

# West County Middle School

"Making Our Middle Grades Work"

# BULLDOGS



Student Handbook  
2016-17

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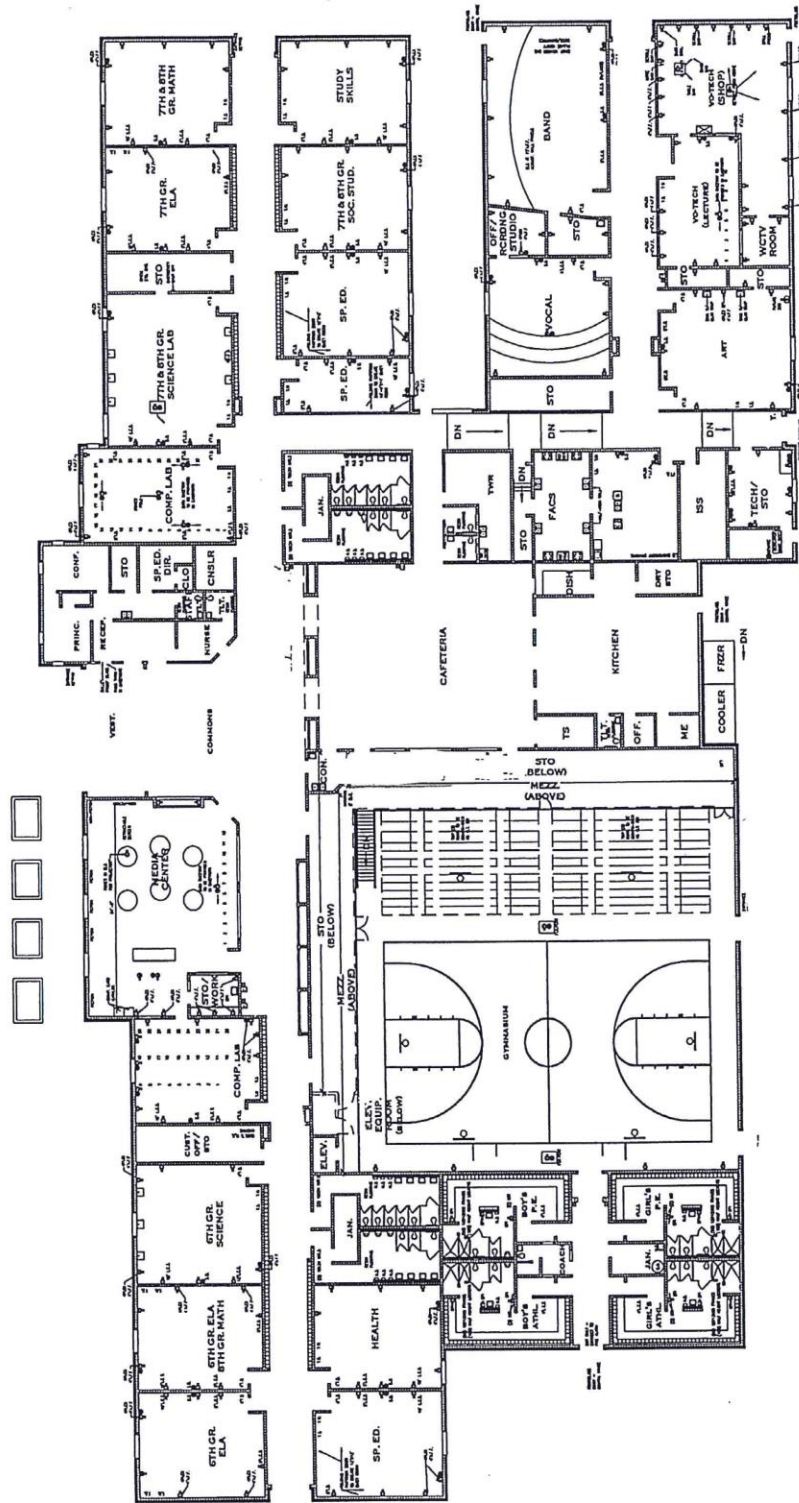
## Student Calendar

New Student Registration	August 10, 2016
Open House	August 11, 2016
Students Report	August 18, 2016
Labor Day - NO SCHOOL	September 5, 2016
Teacher In-service - NO SCHOOL	September 16, 2016
Early Dismissal/Teacher In-Service	October 5, 2016
First Quarter Ends	October 19, 2016
Parent-Teacher Conferences (3-7 p.m.)	October 25, 2016
Early Dismissal @ 12:45/Parent-Teacher Conferences (1-6 p.m.)	October 27, 2016
NO SCHOOL	October 28, 2016
Early Dismissal @ 12:45/Teacher In-Service	November 9, 2016
Early Dismissal @ 12:45	November 23, 2016
Thanksgiving Break - NO SCHOOL	November 24-25, 2016
Early Dismissal @ 12:45/Second Quarter Ends	December 21, 2016
Winter Break - NO SCHOOL	December 22-January 3, 2017
Martin Luther King, Jr. Day - NO SCHOOL	January 16, 2017
Presidents Day - NO SCHOOL	February 20, 2017
Third Quarter Ends	March 10, 2017
Parent-Teacher Conferences (3-7pm)	March 14, 2017
Early Dismissal @ 12:45/Parent-Teacher Conferences (1-6 p.m.)	March 16, 2017
NO SCHOOL	March 17, 2017
Easter Break - NO SCHOOL	April 14-17, 2017
Last Day of Student Attendance – Early Dismissal @ 12:45 p.m.	May 15, 2017

**\*Revised 8/18/2016**

# West County Middle School MAP

## MIDDLE SCHOOL FOR WEST ST. FRANCOIS CO. R-IV SCHOOL DISTRICT ST. FRANCOIS COUNTY, LEADWOOD, MISSOURI



## **Bell Schedule**

8:00 – 8:15		Teacher Advisory
8:10		Warning Bell
8:15		Tardy Bell
8:15 – 9:08	(50 min.)	1 <sup>st</sup> Hour
9:12 – 10:02	(50 min.)	2 <sup>nd</sup> Hour
10:06 – 10:56	(50 min.)	3 <sup>rd</sup> Hour
11:00 – 12:14	(50 min.)	4 <sup>th</sup> Hour

## **LUNCH SHIFTS**

11:00 - 11:20	(6 <sup>th</sup> grade)	Hartley, Clifton, Sansoucie, Stroup, Norton
11:24 – 11:44	(8 <sup>th</sup> grade)	Barnett, Brewer, S. Coffman, Hassell, Cordray
11:54 – 12:14	(7 <sup>th</sup> grade)	Brinkley, Camp, Davis, LaBruyere, Mills
12:18 – 1:08	(50 min.)	5 <sup>th</sup> Hour
1:12 – 2:02	(50min.)	6 <sup>th</sup> Hour
2:06 – 2:56	(50 min.)	7 <sup>th</sup> Hour

## **TEACHER PLANNING PERIODS**

8:15 – 9:08	Barnett, Brewer
9:12 – 10:02	Brinkley, Davis, LaBruyere, Mills, Norton, Stroup
10:06 – 10:56	Clifton, Hartley, Miller, Sansoucie, Wright
11:00 – 12:14	Camp, Cordray, Cover, Gidden
12:18 – 1:08	S. Coffman, Hassell
1:12 – 2:02	None
2:06 – 2:56	None

West St. Francois County R-IV School District  
Mission Statement: "Making Our  
Middle Grades Work"

# **EMERGENCY PROCEDURES**

## **FIRE / FIRE DRILL PROCEDURES**

- (1) The signal for a fire drill is short, continuous rings of the bell.
- (2) Students under teachers' directions are to file quickly from the building. Students are not to take any items with them.
- (3) Teachers must accompany their classes and see that order is maintained and that students maintain a safe distance from the school.
- (4) Teachers should take emergency binder with student roster (located in classroom) to take attendance and immediately report to the principal any students who are unaccounted.

## **TORNADO / TORNADO DRILL PROCEDURES**

- (1) The signal for a tornado alert or drill will be a continuous ring of the class bell.
- (2) Students, under teachers' directions, are to file quickly and quietly to prearranged safety spots. Students should not take anything with them and should not go to their lockers.
- (3) Teachers should accompany the students to the safety spots, and take roll.
- (4) Teachers should take emergency binder with student roster and report any students who are unaccounted.

## **EARTHQUAKE / EARTHQUAKE DRILL PROCEDURES**

- (1) The signal for an earthquake drill is a long-short sequence of bell rings.
- (2) The immediate danger of an earthquake is a falling object, or broken glass.
- (3) Turn away from windows, and stay under shelter (desk, etc...) until shaking stops.
- (4) After shaking stops, follow the instructions of classroom teacher, or other person in charge.

## THREATS OF VIOLENCE

The West County R-IV School District has zero tolerance for threats of violence directed at students or staff members. All threats of violence will be taken seriously. It is the responsibility of the building principal to determine, after giving notice of the allegations and basis of the allegations, along with a chance to explain, to the pupil allegedly to have a threat covered by this policy, when, and if a threat of violence has occurred. If the building principal determines that a threat of violence has occurred, the offending student will, for no more than 10 days, be suspended from school or placed in the Central R-III Alternative Education Program for grades 6-12. The suspension or reassignment will be reported to the superintendent. Attempts will be made to contact parents/guardians informing them of district disciplinary action. The suspension or placement will be in effort until a meeting can be arranged with the offending student, threatened individual, and the building principal.

The principal, at his or her discretion, may choose to invite any of the following:

- ☐ guidance counselor
- ☐ director of special services
- ☐ juvenile authorities
- ☐ superintendent
- ☐ social worker.

With written parent/guardian consent, the following may also be invited to attend the meeting:

- ☐ local police
- ☐ mental health officials
- ☐ any other individuals deemed necessary to the process.

The nature of the threat, along with the student's past behavior, age, and maturity level will be discussed at the meeting. The offending student will be given the opportunity to present any relevant information concerning the incident. Any incident where the student committed a violent act or possessed a weapon will be brought to the attention of the group and discussed during the meeting.

Following the meeting, the building principal will assign additional punishment that may include a required apology, additional OSS, placement in the Central R-III Alternative Education Program, or ISS. The principal may also elect to refer the incident to the superintendent of schools who may assign additional punishment up to 180 days of OSS or recommend expulsion to the West County Board of Education. With any decision to suspend a student for 10 or more days, the student will be given due process appropriate to suspension in excess of 10 days, as required by law. Any additional OSS assigned will outline the conditions under which the student may return to school.

