West Plains Elementary School

2025-2026 Student Handbook Signature Form

_____

Student Name (Please Print) Grade

STUDENT HANDBOOK RECEIPT

This is to acknowledge my receipt of a copy of the West Plains Student Handbook, which includes informational items, The Computer Usage Agreement, and the Student Code of Conduct. By signing below, I agree to all policies and procedures listed herein.

_____

Student Signature

_____

Parent/Guardian Signature

Please return this completed sheet to your homeroom teacher.

West Plains Elementary Grades PK-4

School-Parent-Student Compact 2025-2026

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

School Responsibilities
West Plains Elementary and its staff will;
 Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Missouri Learning

Standards as follows –

- Retain appropriately certified principals and teachers,
- Provide instruction, materials, and high-quality professional development that incorporates the latest research, and
- Maintain a safe and positive school climate.

 Hold annual parent-teacher conferences to;

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

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

- Weekly packet from the classroom teacher,
- Monthly suggestions from the classroom teacher,
- Mid-quarter report mailed from the school, and
- Quarterly grade cards/reports sent home by the school.

 Be accessible to parents through;

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

 Provide parents opportunities to volunteer and participate in their child's class, and to

observe classroom activities as follows;

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

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

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

Student Responsibilities
I, as a student, will share the responsibility to improve my academic performance to meet the
Missouri Learning Standards and will;

 Attend school every day possible,
 Be respectful toward others,
 Do my homework every day and ask for help when I need it,
 Read at least 30 minutes every day outside of school time, and
 Give all notes and information from my school to my parent/guardian daily.

All parties please sign below.

Principal:	Date:
Teacher:	Date:
Parent(s):	Date:
Student:	Date:

West Plains Elementary

2025-2026 Student Handbook

zizzers.org

West Plains Elementary Schools Student Handbook 2025-2026

WEST PLAINS ELEMENTARY SCHOOLS

West Plains Elementary
Grades K-4
1136 Allen Street
West Plains, MO 65775
256-6158, Ext. 4113
Fax 417-256-2358

South Fork Elementary
Grades K-6
3209 US Highway 160
West Plains, MO 65775
256-2836
Fax 417-255-1432

Dr. Wesley Davis……..……..……R-VII Superintendent
Virginia Uphaus.……...…..……..…West Plains Elementary Principal
Sarah Land… …….…....……..…West Plains Asst. Elementary Principal
Amy Marshall……...West Plains Asst. Elementary Principal
Dr. Seth Huddleston…….South Fork Elementary Principal

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WELCOME

Students, Parents, and Guardians:

On behalf of the faculty and staff, I welcome you to a new school year at West Plains Elementary. I hope that everyone has had an enjoyable summer and that you are ready for a school year filled with learning.

A very important part of a successful year is open communication between the school and home. We want to team together with you to provide the best educational opportunities for our students. If you find throughout the school year that you have a question, please feel free to contact the school.

As a parent you are your child's most important teacher. Here are some things you can do to help your children be successful:

1.) Show you care. Your child needs hugs and words of support. Ask your child about school each day.
2.) Read, read, read! Read with your child or have him or her read every day. Make it fun-- talk about what you've read.
3.) Make home a place for learning. Help your child practice reading, writing, math and science skills. Stimulate your child's creativity.
4.) Promote healthy habits. Make sure your child gets plenty of sleep and exercise and eats balanced meals. Schedule regular check-ups.
5.) Be a role model. Your child learns from you. Be positive about education and show you enjoy learning.
6.) Encourage independence. Allow your child to make mistakes and learn to accept their consequences. Give your child responsibilities, such as household chores.
7.) Create a study routine. Set a time and quiet place for your child to work every day. Go over homework together.
8.) Get involved. Meet with your child's teacher, attend school events and help out at school if you can.
9.) Build success. Help raise your child's self-esteem by setting reachable goals and praising your child's efforts, not just results.
10.) Make school important. Insist on good attendance and punctuality.

We are looking forward to an exciting year. TOGETHER we will make this a great year for the students of West Plains Elementary.

Sincerely,

Virginia Uphaus
Principal

West Plains R-VII School District
2025-2026 School Calendar

- Coordinating dates from the list below are circled on the calendar.
- **Red boxes** indicate no school.
- Gray and bold boxes indicate early release.

Aug. 1	All Buildings Open
Aug. 5 - 7	New Teacher Orientation
Aug. 11 - 15	Teacher Work Days
Aug. 13	9th Grade Zizzer Day (8:30 AM - 1:00 PM)
Aug. 18	Classes Begin
Sept. 1	Labor Day (No School)
Sept. 22	No School - Teacher-In-Service
Oct. 14	End of First Quarter (40 Days)
Oct. 21 & 23	Parent / Teacher Conferences
Oct. 24	No School
Oct. 31	No School - Teacher-In-Service
Nov. 17	No School
Nov. 24 - 28	Thanksgiving Break (No School)
Dec. 19	End of Second Quarter/1st Semester/Half Day (40 Days)
Dec. 20 - Jan. 4	Christmas Vacation (No School)
Jan. 5	School Resumes
Jan. 19	Dr. Martin Luther King Jr. Holiday (No School)
Feb. 13	No School - Teacher-In-Service
Feb. 16	President's Day (No School)
Mar. 6	End of Third Quarter (42 Days)
Mar. 16 - 20	Spring Break (No School)
Mar. 24 & 26	Parent / Teacher Conferences (By Appt. Only)
Apr. 3-6	Easter Break (No School)
May 7	8th Grade Promotion - 7:00 PM
May 8	12th Grade Graduation - 7:00 PM
May 13	End of 4th Quarter/Last Day of Classes/Half Day (41 Days)
May 13	District Meeting - Afternoon
May 18	Summer School Begins - Tentative
May 25	Memorial Day - Offices Closed
June 12	Summer School Ends - Tentative

First Semester		Second Semester	
August	10	January	19
September	20	February	18
October	21	March	17
November	14	April	20
December	15	May	9
Total 1st Semester	**80**	**Total 2nd Semester**	**83**
			163

JULY 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025

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10	⑪	⑫	⑬	⑭	⑮	16
17	●	19	20	21	**22**	23
24	25	26	27	28	**29**	30
31						

SEPTEMBER 2025

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28	29	30				

OCTOBER 2025

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NOVEMBER 2025

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DECEMBER 2025

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JANUARY 2026

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25	26	27	28	29	**30**	31

FEBRUARY 2026

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MARCH 2026

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29	30	31				

APRIL 2026

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26	27	28	29	30		

MAY 2026

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31						

JUNE 2025

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28	29	30				

WEST PLAINS R-VII DISTRICT PHILOSOPHY

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

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

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

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

DISTRICT GOALS

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

*Denotes State of Missouri Education Goal.

PUBLIC NOTICE

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

Public schools in the state of Missouri are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, to all eligible children with disabilities between the ages of 3 and 21. The public school assures that to comply with the full educational opportunity goal, services for students 3 to 21 will be fully implemented. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning 31 disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

Public schools in the state of Missouri are also required to conduct an annual census of all children with disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of child; parent/legal guardian's name and address; birth date and age of child; the child's disability; and services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending a public school, please contact Dr. Amy Ross, Assistant Superintendent at (417)256-6150 extension 1110.

ENROLLMENT OF NEW STUDENTS

Students who are suspended or expelled from other school districts will not be allowed to enroll at West Plains Elementary until the term of their suspension or expulsion has expired. Parent or guardian is responsible for supplying current immunization records to the school before the child may attend. The Safe Schools Act of 1996 requires new pupils to register in a school district accompanied by a parent or court-appointed legal guardian. The parent or guardian must establish proof of residency or must have requested a hardship or good cause waiver within the last 45 days. The registration process may require a parent, guardian, or caretaker of the child to provide upon enrollment a sworn statement indicating whether the pupil has been expelled from school attendance in this state or another state for weapons, alcohol, drugs, or the willful infliction of injury to another person. A false statement or affirmation in this area is a class B misdemeanor. A hardship or good cause is the basis for a waiver to be granted by the district board, and an adverse decision is appealable by an aggrieved party. Any person submitting false information in satisfying residency registration requirements is guilty of a class A misdemeanor. The school board may institute a civil action to recover costs of education for any pupil whose registration was based on false information. Written reciprocity agreements between school districts are allowed. The registration requirements will not apply to a homeless child, as defined by the bill, or children with disabilities; children who are wards of the state; children who are bussed into a school district; or children who are enrolled in alternative education.

