Weighted Science courses: add statement that "beginning with the class of 2014 only AP science courses will be weighted" and update related information.
- c. Add College Algebra to the list of Math Weighted Courses

## 11. Increase number of college days a student may request from one to two and remove truancy restriction.

## 12. Replace attendance policy

- a. **Current policy:** We know —regular attendance has a direct effect on the academic progress of the students and the development of good habits which will aid students as they move into the world beyond the district.|| Taking this into account, the West Plains High School and our staff members condensed the Attendance Policy and Procedures into the following important points.

**1. A student is responsible for arriving on time and being prepared to learn in every class.**

**2. A student is responsible for clearing their excused absences with the attendance officer within two school business days. You can call, fax or bring by notes to the attendance window located outside the downstairs office.**

**3. A student whose absence is excused is responsible for making up assignments missed during the absence in the manner provided by the teacher.**

**4. A student whose absence is unexcused will be responsible for making up the time missed in a manner determined by the school. Examples of such discipline may include, but are not limited to Lunch Detention, In-School Suspension, Before and After School Tutoring, Progressive discipline including potential Out-of-School Suspension for Insubordination.**

It is understood that on every occasion it is not necessary to see a physician and a short term illness may be documented by parent note in these cases. Notes may be dropped off in the Attendance Office located in the downstairs office by the student when getting admit slips. The Attendance Officer reserves the right to require licensed physician notes when deemed appropriate.

### **Students Absence**

When your child must be absent from school the parent should call the Attendance Officer (downstairs office) on the morning of the absence. Parents must follow up by calling daily if your child continues to be absent. **All absences will remain unexcused if the student fails to bring a note within two school business days or a parent has not called.** A parent may request homework assignments on the third day of a student's absence. Anytime a student comes in late or leaves school early they **MUST** sign in/out with the Attendance Officer. Failure to do so will result in disciplinary action.

### **Attendance Requirements for Course Credit**

Students will be permitted a maximum of eight (8) absences per class per semester. It is important that students realize the eight (8) days of absence included excused and unexcused absences. A student who is absent for unacceptable reasons may be subject to disciplinary action. Absences subsequent to the eight days may be made up during Before and After School Tutoring. Adequate opportunities for students to attend Tutoring are

scheduled throughout the year. **If a student has 5 unexcused absences in a row a drop letter will be sent.**

To receive course credit, a student must complete passing work and be absent no more than eight (8) class periods during the semester. Students who miss any one class more than eight (8) times during a semester will receive a grade of —N||. Credit will not be awarded for courses in which an —N|| grade is assigned.

For the ninth and subsequent absences students will attend Before and After School Tutoring to make up time missed and in order to receive credit for the semester.

Disruptive behavior will not be tolerated during Tutoring and disruptive students will be sent home with no credit. Students who are tardy to Tutoring will not be allowed to participate. Students will remain in the classroom for the specified time.

If a student misses more days than available Tutoring dates will accommodate, the student may file an appeal for extenuating circumstances to be released from those days missed. **However, the student will have to attend all available days prior to the filing of the appeal.** The district attendance committee will review appeals at the end of each semester.

- b. ***Recommended 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 167-day school year, a student must be in attendance at least 159 days. **These absences can be no more than 10 in any one class. Exceeding 10 absences in any one class for the year or 6 in one semester will mean the absences will be automatically unexcused except for documented medical emergencies 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 to call the school by 10:00 a.m. to report the student's absence.**

When returning to school from an absence a student must report to the downstairs principal's office 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 with an unexcused absence will be allowed to make-up work for credit.**

**Any student who falls below ninety-five percent attendance will not be 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 10 periods per class 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.)**

- **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 office (256-3115) by 10:00 a.m. the day of the absence, to inform the principal of the reason for the absence. **Any absence not reported to the school by phone, note, or in person upon the student's return will be considered truancy 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, e-mail, or the teacher's web page 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)**

### 13. Revision to Community Task Force Attendance Policy

- a. Revise to "ten absences" from "eight absences"
- b. Revise time to pick up admission slips from "8 to 8:25" to "7:45 to 8:05"
- c. In Procedure for Leaving School Grounds add statement Parents wishing to check out their students without requesting it a day in advance must do so in person.

