

Southern Missouri Technical Institute

407 W. THORNBURGH ST. WEST PLAINS, MO 65775 • 417. 256. 6152

2026-2027

Secondary Handbook

"Developing a high-quality workforce"

www.somotech.edu

WELCOME

First, let us welcome you to Southern Missouri Technical Institute (SoMoTech). For over 50 years, we have been providing high school students the opportunity to prepare for a rewarding career in a variety of fields. You now join a line of students that we are proud to have helped develop those skills. Whether you plan to enter the field, enlist in the military, or continue your education after high school, this training will benefit you. However, like most anything in life, the benefits of these programs are directly proportional to the commitment a student has to learn the craft. It is a privilege to have access to this kind of training at virtually no cost to you. We know you will find this training both challenging and rewarding. We are very excited to have you on our campus and as a part of a very successful legacy of developing a high-quality workforce.

If you need assistance throughout the year, please do not hesitate to reach out to us, and, again, welcome.

Dr. Josh Cotter, Director Mrs. Joy Holloway, Counselor

OFFICE HOURS & CONTACT INFORMATION

8:00 A.M. – 4:00 P.M.
(hours may vary when school is not in session)

Phone: (417) 256-6152 Email: info@somotech.edu

SoMoTech CAMPUS & PROGRAM LOCATIONS

407 W. Thornburgh (Main Campus)

Auto Body & Collision Repair, Auto Mechanics Technology, Carpentry, Commercial & Advertising Art, Culinary Arts, Electric Line Technology, Health Sciences, Pharmacy Technician, Practical Nursing, Surgical Technology & Welding Technology

610 E. Olden Street (CC Building)

Agriculture, Business/Accounting/Marketing/SBE,
Family and Consumer Sciences, Project Lead The Way (PLTW) & Introduction to Carpentry

SoMoTech PHILOSOPHY

Careers of today and tomorrow demand increased technical expertise requiring extended training and education. Since 1970, Southern Missouri Technical Institute provides the quality education and vocational skills training that business and industry expect in their employees. SoMoTech students are prepared with the skills, academic foundation, leadership, and flexibility to be competitive. The workforce of tomorrow needs to be ready to adapt to a constantly changing world of rapid technological advances and new ideas. SoMoTech education also prepares students for a variety of postsecondary options, including higher education, skilled employment, and lifelong learning.

Qualified instructors use industry standards and advanced training equipment to prepare students for numerous career options. Academic preparation is a critical component of the SoMoTech student's career development plan. Success and upward mobility in careers is highly dependent upon the ability to be both academically and technically proficient. A strong academic foundation is important in learning the increasingly complex technical skills required by today's workforce. Student learning styles differ and call for a variety of strategies to successfully teach/learn academic and technical subject matter. Instructors and staff at Southern Missouri Technical Institute will strive to set an example and foster leadership, service, and teamwork for every student.

MISSION STATEMENT

The mission for SoMoTech is to develop a high-quality workforce.

VISION STATEMENT

Southern Missouri Technical Institute will provide the West Plains and surrounding region with training that utilizes industry standards and technology.

Southern Missouri Technical Institute will provide our students employability skills and a desire to be life-long learners.

Our Expectations...

When a Southern Missouri Technical Institute student completes a program of study, they will:

- Earn a professional certificate within their career and technical field.
- Demonstrate work ethic skills appropriate to their field.
- Have the technical and academic skills required for employment at an equitable wage.
- Possess the skills necessary to pursue a degree from an institution of higher education.

SoMoTech DAILY SCHEDULE

All times vary based on the school calendar and sending school travel times. Generally, the times listed below are when students attend classes.

AM Block Start 9:00 a.m.
AM Block End 11:40 a.m.
PM Block Start 12:15 p.m.
PM Block End 2:45 p.m.

SoMoTech Offices are open Monday through Friday from 8:00 a.m. to 4:00 p.m. Times may be adjusted when school is not in session.

PARTICIPATING SCHOOLS

The West Plains School District, in cooperation with twelve other school districts, supports and operates SoMoTech. The participating school districts are Alton, Bakersfield, Dora, Gainesville, Houston, Koshkonong, Lutie, Mountain View-Birch Tree, Summersville, Thayer, Willow Springs, Winona.
The service area of the Southern Missouri Technical Institute is designed to serve Howell, Oregon, Ozark, and Shannon Counties. The vocational programs are offered with the purpose of providing youth and adults with programs of high quality, which are realistic in the light of actual or anticipated opportunities for gainful employment.

VISITORS

Due to the nature of career and technical education, student-age visitors will not be allowed in the classroom or shops, unless prior permission is obtained from the Director. Any other visitors must enter through the main entrance and will be required to show government-issued identification.