# **STUDENT INFORMATION**

## **A.M./P.M. BUS STUDENTS**

Students arriving in the morning should wait in the gym unless they are going to eat breakfast. Students who ride the late buses in the afternoon must wait in the cafeteria until their bus arrives and they are dismissed by the duty teacher.

## **ANNOUNCEMENTS**

WCMS uses daily announcements which are also available online at [westco.k12.mo.us](http://westco.k12.mo.us).

## **CANCELLATION OF SCHOOL**

In case of bad weather or other emergencies, the superintendent may have to cancel school. This information can be heard on KREI-800 AM/KTJJ – 98.5 FM and KFMO – 1240 AM or Fox 2 news for official cancellation of school. **DO NOT CALL THE SCHOOL!** The school will send out an automated call to inform students/parents if there is a cancellation. Please make sure that contact phone numbers are updated with the school office. Please have prior arrangements for children made in case school is dismissed because of weather-related or emergency situations.

## **CHANGE OF ADDRESS**

Students must contact the principal/counselor office as soon as possible if an address or telephone number change occurs during the school year.

## **CLOSED CAMPUS POLICY**

Students must remain on the school campus for the entire school day. Students who must leave for pre-approved appointments must be signed out of the building in the office by their parent or guardian before leaving or they will be considered truant.

## **CAFETERIA AND LUNCH REGULATIONS**

Students will have a lunch period each school day. Students may purchase their meals or bring their own lunch. A free or reduced-cost government lunch program is available to families who meet certain requirements. For more information regarding the free or reduced-cost lunch program, please call the school office.

1. Eating shall be permitted only in the cafeteria.
2. Unacceptable table manners (throwing food, shoving, pushing, etc.) will result in a loss of lunchroom privileges.
3. Each student is asked to return his/her tray to the proper area after eating.
4. No food or drink is allowed to leave the cafeteria.
5. Students do not leave the cafeteria after eating until dismissed by the teacher in charge. The area must be clean before leaving.
6. No running or inappropriate behavior is permitted in the cafeteria or to and from the cafeteria.

## **Violations of these rules will result in loss of lunchroom privileges and administrative action.**

Although the child nutrition program does not approve of charges, we do not like any child to go without lunch; therefore, if a child is without lunch needs to charge, he/she may charge up to three lunches on their account. The money for the charge should be brought in the next day. No more than three of these can accumulate without contact of the parents. If charges are not paid before report cards go out, these will be held until debts are paid.



## **DAILY SCHEDULE**

The regular school day consists of seven class periods of 50 minutes each. School begins at 8:00 a.m. and concludes at 2:56 p.m. Early dismissals occur at 12:45 p.m. to allow for staff development and planning.

## **DISTRIBUTION OF LITERATURE**

No pamphlets, posters, or literature of any kind may be distributed on school grounds without prior approval from the principal.

## **DRESS CODE**

The purpose of the West County R-IV dress code is to promote an image of personal pride in appearance, which is in good taste and meets the basic requirements of decency. Students not meeting the guidelines below will be dealt with according to the discipline policy. Any staff member of the West County School District can make determinations of decency.

1. All shorts must be fingertip length and have no holes. Shorts should be properly fitted and in good taste.
2. Spandex biker shorts may be worn under gym shorts but must also be fingertip length.
3. In the event that shorts are worn underneath a skirt, the shorts or the skirt must be fingertip length.
4. Leggings must be worn with something that is fingertip length over them.
5. Dresses/skirts must be fingertip length and also be properly fitted and in good taste.
6. Obscene emblems, obscene writing, liquor/tobacco, or drug advertisements may not be worn on clothing or body. No sexual innuendos.
7. Midriff tops or tops that do not extend over the tops of the hips, muscle shirts, tank tops, and tops with spaghetti straps may not be worn to school. Sleeveless blouses/shirts must be tight around the shoulder/arm. No bra/undergarment straps should be visible.
8. Tops, which have been torn/cut to reveal more than the manufacturer intended by design, and tops with holes (cut/torn) which reveal glimpses of the upper body or undergarments are not permitted.
9. Pants should be properly fitted. Excessive sagging of pants is not permitted.
10. Hair must be clean and well groomed. Only natural hair colors are permitted.
11. No hats or sunglasses may be worn in the building during school hours.
12. Students must wear shoes while in school; no slippers or house shoes should be worn.
13. Pajamas are not proper attire and not allowed to be worn except on pre-approved dress-up days.
14. Chains on wallets, as necklaces, or bracelets are not allowed.
15. Facial piercing is not allowed.
16. No devices that alter the physical appearance including, but not limited to, gauges placed in any portion of the body is allowed.
17. All students enrolled in P.E. must wear clothes that are in accordance with the district dress code.

***A final decision on what constitutes acceptable dress or grooming styles will be made by school administration.***

## **ENTRANCES/EXITS**

For security purposes, all doorways will be locked (from outside) between the hours of 8:00 a.m. and 3:00 p.m. except the main (front door) entrance and side door.

## **FINES/DEBTS TO THE DISTRICT**

Parents/guardians are financially responsible for debts/fines associated with and owed to the West St. Francois County School District by their child/children. Debts/fines should be maintained throughout the year. Activities, including but not limited to dances, will be attended only by students who have all debts and fines current. Debts/fines can include lunch charges, replacement lunch cards, textbooks, and other expenses.

## **FLOWERS/BALLOONS/LUNCHES**

Students are discouraged from having flowers, balloons, and lunches delivered to school. These cannot be accepted at school and will be returned to the florist or delivery person.

## **HALL PASSES**

When a student leaves a class or the cafeteria during lunch the student is required to possess a hall pass signed by the sending teacher. The pass should contain the student's name, date, time, departing location, arrival location, teacher signature, and time returned.

## **HOMEWORK**

Parents may call the office (562-7544) to request homework for students who are absent for **more than one day**. Parents need to call **before** 10:00 a.m. and pick up homework after 1 p.m.

## **IMMUNIZATION**

In accordance with Missouri law, students must receive immunization for Diphtheria, Pertussis, Tetanus, Oral Polio, Measles, Rubella, Mumps, and Hepatitis B.

## **LASER POINTERS**

West County Middle School prohibits the possession/use of laser pointers. These are also prohibited at all school functions. These will be confiscated and not returned.

## **LIBRARY**

The library is open for all students and staff each school day from 7:30 a.m. to 3:00 p.m. Use of the library/lab facility is designed to enhance and reinforce students' library skills, learning styles, and technology skills. Leisure reading is encouraged. All students need to have a computer usage agreement on file before using school computers for class work.

## **LOCKERS**

All students are issued a locker at the beginning of school. Students are to use only the locker assigned to them and may not change without administrative permission. It is each student's responsibility to keep the locker orderly and clean. It is the student's responsibility to secure all valuables, including books. The school will not be responsible for lost or stolen property or valuables. Lockers are the property of the school and may be searched at any time.

## **LOST AND FOUND**

Students may check on lost or stolen items during lunch (with teacher's permission), between classes, or before or after school.

## **MEDICATION**

No medication will be given at school without a doctor's prescription. The nurse may administer Tylenol, aspirin, cough syrup, sinus medicine, etc. with parent-signed approval. Students who distribute medications such as aspirin or Tylenol to other students are in violation of the school rules related to distribution of drugs and will be punished in accordance with that policy. See discipline code regarding "Drugs/Alcohol."

## **MONEY, VALUABLES AND BAND INSTRUMENTS**

It is advised that students do not carry more money to school than necessary. Items such as rings and watches should be carefully guarded when worn. It is advised that valuable rings and watches not be worn to school, especially when classes (physical education, etc.) necessitate leaving them behind. Storage for musical instruments is provided as a convenience for students. The security of instruments cannot be guaranteed.

## **NEWSPAPER/YEARBOOK**

*Stuck in the Middle* student newspaper is distributed to all students and staff at middle school at no cost throughout the school year. The school yearbook is sold annually to students and staff who order one by the fall deadline. Orders must be paid in advance to reserve a yearbook. The yearbook is distributed in the spring.

## **BRING YOUR OWN DEVICE (BYOD)**

Personally-owned technology devices are permitted for student use when designated appropriate by the building administrator and technology director. All technology items used before or during school in any way will be confiscated and kept in the office until parents pick up the item. Students must have a completed BYOD form completed, signed, and on file with the district's technology director before a personally-owned device can be used.

## **SCHEDULE CHANGES**

Teachers are employed, textbooks are ordered, and room assignments are established based on the number of students requesting various courses. Students are given the first week of the school year to request a change of schedule. This does not mean that the request will always be granted with consideration of class sizes, etc. We urge each student and parent to consider the choices carefully during pre-registration the year before. District policy states that after the first week of school, schedule change may be granted, but the student will receive an F for the course.

## **SCHOOL BUS RULES**

1. Individually assigned seats may be assigned by the bus driver.
2. No student shall be out of his/her seat while the bus is in motion.
3. Students are to remain seated until the bus comes to a complete stop.
4. No student shall extend any part of their body out of the bus windows while the bus is in motion.
5. No metal cans, glass bottles, or carbonated or alcoholic beverages shall be taken on a school bus at any time.
6. No food, other than a student's lunch, may be taken aboard a school bus by a student.
7. No smoking or chewing tobacco will be allowed on a bus at any time.
8. No fighting or rowdy behavior will be allowed on a school bus.
9. Loud, abusive, or profane language will not be permitted on the school bus.
10. Large bulky items may be permitted on the bus only so long as they do not block the aisle or are confined to individual student's seats.
11. No material of any type is to be thrown out the windows or doors of the bus.
12. No student is to leave or enter the bus through the rear emergency door except in an actual emergency.
13. Radios, tape recorders, or any other devices are not to be used on the bus.
14. Students may not ride any route bus other than their assigned route bus unless they have written authorization signed by their principal.
15. Only students actually enrolled and attending West St. Francois County R-IV Schools shall be permitted to ride any district school bus.

**NOTE: Additional rules regarding student conduct may be established on individual buses. Violators of these rules will be reported by the bus drivers to the student's respective principals.**

### **SCHOOL INSURANCE**

West County Middle School does not carry accident insurance on students. It is the parents/guardians' responsibility to assume costs for injuries sustained by students while attending and/or participating in school activities. Insurance forms are provided to all students on the first day of school.

### **SCHOOL PICTURES**

Families may purchase student pictures each year. Students will have their individual pictures taken early in the school year and in the spring. Specific information about taking and purchasing of pictures will be sent home prior to picture day.

### **STUDENT WITHDRAWAL PROCEDURES**

Parents must go to the counselor's office to withdraw a student from school. (A signature is required to do this.) Students must return all textbooks, library books, and pay all fines due at time of withdrawal. Students must clean out their locker before being permitted to withdraw.