DIRECTORY INFORMATION

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

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

FILMING OF STUDENTS

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

COMPUTER USAGE AGREEMENT

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

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

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

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

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

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

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

SYSTEM ACCESS

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

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

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

Individual User's Responsibility

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

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

Vandalism Prohibited

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

Forgery Prohibited

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

Updating Member Account Information

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

Information Content/Third Party Supplied Information

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

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

Termination/Revocation Of System User Account

The District may suspend or revoke a system user's access to the District's system upon any violation of District policy and/or administrative regulation.
Prior to a suspension or revocation of system service, or as soon as practicable, the principal or District coordinator will inform the system user of the suspected violation and give him or her an opportunity to present an explanation, as follows:
1. A system user may appeal the suspension or revocation within seven calendar days.
2. The District coordinator or designee will conduct a hearing, but the principal or District coordinator who imposed the suspension or revocation will not be the person designated to hear the appeal.

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

Disclaimer

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

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.
In order to protect the technology assets of West Plains R-VII, to minimize unnecessary system downtime, and to supplement the District's Electronic Communications Use Guidelines, the following policies are to be followed by all system users:

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

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

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

SUPPORT SERVICES

PARENTS AS TEACHERS (PAT)

This volunteer program is available free of charge to all families in the district. Parent educators are on staff to share information. Two programs are offered: Birth-3 years early childhood development information and developmental screening and 3 years-5 years school readiness.

SPEECH AND LANGUAGE CLINICIAN

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

TEACHER OF LEARNING DISABILITY

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

TITLE 1 STAFF

Title 1 staff is utilized by West Plains Elementary to implement Response to Intervention. Response to Intervention is a procedure used to help struggling learners through push in or pull out time. It is an intense and focused support designed to keep students at grade level through the use of data and proven intervention strategies.

SCHOOL RESOURCE OFFICER

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

TEACHER OF COGNITIVE DISABILITY

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

GUIDANCE COUNSELOR

The elementary counselors are available to all the students in the school. The counselors' job consists of many responsibilities. Some of the roles of the counselor are:

- **Counseling-** This includes individual, small group and classroom groups.
- **Consulting-** This includes Parents in regard to social emotional and education concerns of their children. It includes teachers to help plan activities and programs for individual growth. This also includes the administration in regard to policies, curriculum and procedures that affect the needs and development of students.
- **Coordinating-** This includes kindergarten screening, school-wide testing, orientation of new students and special programs.

LIBRARY

The library program is an extension of the classroom. There is a wide range of resources, technologies, and services to meet the needs of the students. The librarian will be glad to assist students who need help locating resources or using computers. Classroom behavior is expected and library rules must be observed. Students are allowed to check-out two books at a time for a period of two weeks (books may be rechecked). In the event that a book is lost or damaged, the Library is to be reimbursed the cost of the book in order for the student to continue to check-out books.

POLICIES

❖ Arrival Time

The instructional school day begins at 7:30 a.m. and ends at 3:00 p.m. Supervision of children is not provided before 7:00 a.m.

❖ Late Arrivals/Early Withdrawals

It is very important for your child to arrive at school on time and remain at school the entire day unless injury or illness occurs. When a child comes to school late or leaves early, it causes an interruption in the instructional process, and the entire class is affected. We ask your cooperation in making sure these interruptions do not occur.

ALL STUDENTS WHO ARRIVE LATE OR LEAVE EARLY MUST BE SIGNED IN/OUT BY A PARENT OR GUARDIAN AT THE MAIN OFFICE.

❖ Absences/Tardies

Promptness and regular attendance are imperative for students to receive full benefits of the school program. The educational loss resulting from absences from class, which cannot be adequately measured or cannot be entirely regained through make-up work, is the rationale for this policy. School attendance is mandatory. We appreciate your cooperation in making sure that your child attends on a daily basis.

Students should be prompt in their arrival to school. Tardiness is not only disruptive to the individual student but to his or her classmates and teachers as well. Students are counted late if they arrive after 7:30 a.m. In the same sense, leaving school early also denies your child full classroom opportunities. Students leaving before 3:00 p.m. are counted absent for the portion of the day they miss. Please try to limit appointments and personal trips to before or after school hours.

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

When it becomes necessary for students to miss, please contact the school. You may call 256-6150, ext. 7002 and leave a message on the answering machine before 7:00 a.m. and after 4:00 p.m. or call the school office at 256-6150 ext. 7003 by 9:00 a.m. If we do not hear from you, we will contact you to ensure your child's safety and well-being.

Students are responsible for completing all class work from days when they are absent. Students will be allowed one day to make up work for each day missed. If your child is going to be absent for two or more days and you would like their make-up assignments, please call the school office before 10:00 a.m. and the assignments will be ready in the office after 2:00 p.m.

If a student exceeds 8 days of absences per semester, retention may be considered. Attendance is necessary to make the educational progress needed to promote to the next grade.

Continued violation of the school absences/tardies policy may require a referral to the Howell County Attendance Task Force or the Missouri Children's Division for reasons of possible educational indifference or educational neglect.

Good attendance is essential for students to make the necessary progress during each school year. Best learning occurs when students are present for the full instruction time.

❖ Enforcement of Absences, Tardies, and Truancies

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

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

❖ School Cancellations/Early Dismissals

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

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

❖ Transportation Change Messages

Transportation changes should only be made on an emergency basis. If an emergency situation occurs during the school day please call the elementary office no later than 2 pm to arrange for your student to be parent pick-up. In emergency situations we will not be able to place students on a bus that is not their normal transportation bus, instead students will be placed in parent pick-up and parents/guardians will need to arrange for someone to come to the school to get the child.

For planned transportation changes that are not temporary we ask that you contact the office in advance. Our buses will not be used for temporary transportation changes.

❖ Disaster Plans

Fire, tornado, and earthquake drills will be held on a periodic basis so that students may learn the proper procedures. Instructions are posted in each room. Students should follow teachers' instructions in every instance. An emergency alert plan is used when there is someone dangerous in the building, an incident involving violence, searches, etc. Students will be held in classrooms under teacher direction.

❖ Change of Address/Phone Number

If a change in residency address occurs during the school year it will be necessary to contact the school enrollment office to change an address designation, for bus transportation. Please be prepared to provide the office with proper documentation of your move.

❖ Emergency Contact Numbers

Emergencies can and do arise. Parents/guardians are asked to list at least three local emergency contact telephone numbers on each student's enrollment card. These contacts should be people that can act in their place in the event the parent must be contacted and cannot be reached. If parents/guardians fail or refuse to list contact numbers, the school reserves the right to act at its discretion in the child's interest. If contact numbers change, please notify the office.

❖ Transportation

Each year, parents must provide one primary address where their child may be transported to by the school bus. Transportation will **not** be provided to any other address. In addition, students will not be released to persons not identified on the list of people allowed to pick up the student as provided by the parent/guardian at the time of registration. Changes to this list must be made in person. **All bus routes and bus assignments are made by the school district transportation office. Route assignments and bus arrival times are sent out before school starts. Please give the bus driver at least two weeks to solidify the bus arrival times. If you have any questions or concerns, call the director of transportation at 256-6150 ext. 1205, or the bus barn at 256-7525.**

A student without written or verbal permission for changes to their normal schedule will be sent home as usual.

RULES AND SAFETY REGULATIONS
FOR PUPILS RIDING ON WEST PLAINS R-VII BUSES

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

School buses are considered extensions of the school environment. Any pupil whose conduct on the school bus is improper or jeopardizes the safety of the pupils may have their school bus transportation suspended or revoked.