### 14. Revise Tardiness section

- a. **Current Policy:** Students who are not in their classroom when the tardy bell rings are tardy to class. Students who are tardy to their first hour class must obtain an admit slip from the Assistant Principal's office. If a student is tardy to any other period they should proceed directly to the class.
- b. **Recommended Policy:** 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 students 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

### 15. Remove Homework Policy

### 16. Add statement under Dances and Prom section

- a. "Dates must be in high school and/or less than 21 years of age." This is currently only listed in the Prom section.

### 17. Update Student Identification Badges section

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

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

- b. **Recommended Policy:** 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" 8<sup>th</sup> 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 an 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 8<sup>th</sup> period. That I.D. card will serve as an 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 an library card.

### **8<sup>th</sup> Period Response to Intervention (R.T.I.)/ Zizzer Time**

At West Plains High School we want students to be successful. The eight hour 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.

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 a privilege time area by the tardy bell. Students must present their gold card and they must sign in at the privilege time area.. Once a student has signed in to a privilege time 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.

## 18. Amend Food and Open Container Policy

- a. **Current Policy:** 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.
- b. **Recommended Policy:** All food and open containers are subject to search and are to be confined to the designated eating areas (Cafeteria). 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.

## 19. Amend Dress Code

- a. Change from “All sleeveless shirts must have straps that are at least the width of a dollar bill and all shirts must prevent exposure of undergarments “ to “All Shirts must have a sleeve.”
- b. Change from: “Jeans or pants with holes above the tip of the middle finger are not allowed (when standing upright)” to “Jeans or pants with holes or tears which completely go through the cloth above the knee are not allowed (when standing upright)”

## 20. Amend Cell Phone Policy

- a. **Current Policy:** Cell phones should not be seen, heard, or used at school. Students are prohibited from the use of cellular phones, to include text messaging, from the time they arrive at school until the school day ends. Violation of this policy will result in confiscation, possible suspension, and may only be picked up by a parent of the student.
- b. **Recommended Policy:** 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.

## 21. Revise Student Conduct Section (see attached)

- a. Update consequences to include Friday School and After School Detention
- b. Align similar infractions with similar consequences
- c. Align discipline code with board policies
- d. Redesign section to put consequences with infractions

## 22. Update Clubs and Organizations

## 23. Include 2012-2013 School Calendar

Color Code

*Yellow: Current policies*

*Green: Proposed policies*



# **Recommended Student Conduct Section**

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

Step One:	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 or distribution 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 or distribution** 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:	Expulsion.
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**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 P. ?)**

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. 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.

**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 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; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

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

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

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

**NUISANCE 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 P.?) 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 P.?)**

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.
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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 P. ?**) 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 P.?**)