### **TEACHERS' WORKROOM**

No students are allowed to enter the teachers' workroom for any reason.

### **TELEPHONE**

Students are ***NOT ALLOWED*** to use cell phones during the day. In case of ***emergency only***, students may use the office phone.

### **TRESPASSING**

All visitors must report to the office and identify themselves and receive a visitor's pass. Persons who fail to do so will be prosecuted for trespassing.

### **VISITORS**

Students are not permitted to bring visitors to school.

# STUDENT ACTIVITIES

## **ACTIVITIES**

- Band – Concentrates on music skills for concerts
- Choir – Concentrates on music skills for concerts
- Student Council – 12 members elected in the fall as governing body of WCMS (four representatives from each class).
- Cheerleaders – Tryouts are in the spring after a clinic is held.

## **ASSEMBLIES**

Student assemblies are designed to provide educational enrichment but are not considered substitutes to classroom work. Students are responsible for any classroom activity that takes place while they are attending the assembly. Class assignments due the day of the assembly or on subsequent days will be turned in at the discretion of the classroom teacher. Students are encouraged to report to the assembly and return from the assembly in accordance with established policy.

## **ATHLETICS**

In order for a student to participate in athletic activities, all regulations and requirements established by the MSHSAA and West County Middle School must be fulfilled. All athletes must have a written permit (physical form) from a physician, a parental permission slip, and proof of insurance coverage before permitted to participate. At a minimum, athletes are expected to follow these guidelines for participation:

- exhibit and maintain good sportsmanship.
- observe all training rules
- remember that participation in athletics is a privilege, not a right.

Athletic activities available include the following:

- volleyball
- girls' and boys' basketball
- cheerleading
- baseball
- academic team

***NOTE: Practice regulations, eligibility standards, and other information are contained in the Athletic Director's office.***

## **CLUBS**

Various clubs are available for all grade levels. See daily announcements for ways to get involved.

## **SCHOOL DANCES**

The number of dances varies each year. Rules adopted by the middle school principal must be observed. These rules include the following:

1. Dances are for students enrolled at West County Middle School only. Guests are not allowed to attend and will be asked to leave.
2. Once a student has left the dance, he/she cannot return.
3. Students who are absent from school any part of the day of the dance may not attend (unless permitted to attend by the building principal).
4. Any misbehavior or destruction of property will result in removal from the dance.
5. Absolutely no alcohol, tobacco, or other drugs are permitted. Students will be removed from the dance and appropriate disciplinary measures as per the student discipline code will be administered.

6. The principal may suspend students from attendance and participation in extracurricular activities for an extended period if rules are violated. This action may be taken in addition to the consequences established by the student discipline code.
7. Only students who are current with their lunch account and all fines may attend.

**NOTE: Any student attending WCAPP (alternative school) or has received or is serving OSS or ISS the day of the dance may not attend.**

Some of the traditional dances held each year are

**Halloween Dance** – Held during Red Ribbon Drug-free Week and hosted by Student Council. Students are asked to wear Halloween costumes.

**Valentine Dance** – Formal dance, hosted by NJHS. Held in February. King and queen candidates from each club and sixth grade participate in this winter coronation event.

**End-of-the-year dance** – Held in May.

# **Attendance Policy**

## **Philosophy of Attendance**

In accordance with the belief that regular and sustained attendance in school is essential for the fullest possible development of a student's intellectual abilities, the attendance policy of the West County R-IV School District requires that a student be in attendance every day that school is in session, unless a situation arises which meets one of the five types of absences below.

The Administration and Board of Education realizes that situations arise during a semester, whereby it is necessary for a student to be absent from school. However, these absences must be kept to a minimum number.

## **Absence Defined**

A student is considered absent when it is determined that he or she is not in attendance in one or more of his or her assigned class periods. A record of the student's attendance is maintained on a class's hourly basis and is entered into the student's attendance record file.

## **Excused Absences**

The following absences from school will be automatically waived from the attendance policy providing proper documentation is presented to the school:

- absence from school due to a death in the family
- absence created by required religious observations
- absence created when a student has a doctor's note. All doctor's notes must state the dates to be excused and have a doctor's (or designee's) signature.
- absence created by a subpoena to appear in court
- absence created due to a special condition. This is defined as absence due to a one-time family situation per year. The student may be excused with the following revisions:
  1. The school must be given 3 school days' notice.
  2. All assignments must be turned in on the day the student returns to school.
  3. Assignments not turned in the day the student returns to school will receive a score of zero.
  4. Special conditions must be a minimum of (2) days and maximum of (5) days.
  5. Special condition absences will not be granted if the student is in violation of the 42 hours of general absence policy and has been placed on attendance probation.
  6. The student must be currently passing all core area subjects.

**IN ALL CASES CONCERNING EXCUSED ABSENCES, DOCUMENTATION ON MISSED DAYS MUST BE PRESENTED TO THE OFFICE UPON ARRIVAL.**

## **Disciplinary Absences**

Disciplinary absences will not count against the attendance policy unless the student has refused some other type of disciplinary action and requested out-of-school (OSS) suspension. Students will not, under any circumstances, be allowed to make up work missed while serving their OSS suspension or determined truant from school.

## **General Absences**

A general absence is defined as any absence that does not fall in the category of excused absences, and the parent/guardian followed proper procedures in contacting the school concerning the student's absence. The student is allowed to make up missed work under this type of absence. This absence does, however, count toward the attendance policy in regards to absences.

**Parents are required to call in between the hours of 8:00 a.m. and 10:00 a.m.** on the day their child is out of school to confirm the absence. Parents who do not have a phone or who leave for work early in the morning may send a note, provided a signature card is on file in the office.

**It is important to note that general absences count toward the possible violation of the attendance policy by the student.**

### **Steps for general absences**

**The following steps will be taken by the school district in the handling of general absences:**

#### **Three Days of Absences**

When a student reaches 21 school hours of unexcused/general absences (the equivalent of three school days) in a semester, a letter will be sent to the parents informing them of their child's status and what events will take place in the event that the child would continue to have attendance problems.

#### **Five Days of Absences**

When documentation is such that is determined that a student has missed more than 35 hours (the equivalent of five school days) of general absences in a semester, a letter will be mailed to the parent/guardian informing them that the student is in violation of the attendance policy. The student may be enrolled in the Attendance Support Group offered by the school counselor. Students involved in the group must attend on a regular basis. In the group, students' attendance will be closely monitored. At the end of each quarter, those students who have an average of at least 95 percent attendance may be released from the group. The group is intended to offer students an opportunity to improve attendance before being referred to outside agencies.

#### **Severe Absence**

After being referred to the counselor, those students who continue to have excessive absences will be referred to the Division of Family Services, juvenile office, and/or the prosecuting attorney's office. If a student is absent from school for ten consecutive days, the school counselor will follow these procedures:

- Call or visit the student's home and/or neighbors, relatives, and friends to verify what has happened to the student.
- If they cannot get any information about where the student is, school personnel will call DFS and juvenile authorities and report concerns about the student.
- The student's records should show the student dropped as of the last day of attendance.
- If the student should return to the district, he or she should be enrolled just like any other student who wants to enroll.

**Only in cases of severe illness or an emergency situation will assistance not be sought.**

#### **Excessive Absences in a Single Class Period**

It is important that students attend each class period throughout the school day to ensure their success in that subject. Each time a student misses a class it takes away from their ability to obtain success in that class.

The following policy has been adopted to help to ensure that a student's attendance will not be a detriment to their success in a particular class:

- When a student is absent for three (3) class periods in a single class, a letter will be sent to the parents informing the parent/guardian of their child's absences in that class.
- When a student is absent for five (5) class periods in a single class, a mandatory conference will be held with the parent/guardian. The same rules will apply to this



conference that applies to a conference of a student who is in violation of the attendance policy.

- When a student is absent for more than six (6) class periods in a single class, the student will be assigned to two (2) days of ISS for each class period in excess of the maximum six (6) absences allowed per class per semester.

### **Violation of the Attendance Policy**

When a student is in violation of the attendance policy, the following action will be taken:

#### **DUE PROCESS**

1. As stated above, after it is determined that the student has missed 37 hours (the equivalent of 5 days plus one hour) of general hours of school, a letter will be mailed to the parent/guardian that the student is in violation of the attendance policy.
2. The principal will inform the parent/guardian of the date, time, and location of a hearing before the attendance appeals committee. The committee will be made up of the school counselor and principal. It is at this time that the parent/guardian will be responsible to show just cause why the student has violated the attendance policy. Failure on the part of the parent/guardian to appear for the hearing will be construed as acceptance of the decision to place the student in ISS.
3. If the parent/guardian is not in agreement with the recommendation of the attendance appeals committee, he or she may appeal the decision to the superintendent. Once the parent/guardian has contacted the superintendent to appeal the committee decision, the superintendent will set the date, time, and location of the conference with him. Failure on the part of the parent/guardian to appear will be construed as acceptance of the committee's decision.
4. If the parent/guardian is not in agreement with the superintendent's recommendation, the West St. Francois County Board of Education would be the final step in the appeals process. A parent/guardian would contact the superintendent who would inform the parent/guardian of his or her rights in appealing the decision to the board.
5. If following all appeals, the student is considered in violation of the attendance policy and the following action can be taken:
  - He/she will be assigned two days of ISS for each absence exceeding 35 hours (equivalent of five school days) for the semester. All suspensions to ISS shall count toward the maximum number of days allowed in ISS for the school year as per the discipline code. The proper agencies and authorities will also be called by the principal or school counselor to allow them to determine if everything is being done to ensure the student's attendance.
  - If the student is assigned to ISS as a result of his/her violation of the attendance policy and fails to attend ISS, he/she may receive OSS for that period of time.
  - Assignment to the alternative school may be used in lieu of out-of school suspension (OSS).

### **Leaving During the School Day**

When it becomes necessary that a student leave the school premises after having arrived at school, it is the student's responsibility to do the following:

- Report to the building principal's office and obtain permission from the school personnel in that office prior to leaving school premises. In the case of accident, illness, or injury, the school nurse shall have authority to grant this permission.

### **Truancy**

**Truancy** is defined as the following:

1. absence from school without parental permission.
2. leaving school without following proper check-out procedures. (No student may leave campus after arriving at school without first checking out through the middle school office.)
3. absence from class without permission, but still remaining on campus.

4. excessive unjustifiable absences even with the consent of the parent/guardian.

Any student found to be truant will be punished by following the disciplinary policy. The student will not be allowed to make up assignments, homework, or tests if found to be truant.