❖ Parent-Pick-ups

A visit or call to the office must be made by the parent/guardian if after school arrangements are changed**.**

Any student without the verbal permission for changes to their normal schedule will be sent home as usual.

Parent drop off / pick up is located in the front of the building. There is no parking in this area between the times of 7:00 am – 7:30 am and 2:30 pm – 3:30 pm.

No cars are allowed in the bus lanes from 6:45 am – 7:30 am and 2:30 pm – 3:15 pm. Please use the drop-off / pickup areas in the front of the building.

Lobby pickups are not allowed between 2:45-3:15.

Parents are not allowed to go directly to the bus to pick up a student. For security reasons, parents must check in with the office and the office will call the bus duty personnel to release the student.

❖ Parent/Family Involvement

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

Parent/Family Involvement Goals and Plan

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

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

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

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

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

Title I Program Parent Involvement
The district and parents of children participating in the Title I program will jointly develop and agree upon a written parent involvement policy that will describe how the district will:
1. Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Build the schools' and parents' capacity for strong parental involvement.
4. Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
5. Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.
6. Involve parents in the activities of the schools served.

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

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

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

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

Limited English Proficiency Program Parent Involvement
Pursuant to federal law, parents of LEP students will be provided notification regarding their child's placement in and information about the district's LEP program.
Parents will be notified of their rights regarding program content and participation.

❖ Scheduled Parent/Teacher Conferences

Scheduled Parent/Teacher Conferences are planned after the first quarter. The parent or teacher can arrange additional conferences at any time during the school year. Parents may call the school secretary and she will help arrange a time that is convenient for both the parent and the teacher. It has been found that conferences are beneficial for all concerned. They promote the understanding between the teacher, the parents, and the child. In the event a parent cannot keep their appointment, it is the parent's responsibility to reschedule the conference. Every effort will be made by the school to accommodate parent's schedules in planning conferences. A parent or guardian must attend a conference to obtain the report card. Report cards will not be sent home with a student in the first quarter.

Parents have the right to examine instructional materials used as part of the curriculum. That includes materials related to sexuality instruction.

❖ Physical Education

The general objective of the elementary school physical education program is to provide a comprehensive program of physical activities, which will consist of a series of physical fitness tests supported by vigorous activities such as calisthenics, rhythms, tumbling, relays, sport skills, and games.

Each child will be required to participate in this program unless excused for health reasons by the child's physician. Exception to this rule would be temporary illness of short duration. Under these circumstances, a written statement from the parent will suffice.

All children should wear tennis shoes and dress accordingly on their day for physical education.

❖ Child Custody Issues

According to Board Policy (JO-R), both natural parents of a student shall have access to the student's records if the student is under 18 years old regardless of the parents' marital status unless a court order or divorce decree specifically removes one parent's rights to have knowledge of and/or participate in the child's education.

The school will try, upon request, to provide the non-primary custodial parent with the educational information they need in order to stay informed and involved with their child's progress. However, it is not always possible to keep the non-primary custodial parent informed of all school activities and programs. Therefore, that parent has the responsibility to communicate with the school to obtain the information needed. (Please note that many custody decrees stipulate that the parents are ordered to communicate this information with each other; if this is the case, the school expects the parents to comply with the order for the betterment of the child.)

Visitation schedules and parenting plans are agreements between parents and are not binding on the district. The district will release a student to either parent in accordance with Board policy unless otherwise directed by a valid court order.

Occasionally the school has been asked by a parent not to allow their child to leave the school premises with the other parent. WITHOUT LEGAL DOCUMENTATION ON FILE, EITHER NATURAL PARENT WILL BE ABLE TO TAKE THEIR CHILD FROM SCHOOL. Examples of situations where legal documentation prohibits one parent from taking the child from school include: One parent has sole legal and sole physical custody, one parent has supervised visitation with the child, or there is an active protection order forbidding parental contact with the child. There may be other reasons that forbid one parent from picking up the child from school or from having contact with the child at school but this must be reflected in a court order that is on file with the school.

School is not to be used as a location for visitation for parents when it relates to custody issues. We ask that any custody disputes between parents and/or other parties take place away from school grounds.

❖ Achievement Tests

Second grade students will be given the NNAT Group IQ test in the fall. Third and fourth grade students will be given the statewide MAP test in the spring. MAP testing is usually scheduled for the middle of April.

❖ Preschool and Kindergarten Screening

Each spring parents and prospective preschool and kindergarten pupils are encouraged to participate in screening activities at school. The screening provides the school with enrollment information and provides parents with orientation information. Prospective students who are not screened at this time will need to be screened before the starting of school. The earlier a student is screened the better able the school is to facilitate individual plans for the student for the coming year.

❖ Posting/Distribution of Literature

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

❖ Food Service

Breakfast

Breakfast will be served at 7:00 a.m. at West Plains Elementary.

Lunch

Your child may bring his/her lunch from home, and milk may be purchased to drink with lunch. Milk is 40 cents a carton and is to be paid for in the lunchroom. If your child brings his/her own drink from home, please make sure it is not in a glass container. All students will be required to take milk or water with their lunch unless a written statement from a doctor is provided stating otherwise. This is a state regulation.

A. If your child qualifies for free lunches, he/she will not need to pay.
B. If your child qualifies for reduced prices, he/she will need to pay 30 cents a day for breakfast and 40 cents a day for lunch.
C. If your child does not qualify for either, he/she will need to pay $2.25 a day for breakfast and $3.30 for lunch.
D. This may be paid by the day, week, or quarter.
E. Charges are not to exceed $20.
F. Adult Lunch Price is $3.55

FOOD SERVICE MANAGEMENT

(Meal Charges)

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

Notice

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

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

A copy of this procedure will also be posted on the district's website, and information about charging meals will be included in the student handbook.

Employees

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

Students

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

Interventions

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

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

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

Working with Parents/Guardians

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

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

Debt Collection

Delinquent Debt

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

Bad Debt
When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using non federal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:
1. State revenue matching funds in excess of state revenue matching-fund requirements.
2. State and local funds provided to cover the cost of student meals.
3. Local contributions from organizations or individuals.
4. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.
5. Revenue from the sale of à la carte items and profits from foods not purchased with NSFSA funds and funded by an account separate from the NSFSA.
6. Revenues from catering or contracting services that operate from an account separate from the NSFSA.

Records
The district will maintain detailed records pertaining to delinquent and bad debt, including:
1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from non federal sources.

❖ Illness/Injury

Healthy children are better learners, therefore, please do not send your child to school if he/she has an elevated temperature or has vomited. If your child will be absent, please contact the school.
If a student becomes ill at school and has vomited or has an elevated temperature, School Policy requires that they must go home. Our goal is to provide immediate care, not prolonged care.

If a child requires immediate medical attention, the parent will be asked to call a physician or accept the services of the physician selected by the school. In the event that a delay is judged to be potentially detrimental to the child's health and welfare and/or if a parent or guardian cannot be reached, a physician will be called to render treatment.

If, in the judgment of the nurse and/or administration, an injury or illness is serious enough to require hospitalization, the child will be transported immediately by private vehicle or ambulance.

Parents are notified when their child has been injured and, in the judgment of school personnel, may require further medical attention. It is essential for parents to have at least **THREE** CURRENT phone numbers for contacts in the event an emergency arises. Please notify the school if these contact numbers change.

Providing transportation and adult supervision for a child needing to be sent home for sickness or injury is the responsibility of the parent or guardian. No ill or injured child will be sent home alone or with another student. If parents are unavailable, they must secure transportation and supervision by a responsible adult.

❖ When should I keep my child home from school?

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

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

If you have a question on whether or not to send your child to school, please call your building nurse.