STUDENT RESPONSIBILITY

This school is different from other schools you have attended before. The classes will be conducted differently and the atmosphere of the school will be entirely different. Our main purpose is to provide students with skills, attitudes and knowledge required to enter a chosen field of work, therefore we try to simulate the working world. We want students to feel (to a certain extent) they are actually working. There will be enough classroom and theory given so that you feel comfortable while working in the lab or shop.
Each instructor has adequate experience in the trade he/she is teaching to be able to establish an actual working atmosphere in his/her class. It is absolutely necessary that all students work in this atmosphere and conform to the overall rules of trade.

DRESS CODE

Students are expected to arrive in suitable clothes as would be expected in their vocational area. The clothing shall be laundered frequently to keep a good personal appearance and good hygiene. The instructor will inform students what constitutes suitable attire for your training program. Grooming, actions, and language must be in good taste at all times.
Student dress and appearance guidelines are based on accepted standards in the field in which the student is training to enter. As the instructor is responsible for the entire training and safety of the student, departures from instructor guidelines will not be allowed.
It is nearly impossible to cover all dress situations, which may arise. However, the following items will be considered unacceptable:

1. All Shirts must have a sleeve. Halter tops, tank tops, or any top which exposes the midriff. spaghetti strap tops are not permissible. Shirts with large arm holes *Low-cut shirts are not permitted and appropriateness of any shirt is left to the discretion of the administration.*
2. Patches or suggestive writing on clothing or hats having vulgar, sexual, drug or alcohol connotations.
3. Bare feet.

4. Short shorts, cutoffs, biker shorts, etc. All shorts and skirts must be long enough so that the tip of the middle finger does not touch bare skin when the student is standing upright.
5. Jeans or pants with holes or tears which go completely through the cloth above the knee are not allowed (when standing upright). Skirts and shorts with holes are not permitted since the holes would be above the knee.
6. Chains/ropes hanging from clothing.
7. Clothes must fit properly and not be a distraction to the educational environment.
8. Any clothing, makeup or accessories which may cause a distraction to the educational environment.

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

BODY PIERCING

Due to health and safety concerns related to blood-borne diseases, the school strongly discourages body piercing other than pierced ears. This recommendation is related to protecting and promoting good health and safety precautions for the school population. **Students with piercings, other than the ears, are not permitted to wear jewelry that protrudes from the body (hoops, rods, etc.). Rather, the jewelry must lie flat against the skin (studs, solitares, etc.).**

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

ATTENDANCE POLICY (COURSE CREDIT)

Good attendance is essential if an individual is to achieve maximum success from school. This is particularly true in vocational technical education where the courses are specifically designed for most of the work to be done at school. Part of the training involves the development of good work habits. Many employers tell us that "regular attendance" is at the top of their list of good habits.

A student who attends regularly will develop better skills, better work habits, and usually be more employable than if they had been absent frequently.

To receive course credit a student must complete and pass all assigned work and meet the attendance requirements for their home school.

SoMoTech honors each home school's attendance policy. Attendance will be reported to the home through an online portal. At the end of each quarter the students' letter grade and attendance will be reported and the home school will have the authority to give credit, an incomplete or no credit.

COURSE REQUIREMENTS

SoMoTech PROFICIENCY CERTIFICATION

Proficiency certification will be issued to students that complete the following requirements:

A. Attendance rate will be 95% of SoMoTech program. The student may not have more than 8 unexcused absences per year. Students are responsible for clearing their excused absences with the program instructor within two school business days. Absences that may be excused under the home school attendance policy are:
    a. Illnesses with a doctors note
    b. Death in Family with a parental note
    c. Dentist or Eye appointment with a doctors note
    d. Court with a court clerk note
    e. Home school activity, notification from home school
B. C Average for all work assignments completed in the program.
C. Completion of entire program; 8 quarters for a two-year program and 4 quarters for a one-year program, any exceptions must be approved by administration.
D. Students must master 80% of the course competencies.

ATTENDANCE AT HOME SCHOOL ACTIVITIES

As might be expected there will be home school activities that students may miss by being in attendance at the SoMoTech. If a student is a participant in a home school activity, the High School Principal grants permission for the home High School student to attend, permission will be granted for absence from the SoMoTech. **This should be arranged three (3) days prior** to the day of the absence by obtaining written permission from the home High School, signed by the Principal and delivering that form to the Administrative Office of the SoMoTech. Students will be informed by the SoMoTech that cooperative arrangements have been made.

STUDENTS MUST MAKE UP ALL CLASSROOM WORK MISSED FOR HOME SCHOOL ACTIVITIES.

REPORTING OF GRADES

SoMoTech will maintain updated grades in an online portal accessible to each homeschool.

EVALUATION

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

Gr.	G. Pt.	PERCENT
A	4	90-100
B	3	80-89
C	2	70-79
D	1	60-69
F	0	0-59

ASSESSMENT PROGRAM

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

DISTRICT ASSESSMENT PLAN

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

The purposes of the 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.