**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 P.?)— 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.

**West Plains High School**  
***Recommendations for Teacher Handbook Changes***  
***May 7, 2012***

- 1. Remove Table of Contents**
- 2. Update Teacher Attendance and School Hours**
  - a. Change from 8:00 AM arrival time to 7:45 AM.
  - b. Add statement that “Teachers who have morning duty should be here by 7:35 AM.
- 3. Leaving School During the School Day**
  - a. Add “main” to the office that teachers should report to
- 4. Absenteeism and Substitute Teachers**
  - a. Update contact information
  - b. 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.
- 5. Teacher Parking**
  - a. Add “staff members will be issued a staff parking tag which should be displayed on the rearview mirror of your vehicle.
  - b. Include “Career Center” to description of parking lot on Olden Street
- 6. Teacher Lunch Break**
  - a. Change four, twenty-five minute lunch shifts to three, thirty minute lunch shifts
- 7. Teacher Participation at School Events**
  - a. Change “provides each teacher a pass for all home games” to “admits all staff to home events when they display their current staff I.D. badge.
- 8. Curriculum and Instruction**
  - a. Update section to match graduation requirements in student handbook
- 9. Planning Period**
  - a. Clarify that the “main” office should be notified
- 10. NEW SECTION: RTI/Zizzer Time**
  - a. “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.”
- 11. Video use**
  - a. Add statement that “Teachers should send a permission slip home with each student in the class that will be shown the “R” rated video and that forms 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.”
- 12. Improvement of Instruction**
  - a. Recommendation: Remove entire section
  - b. Current section: **I. TEACHER EVALUATION:** The professional staff will be evaluated in accordance with Board of Education Policy GCN. The procedures for professional staff evaluation is modeled after the Missouri Performance Based Teacher Evaluation Program as required by policy, probationary teachers will be formally evaluated at least twice yearly, and tenured staff will be evaluated at least once every three years.

## 1. PROFESSIONAL DEVELOPMENT COMMITTEE

A. Responsibilities: The professional development committee shall work with beginning teachers and experienced teachers in identifying instructional concerns and remedies; assist beginning teachers with implementation of their professional development plan; serve as a confidential\* consultant upon a teacher's request; arrange training programs for mentors; assess faculty needs, develop in-service opportunities for school staff; and present the coordinator of professional development activities with faculty suggestions, ideas and recommendations pertaining to classroom instruction within the school district.

\*NOTE: Matters discussed by a teacher and the professional development committee will be held in confidence, but would not be considered "privileged information," if someone is called upon to testify in court. Only doctors, lawyers and clergy have a legal right to privileged information.

B. Structure: The committee shall have no more than nine members with Membership on the committee spread across disciplines and attendance centers. Committee members shall be certificated staff members with at least three years of teaching experience and at least two years in the West Plains R-VII school district. Professional development committee members will be selected for three-year terms. Terms shall be staggered so that approximately one-third of the committee will be new each year. New members shall be selected no later than January 31<sup>st</sup> annually, training will be accomplished by March 31<sup>st</sup>, and service will begin on April 1<sup>st</sup>. Committee members shall be selected by the classroom teachers, librarians and counselors of the district. Administrators may be selected to serve on the committee but may not participate in the selection process.

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

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

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

The Superintendent or his/her designee will notify the appropriate college or universities when their graduates are hired. A coordinated plan for seminars and visitations for first and second year teachers will be developed by the district and higher education representatives.

D. ASSISTANCE FOR PRACTICING TEACHERS: The district's professional development committee shall assess the in-service needs of practicing teachers annually. The committee shall select the assessment instrument. Once identified, faculty concerns and needs should be once identified, faculty concerns and needs should be categorized by areas such as building, grade level or subject, and the committee should prepare a recommendation for addressing the identified needs and

A complete copy of the West Plains R-VII Professional Development Plan is available in the Principal's Office.

District and local teacher's meetings are considered the same as a regular school day and teachers should report same as a regular school day and teachers should report their absences to the principal.

- a. Remove phrase that teachers “will receive an agenda of items to be discussed in advance of the meeting, and”
- b. This policy still encourages faculty to “suggest items of significance to be placed on the agenda”

a. The time for daily announcements was changed from 8:10 AM daily to “at a time designated by the principal”

- a. Remove “In order to avoid unnecessary classroom disruptions and yet insure that students and teachers receive necessary information, the daily announcements will be read of the intercom at a time designated by the principal. No other announcements will be read over ‘all-call’ unless approved by the principal.”

