

*Westview Student Handbook*  
*2021-2022*

**E**ngaging

**A**ll

**G**uiding

**L**earners

**E**levating

**S**uccess



**www.wc6.org**

**Mission:**

*Engaging All, Guiding Learners, Elevating Success*

Motto: *Soaring to new heights!*

**General Information**

**Disclaimer:**

In the event of a discrepancy between handbooks and other written district materials, board policies and administrative procedures will take precedence.

**Calendar**

A school calendar is **tentatively** printed for your convenience. Calendar changes may occur during the year.

**Curriculum**

The program in grades PreK-5 is a self-contained management system and 6-8 grade programs are departmentalized. Basic courses consist of communication arts (reading, language, spelling, and writing), mathematics, social studies, science, art, vocal and instrumental music, technology instruction, career education, physical education, and library. All parents have the right to know the professional qualifications of their child's teacher. You may request that information from the school office. Special needs are addressed through an individual education plan.

**School Property:** Each student will receive textbooks for instruction. Students are responsible for taking care of their textbooks. Lost or damaged books should be reported as soon as possible. Students will be required to replace, at their expense, a lost or damaged textbook/library book. Pupils are responsible for replacement of school property items and will be expected to replace that which is lost or damaged. Students will be issued a Tablet/Chromebook to be used during the school year. There will be a \$25.00 fee that is required for each child to pay for insurance for the year. The insurance covers only one incident. Parents will be required to pay as listed on the Tablet/Chromebook contract the fee required to replace damage.

**Physical Education: All students are required to participate in physical education activities unless excused by a physician. Parents or guardians may temporarily excuse a student from participating on a daily basis due to medical reasons. Required physical education credit must be achieved by participating appropriately in class activities and following class rules. All students are required to wear proper gym shoes on the gym floor on designated P.E. days. No jewelry allowed during participation in physical education.**

**Technology/Internet Use:** Part of the school district's responsibility in preparing our students for the 21<sup>st</sup> Century is to provide them with access to the tools they will be using as adults. We accept the responsibility for teaching your student about his/her role as a "network citizen" and will utilize the Internet Acceptable Use Policy Release. Each student must have this signed usage agreement on file in the office in order to use the Internet.

### **Dismissal of School**

The Superintendent may dismiss school due to inclement weather or other emergencies. Please prepare your children with instructions for early dismissals. School dismissal will be announced through the school's messaging system, App, Facebook and on the Joplin television stations (KSYN, KOAM and KODE). **Please do not call the school** since open phone lines are needed during these times. Make sure early dismissal/emergency instructions are explicit on the Student Permission Sheet.

### **Weather Related Closure**

Westview school will participate in Alternate Methods of Instruction (AMI) for up to 5 days. The superintendent will notify students when AMI days will be used. Students are required to participate in Google Meetings, Seesaw and complete all tasks assigned to students during the days off to be counted in attendance for those days. Teachers will send home specific class information at the beginning of the school year.

### **Emergency Drills**

Emergency drills (fire, tornado, bus, etc.) are held periodically during the school year. Teachers will frequently review instructions regarding safety, shelter, emergency procedures and ensure student understanding and preparedness.

### **Emergency Information**

Emergency contact forms will be collected through the online enrollment process at the beginning of each school year and will be kept on file in the office. Please notify the school **immediately** of any informational change throughout the year. **Current information is imperative in the event of an emergency.**

### **Food Service**

Our school provides a nutritionally balanced meal, which meets federal standards and includes one half-pint of milk. To be excused from being served required foods, a student must have an exemption form signed by a doctor. Microwaves or refrigerators are not available for student use. Lunch boxes are to be disposable, metal, plastic or nylon material only.

**Students are not allowed to bring on school premises any substance that enhances alertness or energy. (Energy drinks, Redbull, 5 hour energy, energy packs added to water, coffee, etc)**

Meal and/or milk money should be placed in a sealed plain envelope with the student's complete name, teacher's name, amount enclosed, and the date. Envelopes may be secured from the office. The envelopes should be turned into the office and advanced payment is appreciated.