READING ASSESSMENT

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

ENGLISH PROFICIENCY ASSESSMENTS

The district will annually assess the English reading, writing and oral language skills of district students with limited English proficiency.

STATEWIDE ASSESSMENTS

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent/guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

NATIONAL ASSESSMENT of EDUCATIONAL PROGRESS

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

LEAVING THE CLASS

No student is to leave the class area during the school hours without written authorization from the SoMoTech Office and the instructor. Exceptions to this may include groups working away from the building. In such case, the instructor is to notify the Office.

CLASS BREAKS

So that students may receive the maximum instruction in their scheduled class breaks should be kept to a minimum. The instructor will schedule break time.

SHOP, LABORATORY & WORK SITE SAFETY

Instructors will be very strict in the enforcement of safety procedures in the shop, laboratory and work site sessions. It will be the student's responsibility to follow all safety procedures and use the necessary safety equipment while working in a lab, on a worksite or in a shop. All SoMoTech safety procedures and safety equipment will be thoroughly covered with each class prior to entering the laboratory area. The instructor should be informed of any injury acquired by a student during the training period.

Students in violation of any safety procedure or nonuse of safety equipment will be subject to Disciplinary Measures. Refer to penalties in the discipline section.

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 districtwide anti bullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying 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 antibullying 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 **antibullying** 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.

SENATE BILL NO. 519

78TH GENERAL ASSEMBLY

Senate Bill No. 519 requires all students, teachers and visitors to wear an industrial quality eye protective device when participating in or observing any of the following courses in schools, colleges, universities, or other educational institutions:

1. Vocational, technical, industrial arts, chemical, or chemical-physical shops or laboratories involving exposure to the following: hot molten metal, or other molten materials; milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials; heat treatment, tempering or kiln firing of any metal or other materials, gas or electric arc welding, other forms of welding processes; repair or servicing of any vehicle; caustic or explosive materials.
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations or other hazards not enumerated. SoMoTech provides eye protection for all students in our shop areas.

COMMUNICATION

RAPID NOTIFICATION SYSTEM - Blackboard

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

Our Rapid Notification System allows school administrators to keep parents updated quickly and efficiently with personalized messages and helps parents stay actively involved in their child's education.
The Rapid Notification System has the ability to do the following:
Reach thousands of parents per minute (calls and text alerts)
Send notifications even when school phone lines are down
Inform parents the very morning of a child's absence from school
Rapidly deliver first-hand information during a crisis situation
Parents will receive the following types of alerts from schools:
Routine notification calls do not directly affect the safety of students, staff or parents. These calls include upcoming events, delayed school bus routes etc.
Emergency notification calls are used during critical incidents where a child, staff member or parent's safety is in immediate jeopardy. These calls include lockdowns, evacuations and relocations.
Text alerts will be used to distribute quick reminders or information. If your primary phone is your cell phone, you will receive text alerts. (You will have the option to opt-out of receiving alerts.) Text alerts will be limited but will occur more frequently than our routine notification calls.
Email Updates will be sent out to the email address that parents enter into the student information system. These will include reminders and updates on various school events. Emails will be limited but will occur more frequently than our routine notification calls.

ZIZZERPRIDE E-NEWS

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

FILMING OF STUDENTS

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

POSTING/DISTRIBUTION of LITERATURE

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

SCHOOL CANCELLATIONS

In case of inclement weather or other emergency situations, announcement of school closings will be made through the Rapid Notification System Blackboard and ZizzerPride E-News in addition to information being posted on Facebook (www.facebook.com/wpzizzers) and Twitter (@wpzizzers). Information will also be supplied to local television stations, radio stations and other news outlets. As soon as a decision is made, the media will be notified. Additionally, our school website can be accessed for school closing information or other important information at http://www.zizzers.org. Please check the district website or social media outlets for information rather than calling the school. The school phone lines need to be kept open for emergency purposes.
If school is dismissed early, all efforts will be made to notify parents through the methods listed above. Parents should have arrangements made each school year for emergency-type situations. These arrangements should be discussed with your child/children so they will know what to do.

INSURANCE AND HEALTH INFORMATION

All students are encouraged to provide insurance information within the first seven days of school. Students may not be permitted in a shop situation until this condition has been satisfied. The school will not assume responsibility for medical charges acquired if a student or visitor is injured in the facility.
It is of vital importance that the health form be filled out by student and parents and returned to the school in order for us to have proper information in case of emergency. First Aid will be available at the school during the day. If a student needs emergency hospital or medical aid, he/she will be taken to the hospital or a physician and parents will be notified immediately. It should be noted that the SoMoTech **DOES NOT** carry accident insurance on its

students. It is therefore highly recommended that parents either carry accident insurance of their own or through the home school if available to ensure your child is covered.