- a. Add: "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"
- b. Remove: "Teachers will not be called from class to accept phone calls unless it is an emergency. Rather, a message will be delivered to the teacher, in order that the call may be returned at a time when the teacher is not in class."
- c. Amend "Teachers should not use cell phone during class time" to include "including text messaging"

- a. Remove: “are encouraged to utilize the Daily Quill and/or local radio stations”
- b. Add: “should call West Plains R-7 Communications Director Lana Snodgras at extension 4500”

- a. Remove section
- b. **Current policy:** WPHS utilizes a “Demand Control System” to monitor the heating and cooling system(s). This computerized system controls our heating and cooling systems during periods of peak demand. Please insure that your thermostats are set at 75 degrees. The system will periodically turn your system off and then back on again. In effect, you

have no control over your cooling/heating during these periods. Report any problems to the office.

## **19. Faculty Lounge/Workroom**

- a. Remove statement "All refreshments should be consumed in the lounge and are not to be taken to the classroom at any time"

## **20. Administration of Medication**

- a. Remove criteria for administration
- b. Maintain statement that "Teachers should never administer medication to students."

## **21. Emergency Drills**

- a. Add "(Lockdown)" next to "emergency alert drills"
- b. Remove: "The Emergency Alert Plan will include three codes: a) code red-life threatening b) code blue-intruder c) lockdown-non-emergency"

## **22. Classroom Supervision**

- a. Add "All guest speakers should be cleared a week in advance through the main office"

## **23. Supervision at Assemblies**

- a. Remove: "By dispersing through the crowd, teachers provide invaluable assistance in maintaining order"
- b. Add: "Teachers are expected to sit with their class and supervise their students."

## **24. Hall Supervision**

- a. Change time to report to area from 8:00 AM to 7:45 AM

## **25. Student Accounting/Attendance**

- a. Remove section: **I. ATTENDANCE POLICY**

We know "regular attendance has a direct effect on the academic progress of the students and the development of good habits which will aid students as they move into the world beyond the district." Taking this into account, the West Plains High School and our staff members condensed the Attendance Policy and Procedures into the following important points.

1. A student is responsible for arriving on time and being prepared to learn in every class.
2. A student is responsible for clearing their excused absences with the attendance officer within two school business days. You can call, fax or bring by notes to the attendance window located outside the downstairs office.
3. A student whose absence is excused is responsible for making up assignments missed during the absence in the manner provided by the teacher.
4. A student whose absence is unexcused will be responsible for making up the time missed in a manner determined by the school. Examples of such discipline may include, but are not limited to Lunch Detention, In-School Suspension, Saturday School, Progressive discipline including potential Out-of-School Suspension for Insubordination.

It is understood that on every occasion it is not necessary to see a physician and a short term illness may be documented by parent note in these cases. Notes may be dropped off in the Attendance Office located in the downstairs office by the student when getting admit slips. The Attendance Officer reserves the right to require licensed physician notes when deemed appropriate.

### **Students Absence**

When a child must be absent from school the parent should call the Attendance Officer (downstairs office) on the morning of the absence. Parents must follow up by calling daily if your child continues to be absent. All absences will remain unexcused if the student fails to bring a note within two school business days or a parent has not called. A parent may request homework assignments on the third day of a student's absence. Anytime a student comes in late or leaves school early they MUST sign in/out with the Attendance Officer. Failure to do so will result in disciplinary action.

### **II. Attendance Requirements for Course Credit**

Students will be permitted a maximum of eight (8) absences per class per semester. It is important that students realize the eight (8) days of absence included excused and unexcused absences. A student who is absent for unacceptable reasons may be subject to disciplinary action. Absences subsequent to the eight days may be made up during



“Saturday School”. Adequate opportunities for students to attend Saturday School are scheduled each semester. If a student has 5 unexcused absences in a row a drop letter will be sent.

To receive course credit, a student must complete passing work and be absent no more than eight (8) class periods during the semester. Students who miss any one class more than eight (8) times during a semester will receive a grade of “N”. Credit will not be awarded for courses in which an “N” grade is assigned.

For the ninth and subsequent absences students will attend “Saturday School” to make up time missed and in order to receive credit for the semester. Students will be assigned make-up day(s) for the first available “Saturday School” date. Students are expected to attend the first scheduled date to prevent the student from running out of available “Saturday School” dates.