### **Tardy Policy**

Tardies are disruptive to the learning process. Students will be recorded tardy to class if they fail to meet the guidelines established by their individual teachers. Upon receiving a fifth (5) tardy for the quarter, students will receive one (1) day of in-school suspension (ISS). Six (6) tardies for the quarter will receive two (2) days of ISS, and seven (7) tardies for the quarter will receive three (3) days of ISS. Students who are tardy to class more than seven (7) times in a quarter is a chronic offender and administration will determine consequences.

### **Make-Up Work Assignments**

Research shows that students learn most through practice and repetition. The amount of time spent on a task is directly related to the learning that takes place. For this reason, homework should be assigned nightly, in all subjects where homework is appropriate.

Students who leave early for vacation, etc., will take the grade earned at the time of their departure, minus any work unless covered by the one-time exception as stated above.

Students who are confirmed truant, suspended, or expelled from school will not be permitted to make up work for credit.

Students who have an excused absence from school will be permitted to make up their regular assignments on a day-to-day basis. Regular assignments are those normally due the next day or within the next few days. Advanced assignments are those which are assigned at least five school days in advance. If a student is absent the period the advanced assignment is due, the assignment will be due at the time the student returns to school. It is clearly the student's responsibility to find out from the teacher what he/she missed when absent and make arrangements for turning work in to the teacher. Parents of students missing more than one day and wishing to pick up their students' assignments may do so by calling the school **before 10 a.m.** to request the student's work and may pick up the work **after 1 p.m.** that day in the office.

If a student has an excused absence and misses a major test, it will be made up on the day that the student returns to school, unless the student has missed more than one sequential day. In this case the teacher will schedule the makeup exam (alternative forms of the test may be given). However, if a test date was designated by the teacher prior to the absence, and no preparatory work, class discussion, or lecture material was missed by the student, he/she will be expected to take the test on the day of return.

### **Absences on the Day of School Activities**

In accordance with the rules and regulations of the Missouri State Middle School Activities Association and the policies of the West County R-IV School District, a student who is absent **from school during any part of the day** shall not be considered eligible to participate in the school-sponsored activity unless the absence is excused by the building principal prior to the start of the activity. Absence on the day after a school-sponsored activity may result in discipline to be determined by the sponsor/coach of that activity in question.

### **Late to Class or School**

Students who arrive late to school must report to the office and will be given a tardy (unless it is an excused absence).

# DISCIPLINE POLICY

This handbook is intended to be used as a policy guide for students, parents, teachers, and administrators. All parties should be familiar with its contents. Through the consistent use of classroom rules by the teacher and this policy by the administrator, the student will have a clear idea of the type of behavior expected of him/her. It will also be very clear to the student and his/her parents which consequences may be imposed upon him/her if undesirable behavior occurs.

**PHILOSOPHY OF DISCIPLINE** – We believe that a safe and orderly environment is required in order for maximum learning to occur. All students have a responsibility to act appropriately in the following areas: in transport to and from school; anytime while on the school campus; and at all school-related activities. It is the responsibility of students, parents, and school staff to cooperate in maintaining behavior, which will advance the purpose of education. Students are expected to treat peers, themselves, and staff with dignity and respect.

In order to help provide a learning atmosphere for each student, all teachers will have the approved Code of Conduct posted in their classroom along with any other classroom rules.

When staff members find it necessary to have a student report to the office because of a specific behavior, the administrator then will use this policy to assist in determining an appropriate consequence. The administrator will weigh each situation carefully and then, at his/her discretion, will choose an appropriate consequence(s). The consequences listed under each subheading are optional choices available to the administrator. If the seriousness of the offense or the frequency of the misbehaviors should warrant it, the administrator has the privilege of foregoing the suggested consequences outlined in this policy book and taking whatever action is deemed necessary. Failure of the student to complete the assigned disciplinary consequences will result in the assignment of alternative consequences as deemed necessary by the administrator.

**SPECIAL SERVICES STUDENTS** – All Special Services students are expected to follow the district discipline plan unless otherwise specified in the student's individual education plan (IEP). If a student has an individualized discipline plan as a part of his/her IEP, school personnel will implement the individual plan in lieu of the district plan. Modifications to a student's individualized discipline plan will be made by the IEP team (student, parents, teachers, and administrator).

**STUDENT DISCIPLINE** – The Board of Education has the legal authority to discipline (including suspension and expulsion) a student for his or her conduct, which is prejudicial to good order and discipline in the schools. The Board may also delegate to the superintendent the responsibility to make reasonable and necessary rules and regulations governing the conduct of students in the district. Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. These rules will apply to all students in attendance in district instructional and support programs as well as school-sponsored activities and events.

Flagrant disregard for policies, rules, and regulations or continued truancy may result in suspension by the superintendent or expulsion. The superintendent may suspend a student for one hundred eighty (180) days; however, expulsion of the student is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to the endorsement by the building principal. The Board expects each teacher to establish and maintain a satisfactory code of conduct in the classroom.

As students progress in the district's schools, it is reasonable to assume an increase in age and maturity will result in the students taking greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action. When formal disciplinary action occurs, a student will be made aware of the charges, will be given an opportunity to respond to the charges, and then be given a notification of any disciplinary action that will take place. Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal/teacher to either contact the parent/guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

**CELL PHONE** – Students are not to have cell phones on or out in visible sight from the time the students arrive at school until school has been dismissed at 2:56 p.m. This also applies to all students riding a school bus. **Students are never permitted to use cell phones during the school day. A phone is available for use in the principal's office and may be used only in case of emergency.**

**GUM, CANDY, and BEVERAGES** – Maintaining a clean, safe, and appropriate environment for education takes everyone's help. It is for this reason that gum, candy, and soda are not allowed in school. A drink machine containing water and juices is available in the cafeteria to be used only during designated lunch times. Drinks are not allowed to be taken out of the cafeteria.

**DETENTION AND/OR ALTERNATIVE PLACEMENT OF STUDENTS** – The provision of In-School Suspension (ISS) or an alternative placement program for student violations of policies, rules, and regulations shall provide principals with an alternative for dealing with discipline problems. When this alternative is appropriate, students will be assigned to serve ISS or be put in the alternative placement program. The principal shall determine these assignments and the determination of the time period for the assignment. Students currently serving Out of School Suspension (OSS) or placed in the alternative school will not be allowed to attend any school function.

**DRESS CODE** – The purpose of the West County R-IV dress code is to promote an image of personal pride in appearance, which is in good taste and meets the basic requirements of decency. Students not meeting the guidelines below will be dealt with according to the discipline policy. Any staff member of the West County School District can make determinations of decency.

1. All shorts must be at fingertip length and have no holes. Shorts should be properly fitted and in good taste.
2. Spandex shorts may be worn under gym shorts but must also be fingertip length.
3. In the event that shorts are worn underneath a skirt, the shorts or the skirt must be fingertip length.
4. Dresses/skirts must be fingertip length and also be properly fitted and in good taste. No undergarments are to be seen at any times.
5. Obscene emblems or obscene writing, liquor/tobacco or drug advertisements or inappropriate messages may not be worn on clothing or body. No sexual innuendos.
6. Midriff tops or tops that do not extend over the tops of the hips, muscle shirts, tank tops, and tops with spaghetti straps may not be worn to school. Sleeveless blouses/shirts must be tight around the shoulder/arm.
7. Tops, which have been torn/cut to reveal more than the manufacturer intended by design, and tops with holes (cut/torn) which reveal glimpses of the upper body, are not permitted.
8. Pants should be properly fitted. Excessive sagging of pants is not permitted.
9. Hair must be clean and well groomed. Only natural hair colors are permitted. Non-natural hair colors and glitter will not be permitted.
10. No hats or sunglasses may be worn in the building during school hours.
11. Students must wear shoes while in school. No slippers or house shoes should be worn.
12. Pajamas are not proper attire and are not allowed to be worn.

13. Chains on wallets, as necklaces, or as bracelets are not allowed.
14. Facial piercing is not allowed.
15. No devices that alter the physical appearance including, but not limited to, gauges placed in any portion of the body are allowed.
16. All students enrolled in Physical Education (PE) must wear clothes that are in accordance with the district dress code.

***A final decision on what constitutes acceptable dress or grooming styles is made by administration.***

**HARASSMENT** – The West County School District is committed to providing an environment free from intimidating, hostile or offensive behavior, sexual harassment, bullying, and threats made toward students or staff members. Sexual harassment by an employee, student, or other person in the district against any person is prohibited.

Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

**BUS RULES** – In order that a more uniform type of discipline can be obtained on West County R-IV School District buses, the following rules regarding student conduct on all buses have been developed.

- Individually assigned seats may be assigned by the bus driver.
- No student shall be out of his/her seat while the bus is in motion.
- Students are to remain seated until the bus comes to a complete stop while loading and unloading students.
- No student shall extend any part of their body out of the bus windows while the bus is in motion.
- No metal cans, glass bottles, or carbonated or alcoholic beverages shall be taken on a school bus at any time.
- No food, other than a student's lunch, may be taken aboard a school bus by a student.
- No smoking or chewing tobacco will be allowed on a bus at any time.
- No fighting or rowdy behavior will be allowed on a school bus.
- Loud, abusive, or profane language will not be permitted on the school bus.
- Large bulky items may be permitted on the bus only so long as they do not block the aisle or are confined to individual student's seats.
- No material of any type is to be thrown on the bus or out the windows or doors of the bus.
- No student is to leave or enter the bus through the rear emergency door except in an actual emergency.
- Radios, tape recorders, and other electronic devices are not to be played on the bus.
- Students may not ride any bus route other than their assigned bus unless they have written authorization signed by the principal's office.
- Only students actually enrolled and attending West St. Francois County R-IV Schools shall be permitted to ride any district school bus.

**FIGHTING, STEALING AND VANDALISM** – Fighting, stealing, and vandalizing will be given a more severe penalty with each consecutive violation. These violations will accumulate during the entire length of the middle school enrollment.

**BULLYING** – It is the goal of this school to provide a safe and secure educational environment for all students. Bullying is intolerable and will be taken very seriously. Bullying is defined as unreasonable and inappropriate behavior which intimidates, offends, degrades, insults, or humiliates another person. This includes physical, verbal, and cyber bullying. Students being or witnessing bullying should report the incident to school officials immediately.

**NON-SCHOOL ITEMS** – Possession of non-school items that have no legitimate educational purpose are not allowed during school hours and will be confiscated and returned back to the parent.

Examples would include but are not limited to:

- electronic devices (cell phones are discussed independently)
- skateboards are not allowed at school
- MP3 players
- headphones
- CD players

**PHYSICAL EDUCATION (PE)** – All students are required to be enrolled and **participate** in physical education. Participation is defined as dressing in school-appropriate attire, wearing non-marring soled shoes, and actively engaging in the day's activities. Failure to participate will result in reduction of grade and possible disciplinary action.