Meal prices are as follows:

Breakfast:	Full price -	No Cost	Reduced - No Cost
Lunch:	Full price -	\$1.75	Reduced - \$.40
Entree/Side Only or Additional Entree/Side:	Full price -	\$1.10	Reduced - \$1.10
Milk Only or Additional Milk:	Full price -	\$.50	Reduced - \$.50

Adults: Breakfast - 2.51 Lunch - \$3.73

Milk/juice can be purchased for 50¢ if a tray is not purchased. Juice is available at breakfast only. We do not take part in the Federal milk program, therefore if a student brings lunch and they want to purchase milk then it must be paid for by the student. Milk alone cannot be counted as a free or reduced item. Students will participate in a grab and go breakfast in your child's classroom. Breakfast is available **from 7:40 to 7:50, any student arriving after 7:50 will need to eat breakfast at home.** Students must be ready to begin classes at 7:50 am. They may continue to eat until 8:00 am.

Free and reduced price lunches are available. Those who wish to participate must complete an application and submit it to school officials for approval or disapproval. As your financial situation changes throughout the school year you can reapply anytime by filling out a new application. This information is strictly confidential. Please do not hesitate to take advantage of this program. Applications are **strongly encouraged.**

**Free and Reduced Lunch:**

If you qualify for a free or reduced price lunch your child must take the **entire tray** to receive the lunch free or at the reduced price.

If students only request an entree or side for lunch they will be charged \$1.00 per entree/side. If a student receives a tray and requests an additional entree/side they will be charged \$1.00 for the extra item. Parents are responsible for purchases. Federal free and reduced lunch program does not allow extra entree or sides to be covered by this program.

If student only receives a milk parents will be charged \$.50 per milk.

**\*\* SCHOOL POLICY MANDATED BY THE STATE\*\*\*Lunches may be charged up to a \$10.00 limit. After the \$10.00 limit has been reached, students will be given an alternative lunch until charges are paid. We will do our best to contact you when your child's balance is getting low but please be diligent in keeping up to date on what is owed.**

**Cafeteria behavior:** Students will wait in an orderly manner in the cafeteria line. The noise level in the cafeteria will be kept to a minimum at all times. Students may not move food from one tray to another or request second helpings. This should help minimize the spread of germs and encourage children to eat a variety of foods while reducing confusion in the cafeteria. Students will be responsible for personal eating areas with regard to clean up and disposal of trash. Lunchtime should be a pleasant experience for everyone. All behavior and conversation should reflect an attitude of respect and

responsibility.

**Lunch Visitors:**

No visitors are allowed at this time.

**Grade Cards/Progress Reports**

Grades Prek-5 will utilize a standard-based report card system. Information regarding this will be provided by the classroom teacher. Report cards are distributed four times a year. Students in grades 6-8 are encouraged along with their parents to log into our Teacherease program to get current grade information.

In grades 6-8, grading scale is as follows:

100-95= A	77-74= C	<b><u>Standard-base grading</u></b> <b>3- Meets/Exceeds Grade Level Standard/ Age Appropriate</b> <b>2 -Partially Meets Grade Level Standard/Developing</b> <b>1 -Does Not Meet Grade Level Standard/Needs Improvement</b>
94-90= A-	73-70= C-	
89-88= B+	69-68= D+	
87-84= B	67-64= D	
83-80= B-	63-60=D-	
79-78= C+	59-Below= F	

**Parent Conferences:** Conferences are held to inform parents of their student’s progress. Teachers can meet and share information with parents throughout the week and on one scheduled evening. Please be prompt for your conference since the teachers will be seeing many parents back-to-back. If additional time is needed, an additional conference can be set up on another day.

**GENERAL ADMINISTRATION** Policy 1405 (Regulation 1405)

**School/Community Relations**

**Parent/Family Involvement in Education:** In accordance with policy and regulation 1405, the Board recognizes the positive effects of parents/families’ involvement in the education of their children. The Board is committed to strong parent/family involvement in working collaboratively with district staff as knowledgeable partners in educating district students.

In order to implement the Board’s commitment to parent/family involvement in students’ education, the District has implemented an educational involvement plan with the following features:

1. Regular two way communication between school and parents/families. Such communication will include but not be limited to scheduled parent visits to school, electronic communication, use of translators, parent volunteers, and other programs recommended by the Parent/Family Involvement Committee.
2. Assist parents in developing positive, productive parenting skills, as well as positive productive means of interacting with District administrators and staff.
3. Provide professional development opportunities for District staff to facilitate productive parent/school involvement in promoting education of District students.
4. Involve parents in meaningful activities to enhance student learning.