Covid Related Procedures

(Procedures are flexible and changes may be made with guidance from other agencies)

- Covid temperature screenings may take place in the classroom
- Students with elevated temperatures will be sent home
- Social distancing will occur by classes and inside each class as developmentally appropriate
- Breakfast and Lunch may be served in classrooms
- Encore classes may be held in homeroom classrooms with the exception of PE
- PE classes will not be combined. Classes will be held in the gym and cafeteria when they must be inside due to weather
- PE equipment will only be handled by one class before being sanitized at the close of each day(separate PE units for each grade level)
- Reading specialists will pull students from the same class while teaching with proper face coverings and plexi-glass dividers
- Special education services will be provided in accordance with each IEP. Teachers will use proper face coverings and plexi-glass dividers while students social distance as required
- Schedules adjusted to stagger transitions
- Floor markers showing direction of traffic in hallways
- Daily disinfecting of electronics, surfaces and spaces will occur
- Recess schedule by class in separately zoned recess locations
- Ongoing training of students on handwashing/hygiene
- Automatic towel dispensers in restrooms
- Prepackaged food may be dropped off, no homemade food will be allowed
- Food businesses may deliver food to the school for consumption that day
- School buses may only be used for consistent regular transportation. If there is an emergency where your child can not be dropped off at the address provided, your child will stay at the school in parent pick-up.
- Visitors may not be allowed in the building depending on CDC guidelines
- Volunteers may not be utilized depending on CDC guidelines
- CDC and Health Department guidelines will be followed in the event of a positive COVID test
- Virtual learning options are available

❖ School Medication Policy

Students' medications should be given at home if at all possible. This decreases the chance of errors such as missed or forgotten doses. **Medication will only be given during school hours by complying with these guidelines:**

1. Medication consent form must be completed and signed
2. Prescription medications must be in the original for use. Medications given on a regular basis (inhalers, Ritalin…etc.) must have the newest refill and send no more than one month supply at a time. Medications will only be given during school time if prescription states: at noon, every four hours or every six hours. Three times a day medication will not be given during school hours.
3. Over-the-Counter medication (other than those listed on the Medication Consent Form) must come in the original container and a medication consent form signed by parent or guardian turned into the school nurse.
4. All medications must be turned in at the School Nurse's Office along with a dated note giving permission for the nurse to administer the medication. **Medications are not to be sent on the bus. Incidents regarding the transportation of controlled substances on the bus will be referred to law enforcement officials.**
5. Medication bottles will be sent home when the medication course is completed or expires.

Questions concerning this policy may be directed to your child's school nurse.

Stacy Kerley, LPN	Amy Green, RN	Taylor Reavis, RN	Samantha Fox, LPN
Middle School	Elementary School	Elementary School	South Fork
256-6150 ext. 4030	256-6150 ext. 7030	256-6150 ext. 7030	256-2836 ext. 6030

For medications to be given, you must follow the protocol outlined herein.

❖ Immunizations

Students entering / attending school must be in compliance with current Immunization Standard per Missouri State Law in order to attend West Plains R-VII School.

Upon request from a parent/guardian of a student enrolled in or attending district-sponsored preschools, the district will inform the parent/guardian whether or not any student enrolled or currently attending the facility their child attends has an immunization exemption on file.

❖ Infection Control-Bladder and Bowel Problems

Bladder and/or bowel problems will be addressed according to our board policy on communicable disease transmission. Students that do not have a documented physical disability are expected to be potty trained to attend school. Students that require the use of disposable undergarments are not considered potty trained.

❖ Head Lice

Head lice affect more people than all other childhood communicable diseases, not including the common cold. But like a cold, when children come in close contact with each other, it is easy to pass head lice from one to another. Shared hats, clothing, brushes, pillows and other articles are perfect vehicles to transfer lice from one person to another.

It is important to act immediately to prevent the spread to other classmates and family members. If you find head lice or nits on your child's head, keep your child at home for treatment of this problem. Please contact the school immediately so a classroom/school "head check" can be conducted.

If head lice or nits are found on your child here at school, parents/guardians will be called to pick up the child. They are not allowed to remain at school or ride the bus home if head lice or nits are present.

If your child is sent home from school with head lice or nits or if you find head lice or nits on your child, you must do the following:

1. Treat your child/family with an effective head lice product. (Ask your school nurse, doctor, or pharmacist for recommendations.)
2. Remove the nits (lice eggs). No product is 100% effective in killing eggs. You must remove all traces of lice or nits to prevent re-infestation.
3. All clothes, bed linens, towels, stuffed animals, etc. must be washed and dried or put in sealed plastic bags for two weeks.
4. Vacuum everything in your environment.
5. Clean and treat combs and brushes.
6. Follow product instructions for second, follow-up treatment (usually in 7-10 days) *even* if there is no sign of re-infestation.

For your child to be readmitted to R-VII Schools:

1. Parent/Guardian must bring the student and school-age brothers and sisters to school to be checked in by the school nurse.
2. Proof of treatment must be provided.
3. The student must be nit-free. (R-VII Schools have a "no-nit" policy.)

If your child still has nits after being checked, he/she will be sent home until all nits are removed. If properly treated, the problem should be resolved within 24 hours**.**
Absences due to a head lice problem are unexcused.

❖ Bed Bugs

In the event that bed bugs are found present at school the following procedures will be followed:

- If found on a student or their belongings, the child is sent home for the day and cleared of the concern prior to reentering the school on a future day
- Student backpacks and other items brought to school are placed in plastic bags and sent home with students at the close of the day. A letter from the principal is attached making sure all parents receive communication about the concern and are encouraged to follow recommendations from the United States Environmental Protection Agency (EPA).
- The classroom receives treatment recommended by pest control specialists to ensure an environment that prevents the spread of bed bugs

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❖ Room Parties and Classroom Treats

Room parties are held three times each school year: Halloween, Christmas, and Valentine's Day.

Food Handling Procedures

We follow recommendations from the Missouri Department of Health.

The following food items can be accepted and must be distributed in the following manner:

Commercially sealed foods – Opened and distributed by one adult using gloved hands. Students are not to share any items and student leftovers are to be thrown away and not taken home. (Examples: candy, cookies, potato chips, etc.)

Sealed pre-mixed flavored drinks and sodas – Poured into cups by one adult with gloved hands.

Popcorn – Popped by one adult and distributed by one adult with gloved hands with no sharing and all student leftovers being thrown away.

Commercially baked or prepared foods – Must be delivered to the school by the business that baked or prepared the food, opened and distributed by one adult with gloved hands with no sharing and all student leftovers being thrown away. (Examples: pizza, cupcakes, etc.)

No food items made at home can be accepted. (Examples: cupcakes, cake, flavored drinks, etc.)

Commercially individual wrapped items are the best!!

NO HOMEMADE ITEMS ALLOWED

With any of the above commercial food items, the distribution of these items is the most important consideration. Gloves must be worn with no sharing of food and student leftovers are to be thrown away and not taken out of the room.

***Before food items are brought to school for any event not sponsored by the PTA, please make sure your child's teacher is aware you are bringing these items**.

❖ Retention Policy Guidelines

The board of education, administration and staff of the West Plains School District are dedicated to the progressive and maximum educational development of each student. The district personnel have a responsibility to place students at a level that will ensure suitable growth academically, socially and emotionally.

Students normally progress from task-to-task and level-to-level determined by individual diagnosis, prescription and teaching. Student retention will be considered as an educational tool after all regular and special services have been employed to help the child establish a base for further learning.

The retention of students will be considered on the basis of the student's best interest. Each case will be decided on its own merits. The primary factor to be considered when deciding whether a student should be retained is academic achievement. However, other factors such as social and emotional maturity, educational history, age, physical size, attitudes, excessive absences, etc., must also be reviewed carefully.

The principal, however, upon the recommendation of the teacher and/or parent, and consultation with other personnel, will make the final decision concerning the student for the ensuing year.

The recommendation to parents that their child be retained will occur only after a very thorough and complete professional analysis has been completed. Because retention must be based on the firm commitment that it would benefit the child, the recommendation will be a team decision using the combined knowledge of all professionals working with the student.