QUALIFICATIONS FOR LEADERSHIP POSITIONS IN STUDENT ORGANIZATIONS

Student leaders are elected by members of their class and/or student body. Student leadership candidates must meet the minimum MSHSAA standards for participation (pass 5 of 7 classes attempted the prior semester), and have maintained a "C" cumulative grade point average. Student leadership candidates shall not have excessive absenteeism during the past two semesters, unless said absenteeism is waived by the Attendance Appeal Committee due to extenuating circumstances. Student leadership candidates shall be of good character, both in and out of school, and have no major infractions of the law and/or WPHS Student Conduct Code within the previous twelve months.

CLUBS

Career and Technical youth organizations are available to all students enrolled in the following vocational programs: FCCLA – Family Career & Community Leaders of America serving family and consumer science students; FBLA – Future Business Leaders of America serving business education students; FFA – Future Farmers of America serving vocational agriculture students preparing for jobs; SkillsUSA – serving trade and industrial, technical, and health occupation students. South Central MO Home Builders Association (Student Chapter) serving building trades students.

All of these clubs are an integral part of the curriculum and provide activities that are designed to produce a well-rounded individual with the following goals in mind:

1. Personal growth and self-confidence.
2. Leadership and cooperation.
3. Respect for work and career development.
4. Community understanding and love of country.

FOOD AND OPEN CONTAINERS

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

CELL PHONES AND PERSONAL ENTERTAINMENT DEVICES

While we encourage students to leave cell phones at home or at their sending schools, the use of personal electronic devices (including cell phones, tablets, gaming devices, headphones/earbuds, smartwatches, or any other device that can be used for communication, entertainment, or accessing the internet) at SoMoTech at any time is strictly prohibited (*RSMo 162.207*). A device is considered "in use" if it is visible or turned on. Smartwatches may be worn, but are not to be used for texting, calling, recording, or streaming. Violations will result in the same or similar consequences as cell phone use.

Consequences for personal electronic device use will include:

First offense: Device confiscated and held in the office until dismissal time;

Second offense: Device confiscated and returned to sending school, and referral to sending school for disciplinary consequences;

Third offense: Device confiscated and must be retrieved by a parent/guardian or sending school administration, referral to sending school for disciplinary consequences and one- to three-day suspension from SoMoTech;

Fourth offense: Device confiscated and must be retrieved by a parent/guardian or sending school administration, three- to five-day suspension from SoMoTech and/or termination from program.

Exceptions to this policy may include for compliance with individualized education plans, Section 504 plans, Individualized Health Care Plans, the Americans with Disabilities Act, the Civil Rights Act of 1964, and the Equal Educational Opportunities Act of 1974 regarding English language learners. Device use may also be allowed in case of an emergency (e.g., fire, tornado, or earthquake; active shooter; evacuation of school groups; medical emergencies; and any other serious, unexpected, or dangerous situation) and for educational purposes when directed by school administration with authorization as directed by board policies.

Students who choose to bring personal electronic devices to SoMoTech do so at their own risk and the West Plains R-VII School District, SoMoTech, nor its faculty will be held liable for lost, stolen, or broken items.

SCHOOL MEDICATION POLICY

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

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

Questions concerning this policy may be directed to:

School Nurse
West Plains High School
256-6150 (work)

TEXTBOOKS, SUPPLIES, EQUIPMENT

Textbooks, reference materials, and safety glasses will be provided by the SoMoTech. Upon completion or student withdrawal, all items must be returned to the instructor of the training program. If any items are lost or simply not returned, the student will pay replacement cost. The student will be responsible for the return of tools checked out in the laboratory sessions. Grades and/or credits will not be issued until all school property is returned. A charge will be levied if property is damaged more than expected from normal use. Trade and industrial students must pay the cost of materials used in projects to retain ownership of the article constructed. Some programs may require the student to acquire additional clothing, tools or equipment.

STUDENT LOCKERS

SoMoTech lockers are for the storage of tools, books supplies and personal belongings. They should be maintained in a neat and orderly condition. Please note:

A. LOCKERS ARE OWNED BY THE SCHOOL. THEREFORE, THE SCHOOL MAY LEGALLY SEARCH THEM SHOULD THE NEED ARISE. DRUG DOGS MAY BE USED TO PERIODICALLY SEARCH LOCKERS AND OTHER SCHOOL PROPERTY.
B. UNASSIGNED LOCKERS ARE NOT FOR STUDENT USE.
C. YOU ARE RESPONSIBLE FOR YOUR LOCKER. IF IT IS ABUSED, YOU MUST PAY FOR THE DAMAGES.
D. LOCKERS MUST BE CLEANED OUT BEFORE SCHOOL ENDS. THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS LEFT IN LOCKERS AFTER SCHOOL IS DISMISSED.