5. Enhance opportunities for parents/families to visit schools in a safe and open atmosphere. Such opportunities will include, but are not limited to, identifying roles for parent volunteers, providing training for volunteers and provision of family activities at school.
6. Affirmatively involve parents in school decisions which affect their children.
7. Utilize community resources to promote and strengthen school programs, family practices, and student learning.
8. The Plan will be reviewed annually with input from parents and staff. Meeting agenda sign-in sheets and meeting minutes will be prepared and maintained by the District.
9. Full opportunity for parent participation will be provided to all parents including, but not limited to, parents with limited English proficiency, parents with disabilities, and parents of migratory children.
10. Conduct an annual evaluation of the policy to identify and resolve any barriers that would limit the involvement of parents. (Examples of barriers include, but are not limited to, economically disadvantaged, limited English proficiency, limited literacy, disabled or are of any racial or minority background).

### **Transportation**

Each student is classified according to state law as a “bus rider” or a “walker”. Students living over 1 mile from the school are “bus riders”. Parents will designate a normal departure mode. If the student is a bus rider, a drop-off point must be approved by the district. Any changes must be made by the parent/guardian in writing or by phone prior to **2:30** Tuesday-Friday.

The bus driver has complete charge of the bus. His/her authority is comparable to that of the teacher in the classroom. Bus transportation is a privilege, not a right, and may be revoked due to behavior and non observance of rules and regulations. Pupils **must** be on time. The bus driver cannot wait on students. Students must stay off the road while waiting for the bus. Parents are responsible for their children until the bus arrives and students safely load the bus. Students must walk to bus, running or pushing is not allowed. If students miss the bus, the bus driver will not stop and pick students up at a different location.

The school is not responsible for any personal items damaged, lost or stolen.

**Severe and/or persistent misbehavior: Student may lose bus privileges by suspension.**

**Riding bicycles** to and from school can be dangerous. Parents should send a note to the office giving permission for the student to ride their bike to school. Bicycles can only be stored in the bicycle rack located in the front of the school.

### **\*\*\*DROP OFF AND PICK UP PROCEDURES\*\*\***

**THE ENTRANCE TO THE SCHOOL IS NOW THROUGH THE EAST GATE (One closest to Neosho)**

**\*Please follow signs**

**Morning Drop off-**

- ✓ **Bus Riders- Buses will pull up to bus door and students will be dismissed to enter the building at 7:40.**

✓ **Parent Drop Off/Walkers-**

- o **PreK and K students will enter through the PreK entrance. Older siblings will not be allowed to use this door.**
- o **1-8<sup>th</sup> graders will be dropped off in front of the office. They will walk the sidewalk to the concession door and enter. Parents will exit out the West Gate (one closest to Seneca). This should allow us to unload multiple cars at a time.**
- o **Please pull as far forward as possible to allow efficiency in drop off.**
- o **If you need to come in the building you must park. Do not hold up the line.**

**Bus/Parent Pickups/Walkers - ALL Students (except students in EAGLE Program)**

- ❖ Will be taken to the bus door. Students who are parent pickup/walkers will go into the gym.
- ❖ Parents will pick up students by lining up **BEHIND** the buses.
- ❖ When buses exit, then parents will pull forward to the bus door.
- ❖ Students will not be released to their cars until the buses leave. We should be able to load 4 or more cars at a time.
- ❖ Lastly, the walkers will be released after all car riders.
- ❖ If parents must come into the building, you will need to pick your child(ren) up first from the parent pick up line and drive to the front of the building.
- ❖ If parents are more than 5 minutes late, parents will need to pick a student(s) up in the office.

**School supervision will be provided to students between 7:40 a.m.-3:35 p.m. Westview School District will not be responsible for supervising students outside the stated times. Do not drop off or leave children at the school during unsupervised periods.**

**Visitation- Due to current health guidelines visitation to the school will be restricted**

The Westview School Staff invites parents, grandparents, and those interested in education to visit our school. We are proud of our educational system and are anxious to answer questions concerning any aspect of our program. We particularly invite parents to visit classes of their children and go through a daily schedule with them. Should you wish to participate in your child's daily education, it is necessary that you check in with the office before you go to the classroom. We feel that visitation gives parents a better understanding of the things their children are doing in school and an appreciation of the current methods and strategies used in education today. It is school policy that visiting children or former students may not attend school. Reminder Westview Campus is a smoke free facility including any **vapor related smoking devices.**

***Student Information***

**Student Attire**

All apparel should be neat, clean, and proper. The appearance of students should be based on good taste and in

accordance with the standards of our school and community. Students should dress in a respectful manner that supports positive attitudes and does not disrupt the education climate. The school administration shall have the right to determine apparel that disrupt or detract the educational program. Parents should monitor student clothing appropriate to the weather.