GUIDELINES

1. Children will normally be retained only one time, if ever, during their elementary school career.
2. Except under unusual circumstances, retention when found advisable should occur during the first three years.
3. A staffing must be held to review the data prior to discussion with the parent. The following must be included in the staffing: Principal, classroom teacher, specialist (e.g., Chapter I or resource room teacher), and the counselor. A majority of those present at the staffing must agree to retention. Dissenting opinions must be attached to the final recommendation for retention.
4. Appropriate assessment data (e.g., a measure of the intellectual ability and/or current academic achievement; teacher and/or principal observations; Light's Retention Scale) must be collected prior to staffing.
5. Parents should agree to the retention. While we will strive to gain parent approval and support, the school board policy is very clear that school districts make the final decision.

READING RETENTION POLICY

State law now requires identification of students reading more than one year below grade level. You will be notified by the end of the first quarter if your child falls into this category and will be asked to come to school for a conference to develop a Reading Improvement Plan (RIP). The RIP will identify strategies for school and home to assist your child with improving his/her reading skills. Options include but are not limited to before or after school tutoring, summer school, home reading, etc.

Fourth grade students having a Reading Improvement Plan will be required to have additional hours of reading instruction or practice outside the regular school day during their fourth grade year. If fourth grade students are still more than one year behind in reading at the end of the school, they may be candidates for retention.

❖ Unauthorized Items Brought To School

Students are not to bring any items to school that could cause a disturbance. Cell phones, gaming devices, or electronic toys are not to be brought to school. They will be taken from the student and held until the end of the day. If such an incident reoccurs, the item will be held until a parent comes for it.

Students are responsible for the items they bring to school. It is very difficult to hold other students financially responsible for damaged or destroyed items. All items that are brought to school are done so at the owner's liability.

No toys are to be brought to school unless the teacher requests.

No footballs are to be brought to school for use on the playground.

NO LASER POINTERS ARE ALLOWED.

❖ Recess

Students are not permitted to stay in their classroom during recess unless they have their teacher's permission to work on some school project.

If you or your doctor wish your child to remain in the building because of health problems, it is necessary that a note be sent to the teacher stating the reason for the request and the length of time requested. Notes from parents will be honored up to one week. Parents should secure a note from the child's doctor when they request additional time.

During the winter months frequent checks are made concerning temperature and wind velocity to determine the length of the recess periods. Please don't send notes requesting children to remain in during recess because it's "too cold." During snow conditions, provided it isn't too "slushy," students will maintain a regular outside recess schedule. Please have your child dressed appropriately.

❖ Lost and Found Articles

Lost articles will be placed into the Lost and Found area. Instruct your child to check immediately here and with his/her classroom teacher if an article is missing. After attempts to locate the owner, lost and found articles will be donated quarterly.

❖ Selling/Trading/Giving Away

Students are not to bring items to school for the purpose of selling, trading, or giving them away (example: baseball cards, candy, etc.). Students are not to purchase, trade, or take home items from other students even "on loan." These types of transactions usually result in one party or the other becoming unhappy with the trade or sale and therefore it turns into a dispute. In the event an item goes home, it must be returned to its original owner.

❖ School Dress Code

All students are expected to come to school clean and neat in appearance and wear clothing appropriate for the weather conditions. Even on cold days, students will normally spend at least part of their recess outdoors; thus students should be prepared with coats, hats, gloves, etc..

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

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

Exceptions to the dress code may be made for special days or special events. These days and events are announced in advance. The building principals will make the final decision if questions arise and reserve the right to contact the parents or guardians in order to have acceptable clothing brought to school.

❖ Student's Rights and Responsibilities

Each Student Has The Right To:

- have the opportunity for a free education in the most appropriate learning environment.
- have the opportunity for freedom of speech and of the press (so long as the exercise of those rights is not disruptive).
- be secure in his/her persons, papers, and effects against unreasonable searches and seizures; privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law.
- expect that the school will be a safe place with no fear of bodily harm.
- expect an appropriate environment conducive to learning.
- not be discriminated against on the basis of sex, race, color, religion, national origin, or handicap.
- expect to be fully informed of school rules and regulations.

Each Student Has The Responsibility To:

- know and adhere to reasonable rules and regulations established by the local board of education and implemented by school administrators and teachers.
- respect the human dignity and worth of every other individual.
- refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- study diligently and maintain the best possible level of academic achievement.
- be punctual and present in the regular school program.
- dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.
- help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
- refrain from gross disobedience, misconduct, or other behavior which would lead to any physical harm or to the disruption of the educational process.
- respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school-sponsored activities.
- obey the law and rules so as not to be subjected to ill effects or endanger others by the possession or the use of alcohol, illegal drugs, and other unauthorized substances.

❖ Student Discipline Procedure

West Plains Elementary School participates in a program called Positive Behavior and Intervention Supports. PBIS is a set of research-based strategies used to increase quality of life and decrease problem behavior by teaching new skills and making changes in a person's environment. Students learn appropriate behavior in the same way they learn to read-through instruction, practice, feedback and encouragement. In order to accomplish these purposes, behavior skills are taught throughout the year to help with understanding the behavior expectations and to teach students to take responsibility for their own behavior.

Our school will seek to develop the talents of every individual, teach the importance of self-restraint and impose external restraints when necessary for the education of the individual and the welfare of the group. The student must know what is expected, and he/she must experience the consequences of his/her not measuring up to the expectations.

Our PBIS program will take care of most problems occurring at school. The administration reserves the right to take additional action based on the severity of the violation.

❖ Bullying

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

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

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

Bullying is defined as intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Generally, in order to be considered bullying, a behavior is aggressive, creates an imbalance of power, and is repetitive.

West Plains District Bullying Policy (JFCF)

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

Definitions

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

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

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

Designated Officials

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

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

Reporting Bullying

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

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

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

Investigation

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

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

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

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

Consequences

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

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

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

Policy Publication

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

Training and Education

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

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

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

1. The procedure for reporting bullying.

2. The harmful effects of bullying.

3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.

4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

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

1. Cultivating the student's self-worth and self-esteem.

2. Teaching the student to defend him- or herself assertively and effectively without violence.

3. Helping the student develop social skills.

4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to

victims of bullying. Such initiatives may include educating parents/guardians and families on Bullying prevention and resources

T PLAINS ELEMENTARY BEHAVIOR EXPECTATIONS MATRIX

Zigzag Style

	All School Settings	Hallway	Bathroom	Cafeteria	Playground	Bus	Technology
Responsible	▪ Follow directions quickly ▪ Be on time and prepared	▪ Go to class quickly	▪ Keep it clean ▪ Wash with one squirt ▪ Use one or two paper towels ▪ Return to class quickly	▪ Clean area	▪ Line up when whistle blows ▪ Toys from home stay at home	▪ Follow bus rules ▪ Be ready for your stop	▪ Keep food and drinks away ▪ Use both hands to carry ▪ Keep device charged and stored correctly
Respectful	▪ Use kind words ▪ Be an active listener ▪ Stay on task ▪ Raise your hand for permission to speak	▪ SSS. ▪ Voice level 0 ▪ Walk on 3rd tile ▪ Smile and wave	▪ Respect privacy of others ▪ Voice level 1 ▪ Wait your turn	▪ Voice level 1 in serving area ▪ Voice level 2 in eating areas ▪ Follow directions quickly ▪ Use table manners	▪ Take turns and share ▪ Enter and exit the building with voice level 0	▪ Listen to the driver ▪ Share your seat ▪ Be on time	▪ Be kind to device ▪ Headphones/ Sound level 0 ▪ Only touch your own device
Safe	▪ KHFOOTY. ▪ Be there, be ready	▪ Walk	▪ Use bathroom equipment safely	▪ Stay seated ▪ Stay in your line ▪ Eat your own food	▪ Rocks and sticks stay on the ground ▪ Follow equipment rules	▪ Keep aisle clear ▪ Stay in your seat with your back against the seat ▪ Voice level 1 except at railroad crossings	▪ Stay on teacher-assigned sites ▪ Keep passwords private

P.B.I.S. Belief Statement

At West Plains Elementary School students and staff will be responsible learners in all situations, be respectful learners through our actions and words and be safe in every setting.