On the Friday preceding the “Saturday School” students will obtain from the appropriate classroom teacher(s) their work assignment(s). These assignments will be completed to the satisfaction of both the regular and the Saturday teachers. Assignments to be completed will be listed on an assignment form in a clear and concise manner. Students arriving to “Saturday School” without approved assignments will not be allowed to participate.

Disruptive behavior will not be tolerated during “Saturday School” and disruptive students will be sent home with no credit. Students who are tardy to “Saturday School” will not be allowed to participate. “Saturday School” will follow the same schedule as a regular class day. Students are responsible for bringing a sack lunch and will remain in the classroom to eat. Students will remain in the classroom for the specified time. Breaks will be scheduled at the teacher’s discretion.

While students may make up individual class periods missed, they will make up these periods by arriving at the beginning of the “Saturday School” schedule and remaining until the appropriate number of periods have been made up. “Saturday School” will begin at 8:30 am and end at 3:20 pm. All students who choose to attend “Saturday School” must start at 8:30 am.

If a student misses more days than available “Saturday School” dates will accommodate, the student may file an appeal for extenuating circumstances to be released from those days missed. However, the student will have to attend all available days prior to the filing of the appeal. The district attendance committee will review appeals at the end of each semester.

### III. Attendance Appeals

Student attendance appeals are 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. The student returns the completed and signed appeal form to the attendance clerk on a specified date. The attendance clerk contacts the parent/guardian to set up a meeting with the district attendance committee. The appeal meeting is an opportunity for the student, parent and district attendance committee to discuss their student’s attendance.

### IV. 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 attending the ALC will have the opportunity to complete work missed due to their suspension. 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.

### V. Truancy

Truancy is when a student; a) leaves the campus without permission from the office; 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.

#### VI. 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 eight 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.

#### VII. 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.

#### VIII. Steps To Follow When Absent From School

1. If the school has not contacted your parents, have parents write an excuse giving the dates and reasons for absence.
2. If the school has contacted your parents, it is not necessary to bring a written excuse. However, all students must obtain an admission slip in the assistant principal's office immediately upon their return to school.
3. Admission slips are to be picked up between 8 a.m. and 8:25 a.m. Having to return 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.

#### IX. Procedure For Leaving School Grounds

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 confirming phone call from a parent or guardian. **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.**

#### X. 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.

#### XI. 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.

**XII. Tardies:** A student is tardy for class if the student is not in the classroom when the tardy bell stops ringing. Students entering the classroom late can be a serious disruption. Excessive tardiness is a serious problem. Please do not tolerate unexcused tardiness to your class. The teacher should emphasize the importance of the student being on time,

and should begin class instruction promptly. Most importantly, the teacher should be on time for class and enforce the tardy policy consistently.

Students reporting to any class more than 5 minutes late, without a written excuse from school personnel, a teacher may request one (1) day Lunch Detention. Lunch Detention requests should be entered via Lumen Discipline.

Pursuant to the WPHS Student Handbook, the Assistant Principal's Office should be notified of all student tardies. *Tardies are tabulated throughout the quarter.* Teachers are to enter unexcused tardies on Lumen Attendance.

## **26. Removing students from class**

- a. Current: An alphabetical list of students who will be absent as a result of an authorized school activity should be placed in all teacher mailboxes two (2) days in advance of the scheduled event.
- b. Proposed: An alphabetical list of students who will be absent as a result of an authorized school activity should be emailed to all staff 24 hours in advance of the event.