The dress code will include the following:

1. Shirts and blouses appropriately buttoned in accord with the design. Transparent, see-through tops, bare midriff, strapless, low-cut clothing, or tops and outfits, which provide minimum coverage, will not be allowed.
2. Muscle shirts are not permitted unless worn under a t-shirt.
3. Skirts and shorts must be no shorter than fingertip length.
4. Students must be dressed appropriately for type of weather.
5. Hats are prohibited inside the school building.
6. Clothing containing slogans or advertising which are controversial, obscene, and gang related attire or colors are prohibited.
7. No cloth or fabric headbands (animal ears, etc)
8. Frays or holes in jeans must be below finger length and not excessive.
9. Tank top straps must be a minimum of two fingers in width wide.
10. Halter style shirts/dresses will be allowed but no undergarments can be showing.
11. No bandanas will be allowed as daily attire
12. No pajamas allowed unless it is a designated pajama day.
13. Body piercings/tattoos can not be distracting to learning or they will be asked to be removed or covered.

**The administration shall retain the authority to grant exceptions for special occasions and/or special conditions.**

In order to set a good example for our students, we ask that parents follow the student dress code when entering student areas such as the cafeteria or classrooms.

**Prohibited Items:**

Students are not allowed to bring any toys, playground balls or equipment, fidget spinners to school at any time.

**Fundraising:**

No selling of outside fundraising not associated with Westview School.

**Delivery / Messages**

Parents who wish to bring a forgotten item to school should deliver it to the office. The items will be delivered to your child's classroom. All doors will be locked during the school day. Please ring doorbells located at the office or nurses window. Students cannot be pulled from educational time for non-emergency phone calls. A message will be taken and if necessary the student will be allowed to return the call during their break time. Our school protects student instructional times by limiting disruptions throughout the school day. Students are not allowed to receive or answer their own personal phone/text/social media except at lunch time for middle school.

**Directory Information**

We will not release any information about you or your child, unless required by state law. Board policy does allow "directory information" to be supplied in the form of athletic rosters, class lists, programs for special events and identification of students for news articles, photographs and other general school items. You may refuse release of



information by sending a written dated statement to the office noting your request.

### **Immunization**

All students must be immunized for measles, mumps, rubella, diphtheria, tetanus, pertussis, hepatitis B, and polio according to Missouri Public School Policy. The Division of Health requires that this be strictly enforced. Students not properly immunized will be excluded from school. **No child** will be allowed to attend school without proof of proper immunization. They will also be denied a pass to board the school bus. An exception may involve religious convictions.

### **Medication**

School personnel are not permitted to give any medication to any child unless written parental permission is on file in the health room. Clear dispensing information is to be provided by the parent and/or doctor. (For example: name of child, name of medication, dosage to be given, and time it is to be given.) All medication must be brought to the school health room by the parent or guardian and be in the original container unless other arrangements are made with the nurse. Due to shortage of available space, only prescription medications can be brought to school, over the counter medications cannot be stored for your child.

### **Insurance**

It is Board policy that all students participating in extracurricular activities have insurance coverage. The school assumes no liability for injuries at school. Therefore, the school merely acts as a medium in supplying insurance provider information for those families without insurance. The student insurance form must be completed and mailed with payment directly to the company. Not all health insurance plans cover accidents that may occur with school related sport programs. You may want to check your present insurance carrier if you have one.

### **Lockers**

Student lockers in grades six through eight will be assigned by the office. Personal locks are **not** permitted on the lockers. Locks will be provided by the school and must be turned in at the end of the school year or a fee will be assessed. For health and safety reasons, only book bags, school materials and coats should be stored in the lockers. Stickers, markings or adhesive decoration are not allowed. Lockers should be kept neat and orderly. Overloaded contents may damage lockers when doors are forced to close. Students may be asked to reduce contents. Locker contents are subject to inspection by school officials or their designee at any time. Abuse of these rules will result in loss of an assigned locker. Students will be given time to organize and clean their lockers at regular intervals (generally Friday).