DISCIPLINARY ACTIONS
FOR OFFICE REFERRALS

This listing is provided as an example and is not intended to be comprehensive. Because there are degrees of severity in the following offenses, the administration reserves the right to consider the circumstances surrounding an incident, take the student's previous discipline record into account, and determine appropriate action. The administration may, at their discretion, refer any violation of the discipline policy to law enforcement.

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted by the West Plains R-VII Board of Education policy JGA.

West Plains Elementary School policy also requires prior notification to the child's parent/guardian that corporal punishment is being considered as a disciplinary method with their child.

Locker, desks and coat storage areas are property of the West Plains R-VII School District. They may be subject to searches that may include the use of drug-sniffing dogs.

Progressive Discipline – West Plains Elementary administrators will use a procedure called "progressive discipline" when determining consequences for behaviors. Each student's consequence is based on the severity and the number of office referrals in the past. Therefore, it is possible that two students who commit the same offense may have different consequences.

I. VIOLATIONS AGAINST PERSONS

A. INAPPROPRIATE PHYSICAL CONTACT

Including hitting, pushing, scuffling, wrestling or other physical behaviors that could result in a fight.

FIRST OFFENSE AND ALL OTHER OFFENSES:
The administration will determine the appropriate intervention based on the specific circumstances of each case. Behavioral interventions, may include but will not be limited to In-School Suspension (ISS), Out-of-School Suspension (OSS).

B. INSUBORDINATION/DEFIANCE OF AUTHORITY
Failure to comply with reasonable requests from a staff member

FIRST OFFENSE AND ALL OTHER OFFENSES:
The administration will determine the appropriate intervention based on the specific circumstances of each case. Behavioral interventions, may include but will not be limited to In-School Suspension (ISS), Out-of-School Suspension (OSS).

C. HORSEPLAY OR ROUGH-HOUSING
Rough or rowdy play that can often result in unintentional physical harm
Rough-housing, sometimes looks like mock-wrestling and is rough or boisterous play. "Horseplay" at first glance looks like actual fighting or wrestling until the more playful "fooling around" element becomes visible, but horseplay sometimes can deteriorate into real fighting.

FIRST OFFENSE:	Conference with student, loss of privileges and notify parents
SECOND OFFENSE:	1-3 days of In-School Suspension (ISS)
THIRD OFFENSE:	2-5 days of In-School Suspension (ISS)

D. ASSAULT – STUDENT
The 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:

a) Knowingly causes physical injury to another person; or
b) With criminal negligence, causes physical injury to another person by means of a deadly weapon; or
c) 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 and will be reported to law enforcement. Parents will be contacted, and the student will be sent home immediately.

FIRST OFFENSE:	1-5 days of In-School Suspension (ISS)
SECOND OFFENSE:	3-5 days of Out-of-School Suspension (OSS)
THIRD OFFENSE:	5-10 days of Out-of-School Suspension (OSS) and parent conference before readmission

E. FIGHTING
Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

All fighting incidents will be reported to law enforcement. Parents will be contacted, and the student will be sent home immediately.

FIRST OFFENSE:	1-5 days of In-School Suspension (ISS)
SECOND OFFENSE:	1-3 days of Out-of-School Suspension (OSS)
THIRD OFFENSE:	2-5 days of Out-of-School Suspension (OSS) and parent conference before readmission

1. 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. Parents will be contacted.

FIRST OFFENSE:	1-3 days of In-School Suspension (ISS)
SECOND OFFENSE:	3-5 days of In-School Suspension (ISS)
THIRD OFFENSE:	1-3 days of Out-of-School Suspension (OSS) and parent conference before readmission

F. <u>WEAPONS</u>

Students are forbidden to bring into or onto school grounds or property any item that is ordinarily considered to be a weapon. Examples include: knives, guns, chains, metal knuckles, fireworks or explosives. (This would include any item representing a weapon.)

All weapons violations will be reported to law enforcement. Parents will be contacted, and the student will be sent home immediately.

1. Possession of a weapon, other than a firearm:

FIRST OFFENSE:	1-5 days of Out-of-School Suspension (OSS) and parent conference before readmission
SECOND OFFENSE:	5-10 days of Out-of-School Suspension (OSS) and parent conference before readmission
THIRD OFFENSE:	Expulsion

2. Possession of a firearm (*)
(*as defined by 571.010 RSMo & 18 U.S.C. 921)

FIRST OFFENSE: Expulsion

G. <u>VERBAL ABUSE TO STAFF</u>

Verbal, written or symbolic language or gesture directed at a staff member, which is rude, vulgar, and defiant or considered inappropriate in public settings. Parents will be contacted.

FIRST OFFENSE:	Conference with student, and loss of privileges
SECOND OFFENSE:	1-3 days of In-School Suspension (ISS) and parent conference
THIRD OFFENSE:	2-5 days of In-School Suspension (ISS)
FOURTH OFFENSE:	1-3 days of Out-of-School Suspension (OSS) and parent conference before readmission

H. VERBAL ABUSE TO STAFF OF A THREATENING NATURE

Verbal, written or symbolic language or gesture directed at a staff member that is threatening in nature. All threats will be reported to law enforcement. Parents will be contacted.

FIRST OFFENSE:	2-5 days of In-School Suspension (ISS)
SECOND OFFENSE:	3-5 days of In-School Suspension (ISS) and parent conference
THIRD OFFENSE:	1-3 days Out-of-School Suspension (OSS) and parent conference before readmission

I. FALSE ACCUSATIONS TOWARD STAFF

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. Parents will be contacted.

FIRST OFFENSE:	10 days of Out-of-School Suspension (OSS) by building principals or referral to superintendent and/or school board for review and possible extension of initial 10 days, up to 180 days by the superintendent and one year by the school board.
SECOND OFFENSE:	Immediate Out-of-School Suspension (OSS) and referral to superintendent and school board for expulsion.

J. HUMILIATION

Initiations, intentional intimidation, harassment, teasing, frightening, tormenting, coercion, humiliation, racial or ethnic slurs, etc. of any student (s) or group of students by other students. Parents will be contacted.

FIRST OFFENSE:	1-3 days of In-School Suspension (ISS)
SECOND OFFENSE:	3-5 days of In-School Suspension (ISS) and parent conference
THIRD OFFENSE:	1-3 days of Out-of-School Suspension (OSS) and parent conference before readmission

II. VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY

A. POSSESSION

Possession of, use or attendance under the influence of controlled substances, prescription medications without a doctor's note, alcoholic beverages or substances represented to be such. This includes energy enhancers, dietary supplements and nicotine patches. Such incidents will be reported to law enforcement. Parents will be contacted, and the student will be sent home immediately.

FIRST OFFENSE:	1-5 days Out-of-School Suspension (OSS) and parent conference before readmission
SECOND OFFENSE:	10-90 days Out-of-School Suspension (OSS)
THIRD OFFENSE:	Expulsion

B. SALE OR DISTRIBUTION

Sale or distribution of substances, alcoholic beverages or substances represented to be such. All incidents will be reported to law enforcement. Parents will be contacted, and the student will be sent home immediately.

FIRST OFFENSE:	5-10 days of Out-of-School Suspension (OSS) and parent conference before readmission
SECOND OFFENSE:	Expulsion

DRUG FREE ZONE

UNLAWFUL DISTRIBUTION OF A CONTROLLED SUBSTANCE, ON OR WITHIN TWO-THOUSAND (2,000) FEET OF THE PROPERTY COMPRISING ANY PUBLIC OR PRIVATE SCHOOL IN THE STATE OF MISSOURI, OR WITHIN 2000 FEET OF A SCHOOL BUS, IS A CLASS "A" FELONY PUNISHABLE BY IMPRISONMENT OF NOT LESS THAN TEN (10) YEARS WITHOUT PROBATION OR PAROLE.
MO. STATUTE 195.214 AND SAFE SCHOOLS ACT OF 1996

C. TOBACCO USE AND/OR POSSESSION OF

Students found to be in possession of or using tobacco on campus, at school activities, or under school supervision. Tobacco products will be confiscated and destroyed. It is against the law of Missouri for minors to buy, use or possess tobacco products. All incidents will be reported to law enforcement. Parents will be contacted, and the student will be sent home immediately.