**STUDENT SUSPENSION AND APPEAL PROCESS** – The Board of Education believes that the right of a student to attend West County Middle School carries with it the responsibility of the student to attend school regularly and to comply with the lawful policies, rules, and regulations of the school district. This observance of school policies, rules, and regulations is essential for permitting others to learn at school. Therefore, the administrative decision to remove a student from the school because of willful violation of school rules and regulations shall be permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school. As a part of the re-entry process following a suspension, an effort will be made to meet with the student, the student's parents, a school administrator, and other appropriate personnel who have a vested interest in that student (Caring Communities social workers, Division of Family Services caseworkers, juvenile officers, teachers, counselors, etc.). School attendance may be temporarily denied to individuals by the administrative act of summary suspension, but expulsion can be implemented only through specific action by the Board of Education.

The Board authorizes the summary suspension of pupils by building principals for a period not to exceed ten (10) school days and by the superintendent for a period not to exceed one hundred eighty (180) school days, provided such action is in accordance with due process and state statutes. The Board of Education must be notified of any suspension exceeding ten (10) days. The student and/or parent/guardian may appeal the principal's decision of suspension to the superintendent.

In the case of suspension of a student by the superintendent for a period of more than ten (10) days, the student and parents/guardians may appeal the decision of the superintendent to the Board of Education. Upon filing of the appeal, the suspension, as determined by the superintendent, shall be stayed until the Board renders its decision, unless in the judgment of the superintendent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In such case, the judgment shall be immediately transmitted to the student, and parents/guardians and the student shall be immediately removed from school. Upon the filing of a request for an appeal of the superintendent's decision to suspend a student for more than a period of ten (10) days, the superintendent shall promptly transmit a written report to the Board, indicating the facts relating to the suspension, the action taken by the superintendent and other administrative officials, and the reasons for such action. The Board upon request shall grant a hearing to the appealing party at its next regularly scheduled Board meeting or a special meeting of the Board of Education.

**STUDENT EXPULSION** – The Board of Education may originate suspension or expulsion proceedings on its own motion for student conduct, which is deemed prejudicial to good order and discipline in the schools or which tends to impair the moral or good conduct of the student. However, only the Board has the authority to expel a student from school.

If a student consistently refuses to conform to school policies, rules, and/or regulations, the principal and/or superintendent may recommend to the Board of Education that the student be expelled from school. The Board will review such recommendations and decide whether to proceed with an expulsion hearing. Should an expulsion hearing be deemed necessary, the following points shall serve as the guideposts for the proceedings:

\*Board action shall begin with a written notification of the charges against the student. The student and parents/guardians or others having custodial care shall have a copy of written charges. Such notification will include charges, contemplated action, the time and place of a hearing on such charges, and that the student, parents/guardians, or others having custodial care shall have the right to attend the hearing and to be represented by counsel.

\*At said hearing the Board of Education or counsel shall present the charges, testimony, and evidence as may be deemed necessary to support the charges. The Board will expect the principal or designee in each case to be present and make oral and written reports and statements concerning the student's misconduct. The student, parents/guardians, or others having custodial care or counsel shall have the right to cross-examine witnesses presented on behalf of the charges and to present testimony in defense there against.

\*At the conclusion of the hearing or in an adjourned meeting the Board of Education shall render its decision to dismiss the charges, suspend the student for a specified time, or expel the student from the schools of the district. Prompt notice of the decision shall be given to the student, parents/guardians, or others having custodial care and counsel, if applicable. Re-admission of an expelled student is possible only through consent of the Board of Education.

**STUDENT PARTICIPATION** – Any student under a suspension or an expulsion may not participate or attend a school function on the day of that suspension/expulsion.

**TRANSPORTATION** – Students who reside one mile from their school of attendance are eligible for free transportation. This is a privilege and can be revoked due to inappropriate behavior. Rules that should be observed while on the bus are listed in this document. All student behavior will be disciplined as if it occurred at school. In addition, bus privileges will be revoked for a progressive predetermined length of time. At any time administration can revoke bus privileges from a student if it is in the best interest of the other students.

# DEFINITIONS

**ALTERNATIVE SCHOOL (A.S.)** – Placement in the WCAPP School

**CHRONIC OFFENDER** – Subject to review by the principal with recommendation to the superintendent for continued action by the Board of Education

**CORPORAL PUNISHMENT** – Administering of swats to the buttocks area with a paddle in accordance to board policy

**DAYS** – Actual school days in session (does not include weekends and holidays)

**DETENTION (DT)** – Separating child from normal routine at noon, before school, after school, or on Saturday

**INAPPROPRIATE DISPLAY OF AFFECTION** – The public display of affection between any two individuals and may include but is not limited to hand holding, arm-in-arm, inappropriate touches, hugging, and kissing

**IN SCHOOL SUSPENSION (ISS)** – Students may be assigned to In-School Suspension. Those students who are assigned will be given all assignments missed in the regular classroom and will also receive remedial assignments to complete that focus on the basics of education and the state assessment. Students will be required to complete these additional assignments before being allowed to return to the regular classroom.

**MISBEHAVIOR NOT COVERED** – This will be dealt with by the administrator in charge as he/she deems necessary.

**Out of School Suspension (OSS)** – Out-of-school suspension is suspension that does not count toward the attendance policy but students are not allowed to receive credit for missed assignments.

All discipline occurrences will be documented in the student's discipline record.



# TECHNOLOGY USAGE

## (Technology Safety)

For the purposes of this regulation and related policy and forms, the following terms are defined:

*User* – any person who is permitted by the district to utilize any portion of the district’s technology resources, including but not limited to students, employees, board members, and agents of the school district

*User Identification* – any identifier who would allow a user access to the district’s technology resources or to any program including but not limited to email and Internet access

*Password* – a unique word, phrase, or combination of alphabetic, numeric, and non-alphanumeric characters used to authenticate a user ID as belonging to a user

### Student Users

No student will be given access to the district’s technology resources until the district receives a *User Agreement* signed by the student and the student’s parent(s), guardian(s), or person(s) standing in the place of a parent. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the *User Agreement* without additional signatures. Students who do not have a *User Agreement* on file with the district may be granted permission to use district technology by the superintendent or designee.

### Privacy

A user does not have a legal expectation of privacy in the user’s electronic communications or other activities involving the district’s technology resources. All district technology resources are considered district property.

The district may maintain or improve technology resources at any time. The district may remove, change, or exchange hardware or other technology between buildings, classrooms, employees, students, or any other user at any time without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system, or enter any system to correct problems at any time.

The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district’s technology resources, and downloaded material, including files deleted from a user’s account, may be intercepted, accessed, or searched by district administrators or designees at any time.

### Violations of Technology Usage Policies and Procedures

Use of the district’s technology resources is a privilege, not a right. A user’s privileges may be suspended pending an investigation concerning use of the district’s technology resources. Any violation of district policies, regulations, or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policies, regulations, and procedures. Employees may be disciplined or terminated and students suspended or expelled for violating the district’s policies, regulations, and procedures. Any attempted violation of district policies, regulations, or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

## **Damages**

All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

## **General Rules and Responsibilities**

The following rules and responsibilities will be followed by all users of the district technology resources:

1. Applying for a user ID under false pretenses is prohibited
2. Using another person's user ID and/or password is prohibited
3. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
4. Deleting, examining, copying, or modifying files and/or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited
6. Unless authorized by the district, non-educational Internet usage is prohibited.
7. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
8. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
9. Users are required to obey all laws, including criminal, copyright, privacy, defamation, and obscenity laws. The school district will render all reasonable assistance to local, state, or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
10. Accessing, viewing, or disseminating information using district resources, including email or Internet access that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
11. Accessing, viewing, or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
12. Accessing, viewing, or disseminating information using school or district resources, including email or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character, or of a person's race, religion, or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
13. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited. See policy AC and regulation AC-R.
14. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
15. Users may only install and use properly licensed software, audio, or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
16. At no time will district technology or software be removed from the district premises, unless authorized by the district.
17. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved, or relocated without permission from an

administrator. All users will be held accountable for any damage they cause to district technology resources.

18. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

### **Technology Security and Unauthorized Access**

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator. No person will be given access to district technology if he or she is considered a security risk by the superintendent or designee.

1. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
2. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
3. The unauthorized copying of system files is prohibited.
4. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
5. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
6. The introduction of computer "viruses," "hacking" tools, or other disruptive/destructive programs into a school or district computer, network, or any external network are prohibited.

### **Online Safety – Disclosure, Use, and Dissemination of Personal Information**

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
2. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
3. Student users shall not agree to meet with someone they have met online without parental approval.
4. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
5. Users shall receive or transmit communications using only district-approved and district managed communication systems. For example, users may not use Web-based e-mail, messaging, videoconferencing, or chatting services except in special cases where arrangements have been made in advance and approved by the district.
6. All district employees will abide by state and federal law, Board policies, and district rules including, but not limited to, policy JO and regulation JO-R when communicating information about personally identifiable students.
7. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
8. No curricular or non-curricular publication distributed using district technology will include the address, phone number, or email address of any student without permission.

### **Electronic Mail**

1. A user is responsible for all email originating from the user's ID or password.
2. Forgery or attempted forgery of email messages is illegal and is prohibited.
3. Unauthorized attempts to read, delete, copy, or modify email of other users are prohibited.

4. Users are prohibited from sending unsolicited electronic mail to more than ten (10) addresses per message, per day, unless the communication is a necessary employment-related function or an authorized publication.
5. All users must adhere to the same standards for communicating online that are expected in the classroom and that are consistent with district policies, regulations, and procedures.

### **Exceptions**

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies, regulations, or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

### **Waiver**

Any user who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations, and procedures may request a waiver from the building principal, superintendent, or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved.

### **No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products, or access it provides. The district's technology resources are available on an "as is, as available" basis.

### **Computer/Internet Violations**

Use of the district's technology resources is a privilege, not a right. A violation is any use of the computer/Internet outside the acceptable use policy outlined in the usage agreement will be addressed through the district discipline policy.