## **27. Admission of New Students**

- a. Remove section
- b. Current policy: **XV. Admission of New Students:** All new students are expected to report to the Counselor's Office for registration. Do not admit a student to your class if they are not on your class roster unless they present an official documentation indicating enrollment in the class. Notify the office or counselors of any such occurrence

## **28. Student Withdrawal**

- a. Remove section
- b. Current policy: **XVI. Student Withdrawal:** Students who are withdrawing from school must present to the teacher a "Withdrawal Form", which is issued from the WPHS Counseling Office. The teacher should enter a withdrawal grade on the form, which is the cumulative grade of the student at the time of withdrawal. In addition, the teacher should initial the form to indicate that textbooks and other school issued instructional items have been returned. In the event that textbooks or other items are not returned, this should be noted on the form. Once the teacher has completed the withdrawal form, the student may be dropped from the class rolls.

## **29. Students Leaving Campus**

- a. Remove section
- b. Current policy: **XVII. Students Leaving Campus:** Students leaving campus must sign out and be issued a "blue slip" in the Assistant Principal's office. Normally, a note or phone call from the parent or guardian is required. The downstairs office personnel may call students to blue slip. Teachers are discouraged from sending students off-campus to run errands. If absolutely necessary proper authorization should be secured from the Assistant Principal's office.

## **30. Truancy**

- a. Remove section
- b. Current policy: **XVIII. Truancy:** Students are considered truant when: they are absent without the knowledge of parents; leave the school campus without permission; or are in one location on campus when they are scheduled to be in another. Accurate attendance is the primary method for identification of students who "cut class". If you suspect a student is "cutting class", notify the Assistant Principal's office.

## **31. Grading System**

- a. Add "Progress reports will be distributed every three weeks"
- b. Add "Cumulative semester grades will be issued and mailed home at the close of each semester. Remember, grades are posted on a student's transcript at the end of each semester. The semester grade reflects the total points accumulated over the course of a semester"

## **32. Progress Reports**

- a. Remove section

- b. Current policy: **III. PROGRESS REPORTS:** Written reports on individual student progress may be requested by parents/guardians in order to monitor the student's progress in a given class. Parents are encouraged to contact the teacher during this or her planning period if more frequent feedback is desired.  
Reports are due no later than three days following the request. Exceptions are internal reports requested for the purpose of preparing for parent conferences or other meetings. Request for reports are coordinated by the counseling office. Teachers are reminded that the reports are mailed home; therefore, they should be complete and professionally written.

### **33. Student Recognition**

- a. Remove "has a student card program (Renaissance), which"
- b. Revised policy will read "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."

### **34. Field Trips**

- a. Current policy: **FIELD TRIPS:** Teachers may schedule field trips that are relevant to the curriculum with approval from the principal at least two weeks in advance. **may schedule field trips that have been taken during past years with the Asst. Principal.** 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. **If a teacher's field trip removes students from class, an alphabetical list of students should be placed in all mailboxes at least two days in advance of the trip. All students who miss class for school-approved activities are required to make arrangements for make up work prior to the absence.**
- b. Revised Policy: **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.

### **35. Dances**

- a. Current policy: **III. DANCES:** There are three (3) dances each school year at WPHS that are considered traditional, and as such are built into the yearly school calendar. They are: **1. Back-to-School Dance** 2. Homecoming 3. Mid-Winter **4. Spring Dance** and 5. Prom. **The requirements for all other dances are as follows:**  
**Approval by the Principal, Date secured on the WPHS Calendar through Asst. Principal, Security:** The sponsoring organization is responsible for paying for four (4) reserve officers for each dance, The Asst. Principal makes arrangements for security. All dances must have a sponsoring student organization, faculty sponsor, and administrative supervision. Student dates must be in high school and less than 21 years old. Prom dates must be of junior or senior status and less than 21.
- b. Revised policy: **III. DANCES:** There are five (5) dances each school year at WPHS that are considered traditional, and as such are built into the yearly school calendar. They are: 1. Homecoming 2. Mid-Winter and 3. Prom.

### **36. Fundraising**

- a. Add "All fund raising money should be turned in daily."