### **Use of Telephone**

The primary purpose of the school telephone is to conduct school business. The lines must be kept open. Students are not allowed to use the phones unless there is an emergency, and the student has approval. **Students are responsible for school supplies prior to their arrival on the premises.** Student's cell phones are prohibited during the instructional day. If a student has a cell phone out at any time, whether in use or not, it will be confiscated unless during lunch/recess if the privilege has been earned. Students who need to contact parents should only do so during lunch if they earn that privilege. First offense student will have to collect from the office. Subsequent offenses the parent/guardian will be required to pick it up from the school administration.

## **School Programs /Activities**

## **Extracurricular Activities**

Westview offers services and programs to provide enrichment experiences for students. Participation in any after school event is deemed as a privilege and not a student right.

Any students desiring to participate in extracurricular activities must meet the following criteria:

1. The student must attend school on the day of the event. Students who miss class on the date of a contest without being excused by the school administration, will not be considered eligible to participate.
2. Students serving OSS, ISS, or an after-school detention the same day as a student activity, are not eligible to attend that event.
3. Student grades will be checked weekly on Tuesday. Any student in grades 6-8th, who does not have at least a 2.0 on their most recent summatives, will be ineligible. A student may reassess on any summative, provided they have completed all the homework/practice work for that assessment. All reassessments must be completed the Friday prior to the Tuesday eligibility check.
4. Students in 6-8 must maintain passing grades in **all** subjects, with no F's to be eligible to participate. Eligibility will be determined by the most recent grade report.
5. All homework/practice work must be completed. If a student has more than 5 missing assignments, then they will be assigned a Saturday School. If they earn a Saturday School, they are ineligible until that work is completed.
6. While ineligible students may go to practice, but not allowed to compete.
7. All students must have a satisfactory physical examination from a doctor on file with the school before participating in extracurricular athletics.
8. Student participants must be covered by accident insurance with policy information on file before participating in extracurricular activities.
9. All students and parents must read and sign the *Sports Handbook and Sportsman's Creed*.

Ball players are to ride the bus to away games. Students wishing to ride home with his/her parents may do so by simply having the parent or guardian inform the sponsor. Signed permission slips will be required for students riding home with anyone other than parents or guardians.

**Students and Spectators at Sport Events:** For safety and security reasons all students must remain inside the building after arriving for a game or activity. Children will not be allowed to block entrance/exit areas, congregate in halls, restrooms or outside the building. Student behavior should be respectful and cooperative, displaying good sportsmanship. If students are unable to follow these rules, they may be restricted from attending extracurricular activities.

### **The Sportsman's Creed**

#### **The Player**

- lives clean and plays hard - play for the love of the game
- win without boasting, lose without excuses and never quit
- respects officials and accepts their decisions without question
- never forget that you represent our school

#### **The Coach**

- inspires in players a love for the game and a desire to win
- teaches them that it is better to lose fairly than to win unfairly
- leads players and spectators to respect officials by setting a good example
- is the type person they want their players to be

### **The Official**

- knows the rules
- is fair and firm in all decisions
- calls them as they sees them
- treats players and coaches courteously and demands the same treatment for themselves
- knows the game is for the players and lets them have the spotlight

### **The Spectator**

- never boos a player or official
- appreciates a good play no matter who makes it
- knows that the school gets the blame or praise for his/her conduct
- recognizes the need for more sportsmen and fewer "sports"

**Band/clubs/tutoring/etc.:** Guidelines will be distributed as the activities are organized. Parents are expected to be punctual when picking up their children. Failure to do so may disqualify a student from participation.

### **Field Trips**

Students must have signed, written permission slips on file before going on any field trip. If your child does not return the required permission slip, he/she will not be able to attend. Field trips are set up as part of your child's academic enrichment for that school day. In the event that the child is not allowed to take part in the field trip in which the classroom teacher is taking part in, the parent will be required to pick up the child from school when the class leaves for the field trip. The 8<sup>th</sup> grade will take an "end of year trip". Students will be required to prepay all fees associated with this trip in order to attend. Students are required to follow all district rules while on field trips.