DRIVING REGULATIONS/DRIVING PASS POLICY

Students must ride in district provided transportation unless a special permit is issued. Students must report to a designated area upon returning to the high school campus. SoMoTech students ARE NOT permitted to drive to the other SoMoTech locations without advance, written approval from the Director. SoMoTech students are not permitted to drive to off-site campuses, transport other students, or ride with another student. Students are not to be picked up or dropped off at off-campus locations without prior approval. **THE SPEED LIMIT ON CAMPUS IS 10 MPH.**

Emergency situations or home school activities may require a student driving to school. Permission may be granted with the approval of the home High School Principal and SoMoTech Director, but must be requested in **advance.**

1. Student must obtain permission form from the instructor.
2. Program Instructor must complete and sign the driving permit.
3. Signatures from the following are required: Parent, and Home School Principal or SoMoTech Director.
4. The completed permission form must be brought to the SoMoTech office the day of driving to be kept on file.

Disciplinary action will be taken if the above procedures are not followed.

RULES AND SAFETY REGULATIONS FOR PUPILS RIDING ON BUSES

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
2. Pupils should be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
3. Pupils should never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Profane language and gestures are prohibited.
6. Proper conduct and dress are to be observed by pupils while riding.
7. Pupils must not throw things on the bus.
8. Pupils must not, at any time, extend arms or head out of the bus windows.
9. Pupils must not try to get on or off the bus, or move about within the bus while it is in motion.
10. Pupils must observe directions of the driver when entering or leaving the bus.
11. No animals shall be permitted on buses.
12. No weapon of any sort shall be permitted on buses.
13. Any damage to the bus should be reported at once to the driver.
14. No hats are to be worn on the buses.

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

ASBESTOS

The Asbestos Hazard Emergency Response Act of 1986 (AHERA), was enacted recently by Congress. AHERA was enacted to determine the extent of, and develop solutions for, any problems schools may have with asbestos. 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 include: 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 students and employees have a healthy, safe environment in which to learn and work.

FIRE DRILLS

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

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

All students should be instructed to walk briskly but not to run. They should proceed to the outer walks and remain outside the building until an "all clear" is announced by the administration. They should then return to their classes quietly and immediately.

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

TORNADO DRILLS

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

EARTHQUAKE DRILLS

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

EMERGENCY ALERT PLAN (LOCKDOWN PROCEDURE)

Students should:

1. Remain in their assigned classroom.

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

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

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

ACCESSIBILITY OF FACILTIES

West Plains R-VII/SoMoTech does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or any aspect of their operations. The West Plains R-VII District also does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

Amy Ross, 305 Valley View Drive, West Plains, MO 65775 417-256-6150-- Mon-Fri, 8:00 a.m. - 4:00 p.m.

WEST PLAINS R-VII/SoMoTech SCHOOLS
NON-DISCRIMINATION POLICY

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

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

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

NONDISCRIMINATION IN EDUCATIONAL PROGRAMS

Gender will not be used as a basis for determining admission to education programs of the West Plains R-7 School District. Gender will not be used as a basis for determining a student's access to or participation in any course.

PROCEDURES

Level One:

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

Level Two:

In the event a grievant is not satisfied with the disposition of the grievance at Level One; the grievant shall reduce the grievance to writing, sign it, and submit it to the Director 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 results in gender discrimination or discrimination on the basis of handicap. The Director or immediate Supervisor must submit a written answer within five (5) days after the 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 must submit the written grievance within five (5) days thereafter to the Area Associate Superintendent. The Area Associate Superintendent will respond to the written grievance within five (5) days thereafter.

Level Four:
In the event a grievant is not satisfied with the disposition of the grievance at Level Three, the grievant may submit the written grievance to the Director of Title IX and Section 504 who will convene a grievance committee for the purpose of examining evidence of sex discrimination or discrimination on the basis of handicap in the case submitted. The grievance committee will consider all relevant evidence presented in connection with the grievance and may request individuals to testify before the committee. Within twenty (20) days after receipt of the written grievance, the grievance committee shall determine what action, if any, should be taken to resolve the grievance. The decision of the grievance committee shall be final and a copy of such decision shall be delivered to the grievant.
Students may be separated on the basis of gender for class activities where the materials and discussion deal exclusively with human sexuality or where physical education classes are engaged in competition of body contact sports. No course will be offered to only one sex. Sex discrimination in academic or vocational counseling is also prohibited. Title IX requirements do not apply in any way to the selection or use of textbooks, or curricular materials. The West Plains R-7 School District does recognize, however, that sex stereotyping in curricular materials is a serious matter; and textbooks and materials considered for use in the school system will be carefully examined for such stereotyping.