<b>Offense</b>	<b>1<sup>st</sup> Office Referral</b>	<b>2<sup>nd</sup> Office Referral</b>	<b>3<sup>rd</sup> Office Referral</b>
<b>Affection</b> – Inappropriate display of	<ul style="list-style-type: none"> <li>• Student Conference</li> <li>• Verbal Warning</li> <li>• Parent Contact</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• 1-4 days DT/ISS</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• 3-5 days ISS</li> </ul>
<b>Alcohol/Drugs</b> – Smell/Possession of/use of/under influence of at school/school activity, selling, of drug paraphernalia	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Juvenile/Civil authorities will be contacted</li> <li>• 1-10 days ISS/ 1-180 days OSS</li> <li>• Recommend student participate in non-alcohol and drug support group while in school</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Juvenile/civil authorities will be contacted</li> <li>• 1-10 days ISS/1-180 days of OSS</li> <li>• Recommend Support Group</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Expulsion</li> <li>• Juvenile/civil authorities will be contacted</li> </ul>
<b>Arson</b> – Starting a fire or causing an explosion with the intention to damage property or building	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• 1-10 days ISS/ 1-180 days OSS/expulsion</li> <li>• Notification to law enforcement officials</li> <li>• Placement in Alternative School</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• 1-10 days ISS/1-180 days OSS/expulsion</li> <li>• Notification to law enforcement official</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• 1-10 days ISS/1-180 days OSS/expulsion</li> <li>• Notification to law enforcement official</li> </ul>
<b>ASAP Violation</b> – Not attending required after-school tutoring without prior approval	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• 1 day of ISS for each day missed</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• 1 day of ISS for each day missed</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• 1 day of ISS for each day missed</li> </ul>
<b>Assault</b> – Cumulative over middle school career	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• 1-10 days of OSS/Expulsion</li> <li>• Notification of law enforcement officials</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• 11-180 days OSS/Expulsion</li> <li>• Notification of law enforcement officials</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• 11-180 days OSS/Expulsion</li> <li>• Notification of law enforcement officials</li> </ul>
<b>Bullying (Cyber Bullying)</b> – Unreasonable and inappropriate behavior which intimidates, offends, degrades, insults, or humiliates another person	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Conference with Counselor</li> <li>• Development of Behavior Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Modification of Behavior Plan</li> <li>• Placement in Social Interaction Class</li> <li>• 1-3 days ISS</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• 3-10 days of ISS/Placement in Alternative School</li> </ul>
<b>Bus Incidents</b> - Not following rules, disrespectful, insubordination.  <i>*The West St. Francois County R-IV School District may employ the non-discriminate use of video cameras on the school buses to monitor student behavior.</i>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Discipline for action as if it occurred at school</li> <li>• 1-5 days bus suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Discipline for action as if it occurred at school</li> <li>• 1-10 days bus suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Discipline for action as if it occurred at school</li> <li>• 1-20 days bus suspension</li> <li>• Permanent bus suspension</li> </ul>
<b>Cheating</b> – Including Plagiarism	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• No Credit for Assignment</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• No Credit for Assignment</li> <li>• 1-3 days of ISS</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• No Credit for Assignment</li> <li>• 1-5 days of ISS</li> </ul>
<b>Disrespect Toward Staff</b>	<ul style="list-style-type: none"> <li>• Parent Contact</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> </ul>

	<ul style="list-style-type: none"> <li>1-3 days ISS</li> </ul>	<ul style="list-style-type: none"> <li>1-5 days ISS</li> </ul>	<ul style="list-style-type: none"> <li>1-180 days of OSS</li> </ul>
<b>Cell Phone Inadvertent Use</b>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Confiscation of phone (returned to parent)</li> <li>Verbal Warning</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Confiscation of phone (return to parent)</li> <li>1-3 days of DT/ISS</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Confiscation of phone (return to parent)</li> <li>Loss of Cell Privileges</li> <li>3-5 days of DT/ISS</li> </ul>
<b>Cell Phone Intentional Use</b>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Confiscation of phone (return to parent)</li> <li>1-3 days of DT/ISS</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Confiscation of phone (return to parent)</li> <li>Loss of Cell Privileges</li> <li>3-5 days of DT/ISS</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Confiscation of phone (return to parent)</li> <li>Loss of Cell Privileges</li> <li>3-10 days of ISS/OSS</li> </ul>
<b>Classroom Disruption</b>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Teacher/Student Conference</li> <li>1-3 days ISS</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Teacher/Parent Conference</li> <li>1-5 days ISS</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>1-10 days ISS/OSS/Placement in Alternative School</li> </ul>
<b>Dress Code Violation</b>	<ul style="list-style-type: none"> <li>Parent Contact to supply appropriate apparel</li> <li>Verbal Warning</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact to supply appropriate apparel</li> <li>1-3 days ISS</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact to supply appropriate apparel</li> <li>1-3 days ISS/OSS</li> </ul>
<b>Extortion</b>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>5-10 days ISS/OSS</li> <li>Juvenile/Civil authorities contacted</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Juvenile/Civil authorities contacted</li> <li>1-180 day OSS/Placement in Alternative School</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Juvenile/Civil authorities contacted</li> <li>1-180 day OSS/Placement in Alternative School</li> </ul>
<b>False Alarms</b>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>1-180 days OSS/Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>1-180 days OSS/Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>1-180 days OSS/Expulsion</li> </ul>
<b>Fighting-</b> Mutual combat between students either physical or verbal  <i>*These violations accumulate the length of the middle school career.</i>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>1-180 days OSS/Expulsion</li> <li>Placement in Alternative School</li> <li>Referral to Juvenile Office</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>1-180 days OSS/Expulsion</li> <li>Placement in Alternative School</li> <li>Referral to Juvenile Office</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>1-180 days OSS/Expulsion</li> <li>Placement in Alternative School</li> <li>Referral to Juvenile Office</li> </ul>
<b>Fireworks, stink bombs, mace discharge, or possession of on school grounds or bus</b>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>1-10 days ISS/OSS</li> <li>Possible contact of Juvenile/Civil authorities</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>1-10 days ISS/OSS</li> <li>Contact of Juvenile/Civil authorities</li> <li>Placement in Alternative School</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>1-10 days ISS/OSS</li> <li>Possible contact of Juvenile/Civil authorities</li> <li>Placement in Alternative School</li> </ul>
<b>Horseplay – Running in</b>	<ul style="list-style-type: none"> <li>Parent Contact</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> </ul>

halls, cafeteria, pushing and shoving in line, overall unruly	<ul style="list-style-type: none"> <li>Warning/1-3 days ISS</li> </ul>	<ul style="list-style-type: none"> <li>1-5 days ISS</li> </ul>	<ul style="list-style-type: none"> <li>1-10 ISS</li> </ul>
<b>Inappropriate Language</b> – Use of words or Actions: verbal, written or symbolic – meant to harass, injure, or demean another person (also includes racist, sexist, or remarks relating to ethnic origin or religious preference	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>1-10 days ISS/OSS</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>1-10 ISS/1-180 OSS/Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>1-180 OSS/Expulsion</li> </ul>
<b>Lunch Time Violations</b> – Cutting line, throwing food, excessive noise, failing to bring lunch card (per quarter)	<ul style="list-style-type: none"> <li>Warning</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>1-3 days ISS</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>1-5 days ISS</li> </ul>
<b>Pornographic Material</b> – Possessing, distributing, or viewing	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Material will be confiscated</li> <li>1-3 days ISS</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Material will be confiscated</li> <li>3-5 days of ISS</li> <li>Refer to school counselor</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Material will be confiscated</li> <li>3-10 days ISS/OSS</li> <li>Placement in Alternative School</li> </ul>
<b>Harassment</b> – Sexual, Bullying, (written, verbal, symbolic language)	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>1-10 ISS/1-180 OSS</li> <li>Juvenile/Civil authorities contacted</li> <li>Referral to school counselor</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>11-180 OSS</li> <li>Juvenile/Civil authorities contacted</li> <li>Referral to School Counselor</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Juvenile/Civil authorities contacted</li> <li>Placement in Alternative School/Expulsion</li> </ul>
<b>Stealing/Possession of Stolen Property</b> – Accumulate during middle school career	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Reimbursement/ Return of stolen item</li> <li>1-3 days ISS/OSS</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>1-3 days ISS/OSS</li> <li>Juvenile/Civil authorities contacted</li> <li>Reimbursement/Return of stolen item</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>1-3 days ISS/OSS</li> <li>Juvenile/Civil authorities contacted</li> <li>Reimbursement/ Return of stolen item</li> <li>Placement in Alternative School</li> </ul>
<b>Tardy/Unprepared Tardies</b> – Tardies/Unprepared are kept on a quarterly basis. A student will be	5 <sup>th</sup> Tardy <ul style="list-style-type: none"> <li>Parent Contact</li> <li>1 day DT/ISS</li> </ul>	6 <sup>th</sup> Tardy <ul style="list-style-type: none"> <li>Parent Contact</li> <li>2 days of DT/ISS</li> </ul>	7 <sup>th</sup> Tardy <ul style="list-style-type: none"> <li>Parent Contact</li> <li>3 days of DT/ISS</li> </ul>

referred to the office when they have accumulated 5 tardies and then will be referred for each tardy thereafter.			Subsequent referrals add days to the ISS penalty.
<b>Technology Usage Violation</b>	<ul style="list-style-type: none"> <li>• Written report sent to Director of Technology</li> <li>• Loss of technology access for 3 class days</li> <li>• 3 days ISS</li> <li>• Parent Contact</li> </ul>	<ul style="list-style-type: none"> <li>• Written report sent to Director of Technology</li> <li>• Loss of technology access for 5 class days</li> <li>• 5 days ISS</li> <li>• Loss of Internet for year</li> <li>• Parent Contact</li> </ul>	<ul style="list-style-type: none"> <li>• Written report sent to Director of Technology</li> <li>• 1-5 Days OSS</li> <li>• Dropped from computer courses</li> <li>• Parent Contact</li> </ul>
<b>Tobacco – Use/Possession</b>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Confiscation of Product</li> <li>• Juvenile/Civil authorities contacted</li> <li>• 3 days ISS</li> <li>• Complete Health Information Pack</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Confiscation of Product</li> <li>• Juvenile/Civil authorities contacted</li> <li>• 3-5 days ISS</li> <li>• Complete Health Information Pack</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Confiscation of Product</li> <li>• Juvenile/Civil authorities contacted</li> <li>• 3-10 days ISS/OSS/Alternative School</li> <li>• Complete Health Information Pack</li> </ul>
<b>Truancy – Skipping/leaving school</b>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• 1-3 days ISS</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Juvenile/Civil authorities contacted</li> <li>• 3-5 days ISS</li> <li>• Referral to school social worker</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Juvenile/Civil authorities contacted</li> <li>• 3-10 days of ISS/OSS</li> <li>• Referral to school social worker</li> </ul>
<b>Vandalism –</b> Deleting/adding computer software, damage to facilities or equipment belonging to the school district or its employees	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Juvenile/Civil authorities contacted</li> <li>• Reimbursement</li> <li>• 1-180 days ISS/OSS</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Juvenile/Civil authorities contacted</li> <li>• 1-180 days of OSS/Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Juvenile/Civil authorities contacted</li> <li>• 1-180 days of OSS/Expulsion</li> </ul>
<b>Weapon –</b> Possession of any instrument judged to be potentially harmful to others or battery with a weapon (look-alike weapons will be treated the same as an actual weapon)	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• 1-180 days OSS/Expulsion</li> <li>• Juvenile/Civil authorities contacted</li> <li>• Confiscation of weapon</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• 1-180 days OSS/Expulsion</li> <li>• Juvenile/Civil authorities contacted</li> <li>• Confiscation of weapon</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• 1-180 days OSS/Expulsion</li> <li>• Juvenile/Civil authorities contacted</li> <li>• Confiscation of weapon</li> </ul>