Parents may follow the class in their personal vehicle but are not legally allowed to ride the bus. The administration reserves the right to review extenuating circumstances. At the destination site parents are requested to remain outside the group perimeter in order to support the teachers' maintenance of supervision and authority.

### **Special School Events**

Parent information will be provided to you noting the time you should arrive for the various events (basketball, carnival, programs, etc.). Students may not attend events at Westview without an adult chaperone. They cannot be dropped off and picked up. They must have an adult with them to attend. If a child is dropped off by a parent to a school related event the parent will be contacted and required to come and get them.

From time to time assemblies are held for various reasons. Students are expected to conduct themselves in an orderly and well-behaved manner. Students will be seated by grade. Parents are invited to attend school assemblies. A visitor pass from the office will not be required for school assembly events. We encourage your support and attendance at these various school events. Our goal is the safety of your child while providing a consistent instructional environment.

**Parties:** (Pre-k – 8<sup>th</sup> grades) Harvest, Christmas, and Valentine's Day. Parents may volunteer to assist.

**Birthdays** are special occasions for children. If your child wishes, he/she may bring pre-packaged treats for the entire class. These will be served at the end of the day for primary students. **Please send a note a day or two in advance so plans can be made.** Please leave treats at the office. If a student brings birthday party invitations, there needs to be one for every student in his/her class.

## **Student Council**

The Middle School Student Council consists of students in 6<sup>th</sup>-8<sup>th</sup> grade. The officers and representatives must complete an application and maintain grades. Students in 8th grade, must maintain a C or better grade average. Students in grades 6-7th, must maintain standard-based grades higher than a 1.0. The primary purpose of the council is to act as a service group. They are expected to reflect good attitudes, school support and character. Regular meeting attendance is required.

## **Attendance/Absence**

**Attendance Policy Flow Chart for the District Attendance Process is available in the office upon request.**

### **Attendance**

Regular attendance is very important to all students. Those students who do not attend regularly find it difficult to keep up with regular class assignments. Although students are allowed to do make-up work, it is very difficult, if not impossible, for students to achieve the same level of understanding as those in class. This fact alone is enough to indicate the importance of regular attendance.

If a child is not in attendance during the regular school day for at least ½ day they will not be allowed to participate in any school related activity that day, to include evening activities. This also includes school related activities that do not take place on school grounds, such as an away basketball game. If a child is dropped off by a parent for an away school related activity and they were not in attendance during the regular school day, the parent will be contacted and required to come and get them.

### **Absence**

Parents should call the secretary by 8:30 a.m. to notify the school of a child's absence. Homework requests may also be made at this time. Medical absences documented by a doctor's note or the school nurse will not accumulate towards the attendance policy. All other absences are considered non-medical absences and will accumulate towards the attendance policy.

The administration reserves the right to review special circumstances.

**Make-up Assignments:** Absences require students to ask their teachers for make-up assignments after returning to school. A student will be given an adequate amount of time to complete make-up work so that they stay on track with current assignments. Parents are encouraged to contact the teacher or the office and pick up assignments when students are absent.

**Early Check Out:** All absences are recorded hourly. All students leaving the building during the school day must check out. Any student leaving without checking out will be considered truant. Early check out absences do accumulate towards the attendance policy.

### **Tardiness**

School begins at 7:50 a.m. If a student arrives after this time **a parent or guardian must sign the student in.** We do not allow a student to sign themselves in or out of school. We ask that parents and guardians see that students are here on

time. Teachers will notify the office concerning student tardies. Students must be in their classroom when the bell rings to not be counted tardy. In P.E. class the students must be sitting in the bleachers when the bell rings. Tardiness in the elementary grades is most often due to students arriving late to school which is solely the parent's responsibility. Tardiness in the middle school grades is most often due to students spending too much time between classes. Students are considered tardy if they arrive to school without a doctor's note after 7:50 a.m. or if they arrive in class after the 3 minute passing bell. Each time a middle school student receives 3 tardies they will serve a lunch detention. Tardies start over each quarter. **4 tardies is equivalent to 1 full school day of unexcused absence.**

### **Truancy**

A student is truant when absent from school without permission of parent or school.