NONDISCRIMINATION IN EDUCATIONAL ACTIVITIES

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

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

The following policies and procedures are established in order to assist in the fair resolution of student, faculty and staff grievances. A grievance hereunder is a claim by a student, faculty member or staff member that a violation of Title IX or Section 504 regulations has occurred. When 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 terms *days* shall mean days when school is in session except that when a grievance is filed on or after May 15, *days* shall mean Monday-Friday, except legal holidays.
2. A grievance may be filed by an individual grievant; or by a parent on behalf of a student grievant; if the grievant feels that gender discrimination or discrimination on the basis of handicap has occurred in this school district.
3. No grievance shall be recognized unless it is filed at the appropriate level within ten (10) days after the occurrence of the event, which is the subject of the grievance.
4. The inclusion of time limits in this policy is for the purpose of insuring prompt action. In circumstances where the grievant does not pursue the next step of the procedure within the time period specified, unless there is a mutually agreed extension of time, the grievance shall be deemed to have been settled and no further action shall be required. In the absence of a written reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered to have been denied and the grievant may submit the grievance in writing to the next level.

GRIEVANCE PROCEDURES

The School District's Officer responsible for the Title IX is:
Mr. Matt Orchard
West Plains R-7 Schools
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 grievance with his or her principal. If not satisfied, file grievance using form provided by your principal.
Inquiries or grievances concerning Title IX may also be made directly to:
Director of the Office for Civil Rights

Department of Health, Education and Welfare
Washington, DC 20201

PROFESSIONAL QUALIFICATIONS OF STAFF

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

STUDENT RECORD – NOTICE OF PRIVACY RIGHTS

This notice informs parents and eligible students (those 18 and over) of their rights concerning educational records maintained by the West Plains R-7 School District. The rights include those of access to the records, opportunity to challenge such records, limitations on disclosure, and provisions to file a complaint with the Department of Education. These rights are explained in the Family Educational Rights and Privacy Act of 1974.
The laws and regulations require school systems to:

1. Provide parents and eligible students the opportunity to inspect educational records. Requests should be directed to the 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 students' right of privacy. This does not apply to grades.
3. Limit disclosure of information from the student's record to those who have written consent of the parent or eligible student, or to officials specifically permitted under the law; (such as West Plains R-7 School Officials); to those of other schools in which the student seeks to enroll; and under certain conditions and for specific purposes to local, state and federal officials.
   Parents and eligible students may file a complaint with the Department of Education if they believe their rights under this law have been violated; and if efforts to resolve the situation through appeal channels within the West Plains R-7 School District have not proved satisfactory.

Complaints should be addressed to:

Family Educational Rights
Switzer Building
Room 4511
Washington, D.C. 20202

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

BOARD OF EDUCATION POLICIES

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

DIRECTORY INFORMATION

Please be advised that the school district will release "**Directory Information**" concerning students upon request. This will include the following information: The student's name, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas, awards received, photographs and other similar information. Student names will be released to all military recruiters or institutions of higher education that request them unless parents/guardians specifically request their names not be released. If you do not want this type of information about your child released, please send a note to that effect to your child's principal. Notification must be received by the school by the end of the second (2^{nd}) full week of school.

OUTSIDE COUNSELING AGENCIES AVAILABLE TO STUDENTS

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.

STUDENT CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operations of school districts. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student will result in the imposition of a specific penalty.
The circumstances surrounding an incident and the student's previous disciplinary record should be taken into account in determining the appropriate punishment. Therefore, it is sometimes necessary to take more firm

disciplinary action than guidelines may call for due to repeated misconduct. It is assumed that the classroom teacher will handle many of the minor violations of rules that do not warrant referral to an administrator.

PENALTIES FOR VIOLATION OF
SoMoTech STUDENT CONDUCT CODE

1. STUDENT CONFERENCE/WARNING BY THE DIRECTOR.

2. PARENT/STUDENT CONFERENCE WITH THE DIRECTOR.

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

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

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

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

In-School Suspension Rules

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

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

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

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

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

11. 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.

VIOLATIONS COVERED AT SoMoTech

VIOLATIONS AGAINST PERSONS

ASSAULT – The Missouri Safe Schools Act of 1996 establishes the crime of "assault while on school property". A person commits the crime of assault while on school property if the person
1) Knowingly causes physical injury to another person; or
2) With criminal negligence, causes physical injury to another person by means of a deadly weapon; or
3) Recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; and the act occurred on school or school district property, or in a vehicle that at the time of the act was in the service of a school or school district, or arose as a result of a school or school district-sponsored activity.
Assault while on school property is a class D felony.
(Safe School Act—House Bills 1301 & 1298; 1996)

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

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

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

Step One:	Expulsion.

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

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

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

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

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

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

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

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

HARASSMENT, including Sexual Harassment (see Board policy AC)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY

DRUGS/ALCOHOL (see Board policies JFCH and JHCD)

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

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

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

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

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

Step One:	Expulsion.