**SCCC Secondary Handbook  
Proposed Revisions  
2012-13**

Update:

1. Administrators and Staff listed ( pg 2)  
    Mr. Jim Laughary-Director  
    Mrs. Brenda Smith- Adult Director  
    Mrs. Joan Wright, Counselor /Student Services
2. Campus and Program Locations – (pg 2)delete: 120 N. Howell Street   add: 407 West Thornburgh
3. Daily Bell Schedule – (pg 3)  
    1<sup>st</sup> Period – 8:10-8:55  
    2<sup>nd</sup> Period – 9:00-9:45  
    3<sup>rd</sup> Period – 9:50 – 10:35  
        “A” Lunch Group

Lunch	10:40 – 11:10 (30 minutes)
4 <sup>th</sup> Period (45 min)	11:15 – 12:00
5 <sup>th</sup> Period (50 min)	12:05 – 12:55

“B” Lunch Group

4 <sup>th</sup> Period (45 min)	10:40 – 11:25
Lunch	11:30 – 12:00 (30 minutes)
5 <sup>th</sup> Period (50 min)	12:05 – 12:55

“C” Lunch Group

4 <sup>th</sup> Period (45 min)	10:40 – 11:25
5 <sup>th</sup> Period (50 min)	11:30 – 12:20
Lunch	12:25 – 12:55 (30 minutes)

6 <sup>th</sup> Period	1:00 – 1:45
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7 <sup>th</sup> Period	1:50 – 2:35
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“Zizzer Time”	2:40 – 3:25
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4. Designated ADA and Section 504 compliance coordinator (pg 10): delete Connie Pendergrass   add: Karen Sholes
5. Designated contact for Title IX and Section 504 inquiries (pg 10): delete Connie Pendergrass   add: Karen Sholes
6. Additional changes to align student conduct with West Plains High School proposed revisions will be made following approval.

**South Central Career Center**  
***Adult Handbook Revision Recommendations***  
***May 2012***

- 1) **Update contact information**
- 2) **Update staff listing**
- 3) **Update physical locations and school hours to match new schedule**
  - a. ***Current policy:*** Postsecondary (adult full-time students) will generally start at 8:15 AM and end the day at 2:15 PM unless otherwise specified. Classes may commence at various times during the day.
  - b. ***Proposed policy:*** Postsecondary (adult full-time students) will generally start at 9:00 AM and end the day at 3:00 PM unless otherwise specified. Individual classes may commence at various times during the day. Specific information is available from the SCCC office
- 4) **Update Completion/Graduate Information to include 2011-2012 statistics**
- 5) **Change wording to Financial Aid section for better readability—*no substantive change proposed; only stylistic.***
- 6) **Include 150% rule to Certificate section**
  - a. ***Add:*** “A student must complete the entire program within one and one-half times the expected completion time (150%).”
- 7) **Amend Attendance Policy**
  - a. ***Current policy:*** Regular attendance is required.
    1. Students may be eligible to have up to 10% of the hours in a program per period as excused absences. In a 900-hour program, this would equate to 45 hours of instruction per half.
    2. An excused absence is considered one that is unforeseeable, unavoidable, and/or unusual. Examples may include: illness, disability, hospitalization, funeral, or religious observances. Each excused absence will require documentation to the main office prior to approval.
    3. Students must make up ALL unexcused absences.
    4. More than eight (8) excused absences per half of course the student must:
      - A. Make-up additional time with documentation required. Make-up time must be completed during the same half of student’s course in which the absence occurred.  
*EXAMPLE – Terry is enrolled in a program of study that consists of 900 clock hours. Terry’s program is divided into two halves, each containing 450 clock hours of study. During the first half of her program, Terry is involved in an accident and misses 12 days of school. With the proper documentation, eight of those days can be approved as excused by the office. Terry must make up four days of school prior to completion of the 450<sup>th</sup> clock hour of her program.*
      - B. The student is responsible for making arrangements for make-up time and completing the documentation. Attendance forms are available at [www.scccwp.org](http://www.scccwp.org) or at the SCCC Main Office and should be turned in to your instructor.
    5. In the event of inclement weather on a scheduled day, SCCC may, at its sole discretion, designate the day as an excused absence. All allotted excused absences per half may be utilized according to this rule.