FIRST OFFENSE:	1-3 days of In-School Suspension (ISS)
SECOND OFFENSE:	3-5 days of In-School Suspension (ISS) and parent conference
THIRD OFFENSE:	1-3 days of Out-of-School Suspension (OSS) and parent conference before readmission

III. VIOLATIONS AGAINST PROPERTY

A. EXTORTION

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

FIRST OFFENSE:	1-5 days of In-School Suspension (ISS) and restitution
SECOND OFFENSE:	1-5 days of Out-School Suspension (OSS), parent conference, and restitution
THIRD OFFENSE:	Referral to law enforcement and/or expulsion

B. FALSE ALARM

1. Making any false alarm or false report such as a fire alarm in a building. All false alarms will be reported to law enforcement.

FIRST OFFENSE:	1-5 days of In-School Suspension (ISS) or 1-5 days of Out-of-School Suspension (OSS) and notify parents
SECOND OFFENSE:	5-10 days of Out-of-School Suspension (OSS) and parent conference

2. Bomb Threat – All bomb threats will be reported to law enforcement.

FIRST OFFENSE:	10-90 days of Out-of-School Suspension (OSS)/Possible expulsion
SECOND OFFENSE:	Expulsion and/or referral to law enforcement agency

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

C. THREATENING THE SAFETY AND SECURITY OF THE SCHOOL

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

FIRST OFFENSE:	10 days of Out-of-School Suspension (OSS) by building principals or referral to superintendent and/or school board for review and possible extension of initial 10 days, up to 180 days by the superintendent and one year by the school board.
SECOND OFFENSE:	Immediate Out-of-School Suspension (OSS) and referral to superintendent and school board for expulsion.

D. THEFT

Theft, attempted theft or knowing possession of stolen property.

FIRST OFFENSE AND ALL OTHER OFFENSES:
The administration will determine the appropriate intervention based on the specific circumstances of each case. Behavioral interventions, may include but will not be limited to In-School Suspension (ISS), Out-of-School Suspension (OSS) both including restitution based on the the value of the item(s) involved.

E. WILLFUL DAMAGE TO THE PROPERTY OF THE SCHOOL, STAFF OR STUDENTS

Any student who willfully causes substantial damage or attempts to cause substantial damage to any property, real or personal, belonging to the school, staff or students. Such vandalism may be reported to law enforcement.

FIRST OFFENSE:	1-3 days of In-School Suspension (ISS), notify parents, and restitution
SECOND OFFENSE:	3-5 days of In-School Suspension (ISS), parent conference, and restitution
THIRD OFFENSE:	1-3 days of Out-of-School Suspension (OSS), parent conference, and restitution

F. ARSON

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

FIRST OFFENSE:	1-5 days of Out-of-School Suspension (OSS), parent conference, and possible referral to law enforcement
SECOND OFFENSE:	5-10 days of Out-of-School Suspension (OSS) and referral to law enforcement

G. ABUSE OF COMPUTER OR INTERNET

West Plains Elementary follows the Board of Education approved "Acceptable Use Policy" (AUP). Students and parents must sign the AUP before students will be allowed full Internet access. Violation of the terms of the AUP is considered to be a serious infraction.

FIRST OFFENSE:	Warning and notify parents
SECOND OFFENSE:	1-month suspension with Internet use only under the direct supervision of a teacher.
THIRD OFFENSE:	1-year suspension of all Internet use privileges.

IV. VIOLATIONS AGAINST SCHOOL ADMINISTRATION

A. TRUANCY

Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

FIRST OFFENSE:	1-3 days of In-School Suspension (ISS) and parent conference
SECOND OFFENSE:	2-5 days of In-School Suspension (ISS) and parent conference
THIRD OFFENSE:	1-3 days of Out-of-School Suspension (OSS)
FOURTH OFFENSE:	Referral to law enforcement and/or expulsion

B. DISRUPTION AND INTERFERENCE WITH SCHOOL

No student shall block the doorway or corridor; prevent others from attending a class or school activity; block normal pedestrian or vehicular traffic; use violence, force/noise, coercion, threats, intimidation, harassment, fear, passive resistance or any other conduct intentionally to cause a disruption. Nor shall they refuse to identify themselves on request or encourage other students to violate any rule or school board policy.

FIRST OFFENSE:	1-5 days of In-School Suspension (ISS) and possible referral to law enforcement
SECOND OFFENSE:	1-5 days of Out-of-School Suspension (OSS) and referral to law enforcement

V. VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER

A. USE OF OBSCENE LANGUAGE/OR GESTURES

Use of verbal, written, pictorial or symbolic language which describes sexual conduct and which, considered as a whole, appeal to prurient interest in sex, portraying sex in a manner offensive to community standards and do not have a serious literary, artistic, political or scientific value. This includes symbolic gestures and acts of sexual harassment.

FIRST OFFENSE:	Conference with student and loss of privileges
SECOND OFFENSE:	1-3 days of In-School Suspension (ISS) and notify parents
THIRD OFFENSE:	3-5 days of In-School Suspension (ISS) and notify parents

B. USE OF LANGUAGE/OR ACTION THAT IS DISPARAGING OR DEMEANING

"Words or actions, verbal, written, pictorial or symbolic meant to harass or injure other people, such as threats of violence, bullying, name-calling, putdowns, intentionally hurting others' feelings, spitting, depanting, defamation of a person's race, religion, gender, or ethnic origin." All threats of violence will be reported to law enforcement.

FIRST OFFENSE:	Conference with student, loss of privileges and notify parents
SECOND OFFENSE:	1-3 days of In-School Suspension (ISS) and notify parents
THIRD OFFENSE:	3-5 days of In-School Suspension (ISS) and parent conference
FOURTH OFFENSE:	1-3 days of Out-of-School Suspension (OSS) and parent conference prior to readmission

C. SEXUAL HARASSMENT

Sexual harassment refers to behavior of a sexual nature which is unwelcome and personally offensive to its recipients. Sexual harassment is a form of misconduct that is demeaning to another person. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment. Incidents will be referred to law enforcement.

FIRST OFFENSE AND ALL OTHER OFFENSES:
The administration will determine the appropriate intervention based on the specific circumstances of each case. Behavioral interventions, may include but will not be limited to In-School Suspension (ISS), Out-of-School Suspension (OSS), or expulsion.

D. USE OF DISRUPTIVE SPEECH OR CONDUCT

Conduct or speech, be it verbal, written, pictorial, or symbolic, which materially and substantially disrupts classroom work, school activities, school functions such as not keeping hands and feet to yourself, lying, cheating, talking in class when told not to do so, insubordination and refusal to do work.

FIRST OFFENSE:	Conference with student, loss of privileges and notify parents
SECOND OFFENSE:	1-3 days of In-School Suspension (ISS)
THIRD OFFENSE:	2-5 days of In-School Suspension (ISS) and parent conference

E. PUBLIC DISPLAY OF AFFECTION

Any distracting behavior by a student that is intended to show affection toward another student is inappropriate in the school setting. Such behavior will not be tolerated even if it is meant as a joke. Each situation will be dealt with on an individual basis.

F. SECRET ORGANIZATIONS

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. Each situation will be dealt with on an individual basis.

G. CELLULAR PHONES

The use of cellular phones is not allowed at West Plains Elementary School and will be dealt with on an individual basis.

H. BUS MISCONDUCT

Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense has been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.