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

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

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

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

VIOLATIONS AGAINST PROPERTY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VIOLATIONS OF PUBLIC DECENCY AND GOOD ORDER

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ELECTRONIC DEVICES – Any use of cell phones or other electronic devices is at the discretion of the instructor. Laser pointers should never be brought to school and will be confiscated immediately. Students are also reminded that such property brought to school is the responsibility of the student and WPHS/**SoMoTech** is not responsible for theft of such property. Refusal to give a staff member a phone due to a violation will result in an additional charge of insubordination.

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

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

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

FAILURE TO BRING NECESSARY MATERIALS TO CLASS OR COMPLETE ASSIGNMENTS

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

FAILURE TO MEET CONDITIONS OF SUSPENSION, EXPULSION, OR OTHER DISCIPLINARY CONSEQUENCES - Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."
As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

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

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

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

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

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

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

Each Offense:	1-3 ASD or Friday School.

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

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

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

Electronic Devices – (SEE ALSO PERSONAL ENTERANINMENT DEVICE AND CELL PHONES) West Plains R-VII School District recommends that students should not bring Walkmans, MP3's, IPods, CD players, etc. to school due to the high theft nature of these items. Students who choose to bring such items do so at their own risk and neither the West Plains R-VII School District nor its faculty will be held liable for lost, stolen, or broken items. The ability of students to use such devices is left to the discretion of the individual teacher during their class time.

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

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

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

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

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

Skateboards – Skateboards are not allowed on campus.

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

Other – Any disruptive or potentially disruptive item not listed

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

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

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

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

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

POSSESSION OF SEXUALLY EXPLICT, VULGAR, OR VIOLENT MATERIAL, USE OF LEWD OR OBSCENE LITERATURE – The writing or drawing of lewd or obscene literature, gang/satanic writing and drug related items. These are offensive to school standards and do not have a serious literary, artistic, political or scientific value. Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited

to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

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

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

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

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

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

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

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

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

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

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

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

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

DISRUPTIVE BEHAVIOR WITH INJURY

Step One:	1-3 days ISS and Parent Conference

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

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

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

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

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

Interscholastic Activities Code of Conduct

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

West Plains R-7 School District Standards

INFRACTION	**1ST OFFENSE**	**2ND OFFENSE**	**3RD OFFENSE**
Alcohol/drugs (use, Possession, under Influence)	**Suspension for 30% of activity season**	**Suspension for 365 days**	**Permanent Restriction**
Drugs (distribution)	**Suspension for 365 days**	**Permanent Restriction**	**N/A**
Suspension from School	**For all infractions: One day suspension from participation in the activities program for each day out -of-school suspension and/or ALC school assignment .**		
Violations of law (Felony)*	**For all infractions: Suspension from participation for an alleged violation. Reinstatement upon acquittal. Possible permanent restriction upon conviction.**		
Violations of law of (Misdemeanor)*	**For all infractions: Students may be suspended from participation at the direction the review committee comprised of the Principal, Athletic Director and Coach or Sponsor.**		

***The student will immediately report any violation of law to the Athletic Director.**

Definition of terms:

1. Alcohol and Drugs Student participants are expected to lead a drug and alcohol-free lifestyle. The possession, use, or distribution of alcohol, drugs, narcotics, hallucinating agents, controlled substances, illegal substances or contraband by participants in the activities program at any time at any location is prohibited.

2. Suspension from School A suspension from participation in the activities program will be assessed for a violation of West Plains School District standards which result in an out-of-school suspension or placement at the Alternative Learning Center. One-day suspension from participation in the activities program will be assessed for each day of out of school suspension or assignment to the Alternative Learning Center.

3. Violations of Law-Felony A suspension from participation in the activities program will be assessed for an alleged violation of law that results in felony charges being filed in a court of law. The suspension will be terminated when the participant has been acquitted or adjudicated not to have committed the felony. A participant who has been convicted of a felony will not be permitted to participate in interscholastic activities for the duration of his/her enrollment in the West Plains School District. A one-year review will be conducted to determine participation in extra-curricular activities. Possible permanent restriction upon conviction. The student will immediately report any violation of law to the Athletic Director.

4. Violations of Law–Misdemeanor A suspension from participation in the activities program may be assessed for an alleged violation of law that results in misdemeanor charges being filed in a court of law. A committee comprised of the Principal, Athletic Director and Head Coach or Activity Sponsor will convene to review the facts surrounding the allegation. The decision to suspend, and the length of suspension, will be determined by this committee on a case by case basis. The student will immediately report any violation of law to the Athletic Director.

5. Team Responsibilities If a participant is suspended from participation for a period of time less than the duration of the entire season, the participant is expected to cooperatively fulfill all team responsibilities including attendance at practice, team meetings, games, and other expectations placed on team members by the coach or sponsor.