## POLICY VIOLATIONS

*\*\*Corporal Punishment may be used as an alternative form of punishment at the discretion of the administrator, (or) with parent permission, and in accordance with board policy.*

### **STUDENTS**

#### **Nondiscrimination and Student Rights**

**Policy 2130**  
**(Regulation 2130)**  
**(Form 2130)**

## Harassment

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

## **Nondiscrimination and Student Rights**

### **Harassment**

#### **DEFINITIONS AND EXAMPLES**

##### **Sexual Harassment**

For purposes of this Regulation, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the District causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct which may constitute sexual harassment include:

- sexual advances;
- touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
- graffiti of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- touching oneself sexually or talking about one's sexual activity in front of others;
- spreading rumors about or rating other students as to sexual activity or performance;
- unwelcome, sexually-motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcomeness is generally not relevant.)

- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

### **Harassment Because of Race or Color**

For purposes of this Regulation, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color when:

1. The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially-offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

### **Harassment Based Upon National Origin or Ethnicity**

For purposes of this Regulation, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members, or ancestors when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- jokes, name-calling, or rumors based upon an individual's national origin or ethnicity;

- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

### **Harassment Because of Disability**

For the purposes of this Regulation, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely and substantially affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
- threatening or intimidating conduct directed at another because of the other's physical or mental disability;
- jokes, rumors, or name-calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

### **Harassment Because of Gender**

For purposes of this Regulation, gender harassment of a student consists of verbal or physical conduct relating to an individual's gender when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or

3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of gender include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's gender;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's gender;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to gender;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by gender.

## **Harassment Because of Sexual Orientation or Perceived Sexual Orientation**

For purposes of this Regulation, harassment of a student because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual's sexual orientation or perceived sexual orientation when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of sexual orientation or perceived sexual orientation include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's sexual orientation or perceived sexual orientation;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's sexual orientation or perceived sexual orientation;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation or perceived sexual orientation;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by sexual orientation or perceived sexual orientation.

## **REPORTING PROCEDURES**

Any student who believes he or she has been the victim of sexual harassment or harassment/discrimination based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the School District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School

District, is encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the District, is required to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any other person with knowledge or belief that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, sex color, national origin, ethnicity, disability,

sexual orientation, or perceived sexual orientation as set forth above, is encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this Regulation shall prevent any person from reporting harassment directly to the Compliance Officer or to the Superintendent. The District will respond to male and female students' complaints of discrimination and harassment promptly, appropriately, and with the same degree of seriousness.

1. In each school building, the building principal is the person responsible for receiving oral or written reports of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation at the building level. Any adult School District personnel who receives a report of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the District Compliance Officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Compliance Officer. If the report was given verbally, the principal shall personally reduce it to written form within twenty-four (24) hours and forward it to the Compliance Officer. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal.

If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Compliance Officer by the reporting party or the complainant.

2. The School Board has designated Sheri Price as the District Compliance Officer with responsibility to identify, prevent, and remedy unlawful discrimination and harassment. The District Compliance Officer shall:
  - receive reports or complaints of unlawful discrimination, sexual harassment, or harassment based on race, sex, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation;
  - oversee the investigative process;
  - be responsible for assessing the training needs of the District's staff and students in connection with the dissemination, comprehension, and compliance with this Regulation;
  - arrange for necessary training required for compliance with this Regulation; and
  - insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

If any complaint involves a Compliance Officer, the complaint shall be filed directly with the Superintendent.

The District shall conspicuously post a notice against unlawful discrimination and harassment in each school in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the Compliance Officer; the name, mailing address, and telephone number of the Missouri Commission for Human Rights, the state agency responsible for investigating allegations of discrimination in educational opportunities; and

the mailing address and telephone number of the United States Department of Education, Office for Civil Rights, and the United States Department of Justice.

3. A copy of Policy 2130 shall appear in the student handbook, and this Regulation shall be made available upon request of parents, students, and other interested parties.
4. The School Board will develop a method of discussing this Regulation with students and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the Board in consultation with the District Compliance Officer determines is necessary or appropriate.
5. This Regulation shall be reviewed at least annually for compliance with state and federal law.
6. The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

## **INVESTIGATION**

Upon receipt of a report or complaint alleging unlawful discrimination, sexual harassment, or harassment based upon race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, the Compliance Officer shall immediately undertake or authorize an investigation. That investigation may be conducted by District officials or by a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this Regulation, the District shall consider:

- the nature of the behavior;
- victim's statements;
- how often the conduct occurred;
- mandatory written witness statements or interview summaries;
- whether there were past incidents or past continuing patterns of behavior;
- opportunity for the complainant to present witnesses and provide evidence;
- evaluation of all relevant information and documentation relating to the complaint of discrimination or harassment;
- the relationship between the parties involved;
- the race, color, sex, national origin, age, ethnicity, disability, sexual orientation or perceived sexual orientation of the victim;
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
- the number of alleged harassers;
- the age of the alleged harassers;
- where the harassment occurred;



- whether there have been other incidents in the school involving the same or other students;
- whether the conduct adversely affected the student's education or educational environment;
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this Regulation requires a determination based on all the facts surrounding the circumstances.

The investigation shall be completed no later than fourteen (14) days from receipt of the report. The District Compliance Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Regulation. The Compliance Officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

## **SCHOOL DISTRICT RESPONSE**

1. Upon receipt of a report that a violation has occurred, the District will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. District action taken for violation of this Regulation shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and District policies for violations of a similar nature of similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this Regulation has occurred, the District shall consider:

- what response is most likely to end any ongoing harassment;
- whether a particular response is likely to deter similar future conduct by the harasser or others;
- the amount and kind of harm suffered by the victim of the harassment;
- the identity of the party who engaged in the harassing conduct.
- whether the harassment was engaged in by school personnel, and if so, the District will also consider how it can best remediate the effects of the harassment.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Missouri criminal statute, the Board shall also direct the District Compliance Officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

2. The results of the District's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the District in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.
3. If the District's evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful discrimination or harassment in violation of this Regulation, or that school personnel have failed to report harassment as required herein, that individual may appeal this determination by use of established School Board procedures for appealing other adverse personnel and/or education-related actions. If the District's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by use of established School Board procedures for appealing other adverse personnel and/or education-related actions. (See Regulation 1310, page 3). An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, Office for

Civil Rights, or the United States Department of Justice. In addition, such individual may choose to file suit in the United States District Court or the State Circuit Court.

4. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained at the main administrative offices of the School District.

## **RETALIATION**

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment, or harassment based upon race, sex, color, disability, national origin, ethnicity, or sexual orientation will not affect the complainant or reporter's future employment, grades, learning, or working environment, or work assignments.

The School District will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an incident of alleged harassment/discrimination, sexual, racial, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## Discipline

### Drug-Free Schools

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

Mr. Stacy Stevens  
*Superintendent*  
*sstevens@wcr4.org*



# West County R-IV School District

1124 Main Street – Leadwood, Missouri 63653 – (573) 562-7535 Fax: (573) 562-7510

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Dear Parents and Employees:

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which proved a comprehensive framework for addressing asbestos problems in public and private elementary and secondary school. On October 30, 1987, EPA published the Asbestos-Containing Materials in Schools Rule [40 CFR Part 763 Subpart E]. This New Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school building, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

West St. Francois County R-IV School District conducted a complete inspection of its facilities in 1988, utilizing the services of Mead Environmental Associates, Inc. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of this District (and in the offices of each school) during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel and their representatives, and parents. The District may charge a reasonable cost to make copies of management plans.

Periodic surveillance is required every six (6) months, with a reinspection to be done every three (3) years. The District has continually adhered to these guidelines. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan.

You, as a parent, are encouraged to examine the management plan that affects your child(ren).

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of the District for any reason. This District takes very seriously the recommendations made in the management plan.

The person in the District trained to oversee asbestos activities and ensure compliance is Mr. Stacy Stevens. As required in the Rule, Mr. Stevens is the single contact for the public to obtain information about asbestos-related activities in the District. You may reach Mr. Stevens at 1124 Main St., Leadwood, MO 63653 or by calling (573)562-7535. Thank you for your cooperation and understanding.



## West County R-IV School District

1124 Main Street – Leadwood, Missouri 63653 – (573) 562-7544 Fax: (573) 562-7544

RE: Parents' Right to Know Letter

Dear Parent/Guardian:

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

Upon your request, our district is required to provide to you in a timely manner, the following information:

Whether the teacher has met state qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction.

Whether the teacher is under emergency or other provisional status through which state qualification of licensing criteria have been waived.

Whether your child is provided services by paraprofessionals and, if so, their qualifications.

What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent/guardian:

Information on the achievement level of the parent's child in each of the state academic assessments as required under this part.

Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Please contact me if you have any questions.

Respectfully,

Mrs. Sheri Price M.S.CCC-SLP,  
Director of Special Services

# PUBLIC NOTICE

## **PUBLIC NOTICE OF COMPLIANCE FOR CHILD FIND: SPECIAL EDUCATION NEEDS, EDUCATIONALLY AT-RISK, HOMELESS, MIGRANT, LIMITED ENGLISH PROFICIENCY, ENGLISH AS A SECOND LANGUAGE:**

It is the policy of the state of Missouri that all children with disabilities residing in the state, regardless of the severity of the disability, are located, evaluated, and identified. This requirement includes children attending school in a public school district. Children attending private schools, (including home schools), children who live outside a public school district, but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade.

The Department of Elementary and Secondary Education (DESE) is the agency responsible for coordinating the planning and implementation of the child find activities for children birth to twenty-one.

The following state agencies participate in the planning and implementation of child find activities: **Department of Mental Health, Department of Health, Department of Social Services, and Department of Corrections.**

Please contact the appropriate school district in St. Francois County if you know of, or suspect that, a child, age birth to twenty-one years, needs special education services because of a disability, is homeless, is a migrant, or speaks limited English as a second language. Any information you provide is kept confidential and is submitted to the Department of Elementary and Secondary Education as required by Federal Regulations.