I. BODY PIERCING

In order to create an educational environment free of distractions in the classroom, and also due to health and safety concerns related to blood-borne diseases, as well as student tendencies to grab and pull other students when playing or in physical education classes, West Plains Elementary School prohibits body piercing, other than pierced ears (Board Policy: JG-R). Examples of this would be studs, loops, or rings in eyebrows, nose, tongue, belly button, or other body areas. Therefore, all students at West Plains Elementary School shall refrain from wearing or displaying body-piercing attire while at school or at school sponsored activities. Modest pierced-ear attire will be allowed at the discretion of the building principals. Any such pierced-ear attire, which is considered a distraction to the educational environment or a health hazard, will be prohibited. Jewelry in PE classes will be removed at the discretion of the PE teacher.

VI. ACADEMIC DISHONESTY/CHEATING

What is cheating? Cheat: "To violate rules and regulations. To act in a dishonest way". Some examples of cheating include:

• Giving or receiving answers during a test

• Directly copying assignments from other students (including homework) • Turning in classwork or homework as your work that is actually the work of others • Giving your work to another student that will be copied or used. Administrator discretion will be used.

STUDENT DISCIPLINE

(Grades PK-4)

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in 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 certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law.

Because there are varying degrees of severity in the following offenses, the administration reserves the right to consider the circumstances surrounding the incident, take the student's previous discipline record into account and determine appropriate action. The administration may, at their discretion, refer any violation of the discipline code to juvenile authorities. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement
It is the policy of the West Plains R-VII School District to report crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record
The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences
All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate. Furthermore, all work missed as a result of absences related to a suspension must be turned in upon the first day the student returns to school. Students failing to comply with this requirement will be treated the same as any other student who turns in late work.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:
1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.

3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

INTRADISTRICT TRANSFERS

All students must transfer between district schools when their residence changes to a different attendance area, unless exempted by the superintendent or designee. Further, the district maintains the ability to transfer students between schools as needed.

► Students with disabilities may be assigned to attend a school outside the student's attendance area by the 504 team or pursuant to the student's Individualized Education Program (IEP). Administrators participating in these decisions will notify the admissions office as soon as the decision is made to place a student outside his or her attendance area.
► The superintendent or designee may direct the intradistrict transfer of students for the health, safety or welfare of the student, to maintain discipline and safety in the schools, to better meet the educational needs of the student or to address overcrowding in school.

COMMUNITY COUNSELING AGENCIES SERVICES AVAILABLE TO STUDENTS AND FAMILIES

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

BOARD OF EDUCATION POLICIES

Board of Education policies are available in the Superintendent's office, the West Plains Elementary School Principal's office, and online at www.zizzers.org.

WEAPONS POLICY

It is against the policy of the West Plains R-VII School District to bring guns, handguns, or any kind of weapon onto school property.

SURVEY

Without written consent of a parent or consent of the student if emancipated, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation that reveals personal information.

WEST PLAINS R-VII SCHOOLS NONDISCRIMINATION

"Students, their parents, and employees of the West Plains R-VII District are hereby notified that this school district does not discriminate on the basis of gender or handicap and is required by Title IX and Section 504 not to discriminate on the basis of gender or handicap in its educational activities and employment practices. Any person having inquiries concerning West Plains School District compliance with Title IX is directed to contact Dr. Wesley Davis, 610 East Olden St., West Plains, Missouri 65775, telephone (417)256-6155. Any person having inquiries concerning compliance with Section 504 is directed to contact Mrs. Heather Miller, 730 East Olden St., West Plains, Missouri 65775, telephone (417) 256-6150. These people have been designated by the West Plains School District to coordinate the school district's efforts to comply with Title IX and Section 504."

Nondiscrimination in Educational Programs

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

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

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

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

Nondiscrimination in Educational Activities

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

Access is open to all students in, but not limited to, the following activities: music, pep club, cheerleaders, intramurals, athletics, pom-poms, clubs and organizations. Students may be selected by gender in music if done for voice range. Federal regulations do not require single coeducational teams for males and females or through a single team open to both genders. Game schedules, practice facilities, locker rooms, coaches and other related items must be equal. It is the desire of the school district to provide the sports and levels of competition, which effectively meet the interests and abilities of both boys and girls.

SEXUAL HARASSMENT (STUDENTS) (POLICY ACAB)

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

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature when:

1. Submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in other school or extracurricular activities.
2. Submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions, which have a demonstrable effect upon the individual subjected to the conduct.
3. Such conduct has the effect of unreasonably interfering with the individual's work, academic, or extracurricular performance or creating an intimidating, hostile, or offensive work or learning environment.

ASBESTOS

The Asbestos Hazard Emergency Response Act of 1986 (AHERA), was enacted to determine the extent of, and develop solutions for, any problems schools may have with asbestos.

A certified asbestos inspector, as required by AHERA has inspected our facilities. The inspector has located, sampled, and rated the condition and hazard potential of all materials in our facilities suspected of containing asbestos.

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

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

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

PROTECTION OF INSTRUCTIONAL TIME

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

STUDENT RECORDS – NOTICE OF PRIVACY RIGHTS

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

These rights are fully explained in the Family Educational Rights and Privacy Act of 1974.

The laws and regulations require school systems to:

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

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

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

TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES FOR STUDENTS, FACULTY AND STAFF

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

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

PROCEDURES

Level One:

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

Level Two:

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

Level Three:

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

Level Four:

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

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

Matthew Orchard
610 East Olden St.
West Plains, Missouri 65775

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

Students – Discuss grievances with your principal. If not satisfied, file a grievance using the form provided by your principal.

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

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

ACCESSIBILITY OF FACILITIES

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

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

ADA Coordinator: Dr. Wesley Davis, 610 East Olden St., West Plains, Missouri 65775, 417-256-6155.

Section 504 Coordinator: Mrs. Heather Miller, 730 East Olden St., West Plains, Missouri 65775, 417-256-6150.

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

TRAUMA-INFORMED SCHOOLS INITIATIVE

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

Missouri Trauma-Informed Schools website
https://dese.mo.gov/traumainformed

Parent/Guardian Notification to Access Public Insurance

Dear Parents/Guardians:

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

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

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

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

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

Can you be required to enroll with the MO HealthNet Division (MHD) for public insurance?
You cannot be required to sign up for or enroll in public insurance for your child to receive a free appropriate public education, including IEP services.

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

What if you change your mind?
You have the right to withdraw consent to disclose your child's personally identifiable information to the MO HealthNet Division for billing purposes at any time.
Will your consent or refusal to give consent affect your child's IEP services?
No. Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for purposes of the school accessing your MO HealthNet benefits.

What if you have a question?
Please call your school district's Special Education Department with questions or concerns.

DISTRICT ASSESSMENT PLAN

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

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

1. *Student Achievement* – To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.

2. *Student Guidance* – To serve as a tool for implementing the district's student guidance program.

3. *Instructional Change* – To provide data that will assist in the preparation of recommendations for instructional program changes to:

    a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.

    b. Help the professional staff formulate and recommend instructional policy.

    c. Help the Board of Education adopt instructional policies.

4. *School and District Evaluation* – To provide indicators of the progress of the district and individual schools toward established goals.

5. *Accreditation* – To ensure the district maintains accreditation.

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

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)[2].

Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs
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1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

[1] *Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V* Revised 4/17 [2]*In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)*

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and

2. The facts on which the statement is based and the specific requirement allegedly violated. **7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

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

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

West Plains School District
Parent's Right to Know

Parents Right-to-Know

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject area in which the teacher provides instruction
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher
- Whether your child is provided services by paraprofessionals and, if so, their qualifications

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A
- Timely notice that your student has been assigned, or has been taught 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned

West Plains R-VII School District has three Title I.A funded buildings. They are

- West Plains Elementary (Schoolwide)
- South Fork Elementary (Schoolwide)
- West Plains Middle School (Targeted)

If you have any questions or need further assistance, please contact Dr. Amy Ross, Assistant Superintendent, at (417) 255-8676.