6. Eligibility for other activities In the event the duration of a suspension carries beyond the close of a season, the participant may try out for another activity. The balance of any suspension will carry over to the next activity and the season the student participates. The student must complete the following season to be eligible for later seasons.

7. Application The standards outlined are in effect for grades 9-12. Infractions accumulate during the period of time a student is enrolled at these grade levels. Every student enrolled is a potential student participant and is subject to the standards and consequences as outlined above, even if at the time of infraction, the student is not actively participating in an activity. For the purposes of this policy, scheduled tournaments are assessed on the basis of one day of tournament play equals one suspended game day, regardless of how many games are played on a particular tournament day.

8. Performance Enhancing Substances In order to minimize health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

9. Required Co-Curricular Involvement If a student is enrolled in a course where participation in an activity covered by this policy is required, and is subsequently suspended from participation in accordance with this policy, the student will be provided alternate assignment(s) to meet the mandatory interscholastic participation requirement, thus deferring an academic penalty.

10. Additional Standards In addition to the West Plains School District Standards outlined above, student participants will be expected to adhere to the standards of the Missouri State High School Activities Association standards and program rules and standards established by each coach or sponsor. Program rules and standards will be communicated to participants prior to their participation.

11. Due Process Students shall have the opportunity to express their side of the incident, rules infraction, or discipline offense. If the student is dissatisfied with any decisions, he/she has the right to appeal through the following process:

A. Sponsor/Coach
B. Athletic Director
C. Building Principal/Director
D. Superintendent
E. School Board

Appeals to the Superintendent level or above must be in writing and submitted within ten (10) days of the previous decision.

12. Right of Appeal A student may appeal any disciplinary consequences using the procedures contained in West Plains Board of Education policies.

District Electronic Communications Guidelines

Purpose and Scope

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

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

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

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

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

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

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

SYSTEM ACCESS

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

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

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

Individual User's Responsibility

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

1. Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
2. Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, inaccurate, sexually threatening, offensive, or other unlawful material may not be sent by e-mail or other form of electronic communication or displayed on or stored in the District's computers. Users encountering or receiving such material should immediately report the incident to a superior.
3. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Others may review anything created on the computer.
4. Users may not install software onto any computer or the network.
5. Users should not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file.
6. Without prior written permission, the computer and telecommunication resources and services of the District may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and/or self-replicating code), political material, or any other unauthorized or personal use.

7. The individual in whose name a system account is issued will be responsible at all times for its proper use. Users are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored online, or given to others.
Users are responsible for all transactions made using their passwords.
8. A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.
9. System users must not encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by District policy or state or federal law.
10. Transmission of material, information, or software in violation of any District policy or local, state, or federal law is prohibited.
11. System users identifying a security problem in the District's system must notify the appropriate teacher, campus administrator, or District coordinator.
12. System users may not use another person's account without written permission from the campus administrator or District coordinator, as appropriate. Attempts by a user to log on to the District's system as another user will result in cancellation of user privileges and may result in other disciplinary action.
13. System users must not write to directories other than their own, as identified by the District.
14. Students may not use real-time conference features, such as talk/chat/Internet relay chat.
15. System users must remove electronic mail in accordance with established retention guidelines. Such messages will be removed if time lines are not respected by the system user.
16. System users will not evade, change, or exceed resource quotas or disk usage quotas set by the District, except with the specific approval of the District. The District may remove the file of a user who continues to exceed disk space after seven calendar days of notification.

Vandalism Prohibited

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

Forgery Prohibited

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

Updating Member Account Information

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

Information Content/Third Party Supplied Information

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

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

Termination/Revocation Of System User Account

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

Prior to a suspension or revocation of system service, or as soon as practicable, the principal or District coordinator will inform the system user of the suspected violation and give him or her 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 be the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

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

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

In order to protect the technology assets of West Plains R-VII, to minimize unnecessary system downtime, and to supplement the District's Electronic Communications Use Guidelines, the following policies are to be followed by all system users:

1. Computer Access

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

B. Staff members are not to allow student access to any portion of the district network through a staff user's account.

C. Student use of an administrative or office workstation is not allowed.

D. Students are not to perform administrator level activities on any computer system.

2. Software

A. Software can be loaded or removed only by Office of Technology Staff.

B. Students and staff are not to bring diskettes or CD-Roms from home or other sources and load them onto any computer.

C. Strict compliance with software copyright laws will be maintained. There must be a license to support each and every installation of a program.

D. Downloading of programs for storage on a hard drive or diskette is not allowed without authorization.

E. Use of computer games for any purpose is not allowed.

3. Hardware

A. Setup and connection of new computers is to be done only by Office of Technology Staff.

B. Computer hardware must not be moved without prior approval from the Office of Technology.

C. Repairs to technology equipment are to be performed only by Office of Technology Staff.