Contact (area code 573): 562-7535 Ex: 5  
Sheri Price  
West County R-IV

## **PUBLIC NOTICE REGARDING SPECIAL EDUCATION:**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities, who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade.

The St. Francois County School Districts assure that they will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under their jurisdiction. Disabilities include: **Autism, deaf/blindness, emotional disturbances, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, and other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young child with a developmental delay.**

*The St. Francois County School Districts assure that they will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants, and toddlers eligible for the Missouri First Steps Program.*

The St. Francois County School Districts assure that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates their rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The St. Francois County School Districts have developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that the services are provided with the General Education Provision Act (GEPA). This plan may be reviewed at the office of the Director of Special Services located in each school district from 9:00 am-2:00 pm, Monday –Friday during regular school calendar days.

*Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that resides in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name, of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Director of Special Services for your district.*

Contact (area code 573): 562-7535 Ex: 5  
Sheri Price  
West County R-IV

This notice will be provided in native language as appropriate.

## **PUBLIC NOTICE REGARDING SURROGATE PARENT PROGRAM:**

Pursuant to the requirement of state law 162.997-999RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of Special Education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian or a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine which child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district's surrogate parent contact person, the person responsible for the district's Special Education program.

Contact (area code 573): 562-7535 Ex: 5  
Sheri Price  
West County R-IV

This notice will be provided in native language as appropriate.



**PUBLIC NOTICE REGARDING ANTI-DISCRIMINATION LAW COMPLIANCE:**

It is the policy of each St. Francois County School Districts not to discriminate on the basis of race, color, religion, gender, national origin, ancestry, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the American Disabilities Act of 1990. In addition, marital, maternal, or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors just as any of the students enrolled in each of the St. Francois County School Districts. The districts also do not discriminate in their employment practices with regard to the use of leave protected by the Family and Medical Leave Act.

A copy of the policies regarding nondiscrimination is posted in each of the buildings used for instruction and/or in the administration offices in the St. Francois County School Districts. Inquires or concerns related to employment practices, school programs, or civil rights compliance should be directed to the appropriate district personnel listed below.

Contact (area code 573): 562-7535 Ex: 5  
Sheri Price  
West County R-IV

This notice will be provided in native language as appropriate.

**PUBLIC NOTICE REGARDING GRIEVANCE PROCEDURES:**

*A grievance procedure has been adopted by the St. Francois County School Districts to expedite prompt or equitable resolution of any complaint or inquiry. Any student, parent, employee alleging non-compliance with any part of Title IX, Section 504, IDEA, Surrogate Parent, Titles; I, II, VI, IX, or Homeless/Migratory, or Limited English Proficiency, should file a written complaint with the appropriate school district representative.*

Contact (area code 573): 562-7535 Ex: 5

Sheri Price

West County R-IV

This notice will be provided in native language as appropriate.

**PUBLIC NOTICE REGARDING AMERICANS WITH DISABILITIES ACT OF 1990 AND SECTION 504 OF THE REHABILITATION ACT OF 1973.**

Each of the St. Francois County School Districts does not discriminate on the basis of disability in admission to, or access to, or operations of its programs, services, or activities. Each of these School Districts 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.

Contact (area code 573): 562-7535 Ext. 5  
Sheri Price  
West St. Francois County R-IV

This notice will be provided in native language as appropriate.

**PUBLIC NOTICE REGARDING PRIVATE/PAROCHIAL/HOME SCHOOL PARTICIPATION:**

The St. Francois County School Districts offer, on an annual basis, an opportunity for a representative of each private/parochial/home school, within each District's jurisdiction, to meet for the purpose of planning, locating, identifying, and serving children with disabilities residing in the district. The Districts offer to arrange the meeting and develop a plan that includes access to screening evaluation, and IEP procedures for children enrolled in private/parochial/home schools. If applicable, please contact the school district in which you reside.

Contact (area code 573): 562-7535 Ext. 5  
Sheri Price  
West St. Francois County R-IV

This notice will be provided in native language as appropriate.

## **PUBLIC NOTICE REGARDING THE MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION NCLB COMPLAINT PROCEDURES**

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title IV (Part A), Title V, Title VI, and Title VII and Title IX (Part C).

Any Local Education Agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. An allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program was violated.
2. Facts, including documentary evidence that supports the allegation.
3. The specific requirement, statute, or regulation allegedly violated.

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. Formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject to an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances can be found on the Missouri Department of Elementary & Secondary Education Federal Programs webpage at <http://dese.mo.gov>. Inquiries may also be directed to the appropriate district personnel.

Contact (area code 573): 562-7535 Ext. 5

Sheri Price

West St. Francois County R-IV

This notice will be provided in native language as appropriate.

## **Notice of Non-Discrimination**

**The West St. Francois County R-IV School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:**

**Mrs. Sheri Price  
Director of Special Services  
728 Highway M  
Park Hills, MO 63601  
573-562-7535 ex: 5**

**For further information on notice of non-discrimination, see list of OCR enforcement offices for the address and phone number of the office that services your area, or call 1-(800)-421-3481.**

## 504 PUBLIC NOTICE

The West St. Francois County R-IV School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The West St. Francois County R-IV school District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services (i) are designed to meet the individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The West St. Francois County R-IV School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the Director of Special Services' office Monday-Friday from 9:00 to 3:00 and/or on the District's web site.

This notice will be provided in native languages as appropriate.

# **West St. Francois County R-IV School District**

## **B.Y.O.D. (Bring Your Own Device) Policy and Form**

The West St. Francois County R-IV School District recognizes the value that technology devices add to the educational experience of all students. Therefore, the use of personally owned technology devices is permitted for students and staff when designated appropriate by the Building Administrator and Technology Department. In addition to what is outlined in this policy, all other Technology Policies apply to personally owned technology devices.

For the purposes of this policy:

Users: shall be defined as any currently enrolled student of the school district and all current employees of the school district as well as any other person(s) deemed acceptable.

Personally owned technology devices: shall be defined as any technology device that is privately owned by a user.

School property: shall be defined as any place which is owned, rented, or under the control of the West St. Francois County R-IV School District.

1. Personally owned technology devices shall be at the sole responsibility of the user. No technical support will be provided.
2. The district reserves the right to monitor and log all network activity of personally owned technology devices.
3. The district reserves the right to make determinations on whether specific uses of the personally owned technology devices are consistent with the district's Technology Policies.
4. The district reserves the right to confiscate personally owned technology devices in the event of a legal hold.
5. Personally owned technology devices may not disrupt the educational process, endanger the health or safety of the user or any other user, or involve illegal or prohibited conduct in anyway.
6. Users shall have filtered Internet access for educational use only. Access is provided by the district's guest wireless network. Users shall not attempt to connect to the school district's network in anyway.
7. Users are prohibited from using personally owned technology devices in dressing rooms, locker rooms, bathrooms, and other locations that are deemed private in nature by the Building Administrator. Users are also prohibited from using personally owned technology devices for video or audio recording unless approved by the Building Administrator.
8. Users shall not attempt to intercept or interfere with the transmission of the wireless network.
9. Users shall not attempt to compromise network security in any manner. Sharing or unintentionally stealing IP address information is strictly forbidden.
10. Users are not to attempt sniffer programs, IP spoofing, or other deceptive networking practices.
11. Users shall not be allowed any personal use during class time nor shall they access personal data plans while on school property.
12. Users are responsible for reporting lost or stolen devices as soon as they are aware of such an event.
13. The district shall not be held responsible for any physical, hardware, or software damage to personally owned technology devices. This includes computer viruses and virus related activities, including worms, spam, and pop-ups. Should a personally owned technology device which has been deemed appropriate for use by both the Building Administrator and the Technology Department be lost, stolen, or damaged in any way, the school district shall not be held financially liable and will not reimburse the owner for the property nor shall the district reimburse or share cost for repairs.
14. Users must allow district personnel to physically access the personally owned technology devices so that the district's wireless access key can be inputted, updated, or removed.

### **Approval Procedure**

1. Users must complete and sign the district's B.Y.O.D. Policy and Form. Parents/guardians of student users must also sign the policy/form.
2. Users must provide the district with specific information regarding the personally owned technology devices. I.E. Version of Operating System, name of Antivirus, and MAC Address. The district will maintain a list of criteria that must be met in order for personally owned technology devices to be allowed on the district's guest wireless network.
3. If criteria for a guest wireless connection are met, users must allow district personnel to physically access the personally owned technology devices so that the district's wireless access key can be inputted. If

criteria for a wireless connection are not met, users may still opt to use the personally owned technology devices without a connection.

4. The use of personally-owned technology devices is permitted for students and staff when designated appropriate by the Building Administrator and Technology Department.

#### Disciplinary Action

Disciplinary action for users utilizing personally owned technology devices in district facilities shall be consistent with the district's standard policies and practices. Violations can constitute cause for revocation of access privileges, suspension of use of personally owned technology devices in district facilities, other school disciplinary actions and/or appropriate legal action. Exact disciplinary measures will be determined on a case-by-case basis. This policy is subject to change without notice.

I have read the West St. Francois County R-IV School District B.Y.O.D. policy and agree to abide by its provisions. I understand that the district is not responsible for any physical, hardware, or software damage to personally owned technology devices.

Name: \_\_\_\_\_

Operating System Version: \_\_\_\_\_

Antivirus Program: \_\_\_\_\_

Wireless MAC Address (District will fill this out): \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian OR Employee Signature

\_\_\_\_\_  
Date



**Discipline****Corporal Punishment: Authorized**

Corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.

All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other District administrator. The use of reasonable force for a District employee to protect persons or property is not abuse within the meaning of Chapter 210, RSMo.



**EDUCATION**

***Empowering  
Students for  
Successful  
Lives***

**Mr. Stacy Stevens**  
*Superintendent*

***West County R-IV School District***

1124 MAIN STREET - LEADWOOD, MISSOURI 63653- (573) 562-7535  
FAX: 562-7510

Dear Parent/Guardian,

This communication is being sent as a component toward fulfillment of our Federal and State Programs requirements. Please read carefully to determine the complaint resolution process.

If you feel you have a complaint please follow the outline procedure.  
**If** you have any questions or feel you need further information on this subject, please feel free to contact myself or Ms.Sheri Price at the above number.

Sincerely,

Stacy Stevens  
Superintendent of Schools

## **School/Community Relations**

### **Public Complaints**

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Appropriate Central Office Administrator
4. Superintendent
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