6. This policy represents the minimum standard of South Central Career Center. Programs and instructors may establish expectations that exceed this standard. Any changes to this policy by a program or instructor must be on file in the main office and established in the program handbook or course syllabus and distributed at the beginning of the program.

**b. *Recommended policy:*** Regular attendance is required.

1. Students may be eligible to have up to 10% of the hours in a program per period as excused absences. In a 900-hour program, this would equate to 45 hours of instruction per half.

2. An excused absence is considered one that is unforeseeable, unavoidable, and/or unusual. Examples may include: illness, disability, hospitalization, funeral, or religious observances. Each excused absence will require documentation to the main office prior to approval.

3. Students must make up ALL unexcused absences.

4. More than 10% excused absences per half of course the student must:

A. Make-up additional time with documentation required. Make-up time must be completed during the same half of student's course in which the absence occurred.

*EXAMPLE – Terry is enrolled in a program of study that consists of 900 clock hours. Terry's program is divided into two halves, each containing 450 clock hours of study. During the first half of her program, Terry is involved in an accident and misses 62 hours of school. With the proper documentation, 45 of those days can be approved as excused by the office. Terry must make up 17 hours of school prior to completion of the 450<sup>th</sup> clock hour of her program.*

B. The student is responsible for making arrangements for make-up time and completing the documentation. Attendance forms are available at [www.scccwp.edu](http://www.scccwp.edu) or at the SCCC Main Office and should be turned in to your instructor.

5. In the event of inclement weather on a scheduled day, SCCC may, at its sole discretion, designate the day as an excused absence. All allotted excused absences per half may be utilized according to this rule.

6. This policy represents the minimum standard of South Central Career Center. Programs and instructors may establish expectations that exceed this standard. Any changes to this policy by a program or instructor must be on file in the main office and established in the program handbook or course syllabus and distributed at the beginning of the program.

**EXCESSIVE ABSENCES:** Any student who (without PRIOR arrangements through SCCC administration) misses five consecutive days or exceeds 20% of the program hours per payment period will be dismissed from the program. The "20% Rule" takes both excused and unexcused absences into consideration.

**8) Amend Admissions Policy by removing statement regarding Ability-to-Benefit test**

**9) Remove Ability-to-Benefit Criteria section**

**10) Amend the Alcohol and Drug Abuse section**

- a. Add statement "any property adjacent to South Central Career Center as determined by the administration and applicable state and federal law."
- b. At the end of the section, add "More information and a list of resources is available at [www.scccwp.edu](http://www.scccwp.edu)."

**11) Update Campus Crime Reporting section to include a current list of reportable offenses under the Clery Act.**

**12) Combine two sections on Dismissal into one Student Dismissal section**

- a. ***Current separate policies: Dismissal:*** Any student committing an action, which could be considered a misdemeanor or felony, including, but not limited to, assault, stealing, drug possession, or being under the influence of illegal drugs or alcohol may be expelled immediately. ***Dismissal:*** A student may be dismissed from school for unsatisfactory conduct, excessive absences, unsatisfactory academic progress or violation of other guidelines concerning student behavior. A dismissed student may apply for re-admission at the beginning of the next school term. Re-admission will be decided by the Termination/Retention Committee.
- b. ***Recommended policy: Student Dismissal:*** A student may be dismissed from South Central Career Center for unsatisfactory conduct, excessive absences, unsatisfactory academic progress or violation of other guidelines concerning student behavior. A dismissed student may apply for re-admission at the beginning of the next school term. Re-admission will be decided by the Termination/Retention Committee. Additionally, any student committing an action, which could be considered a misdemeanor or felony, including, but not limited to, assault, stealing, drug possession, or being under the influence of illegal drugs or alcohol may be expelled immediately.