POSSIBLE consequences:

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> truancy | Parent notification and/or office referral               |
| Repeated offense        | Referral to school social worker and/or juvenile officer |

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension or expulsion

### **Transfers**

If it becomes necessary for your child to make a school transfer, please notify the school office as soon as possible. Your child's records will be sent to the new school upon request; however you should take a copy of the student's immunization records. Missouri law requires proof of proper immunization before a child is allowed to attend any school.

## **Student Conduct**

### **Indoor Recess**

- Students will be safe while playing appropriate indoor games
  - Hula Hoops
  - Jump Rope
  - Basketball
  - Volleyball
  - Socialize
  - Teacher led activity
- Use kind hands, feet, and words for all games
- Follow all teacher instruction
- First and Second grade on West side of court
- Third and Fourth grade on East side of court

### **Outdoor Recess**

- Students will use school provided equipment
- Students will be safe while playing appropriate outdoor games and using equipment
- Use kind hands, feet, and words for all games
- Sportsmanship will be taught in teacher led activity if desired for elementary
- Students may participate in approved organized sport activities
- Follow line procedures
- Return equipment when finished using it
- Receive permission before you leave the recess area

A written note from parents is required for students to stay inside during recess or to abstain from physical activities. Repeated parent requests will require a doctor's note.

### **Major Infractions: Office Referral**

#### **Vandalism**

- The student participates in an activity that results in destruction or disfigurement of property.

#### **Possession of illegal school objects**

- The student possesses/uses on school grounds alcohol, drugs, tobacco, weapons, or combustible objects which include matches, lighters, firecrackers, gasoline, or lighter fluid.

#### **Truancy**

- Student receives an unexcused absence.

#### **Physical Contact with Injury**

- Student engages in action involving serious physical contact where injury may occur (hitting, punching, hitting with object, kicking, hair pulling, biting, scratching, etc.)

#### **Abusive/Inappropriate/Profanity Language**

- Student delivers verbal message that includes swearing, name calling, or use of words in an inappropriate way.

#### **Harassment/Bullying**

- Student delivers disrespectful messages (verbal or gestures) that include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters. This includes threats, intimidation, obscene gestures, pictures, or written notes.

#### **Lying/Cheating**

- Student delivers message that is untrue or deliberately violates rules.

#### **Defiance/Disrespect/Insubordination/Non-Compliance**

- Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions.

#### **Major Disruption**

- Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling or screaming; noise with materials; horseplay or roughhousing; and/or sustained out of seat behavior.

#### **Forgery/Theft**

- Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.

#### **Technology violation**

- Student engages in inappropriate as defined by the school the use of cell phones, music video players, camera, and/or computer.

### **Minors: Classroom Managed**

#### **Defiance/Disrespect/Non-compliance**

- Student engages in brief or low intensity failure to respond to adult request.
- Not following directions
- Refusal to work
- Poor hallway behavior
- Not listening
- No homework/pencil/etc
- Running in building

- Gum
- Sharing food

**Disruption**

- Student engages in low intensity but inappropriate disruption
- Talking out
- Excessive Talking
- Noises
- Out of seat
- Playing in seat area

**Dress Code Violation**

- Student wears clothing that is near but not within the dress code guidelines defined by the school district.

**Inappropriate Language**

- Student engages in low intensity instances of inappropriate language.

**Physical contact/physical aggression**

- Student engages in non-serious but inappropriate physical contact.
- Touching
- Poking
- Pushing
- Throwing objects

**Property misuse**

- Student engages in low intensity misuse of property
- Breaking pencils
- Improper use of floor and furniture

**Other**

- Student engages in any other minor problem behaviors that do not fall within the minor categories.
- Sleeping
- Bus procedures

## **Student Discipline Referral Chart**

*updated 2019-2020*

1. Students will follow the “Westview Way” utilizing the School Wide Positive Behavior Support (SW-PBS) adopted by the school.

**2. STUDENT CONSEQUENCES/ NO TRANSPORTATION PROVIDED**

- P/SC = Principal/Student Conference
- LOP = Loss of Privileges
- LD = Lunch Detention
- D = Detention from 3:30-4:30pm
- SS = Saturday School 8:30-11:30pm
- CP = Corporal Punishment

- ISS = In School Suspension
- OSS = Out of School Suspension

### **Detention/ Saturday School- PARENT IS RESPONSIBLE FOR ALL TRANSPORTATION**

Detentions begin at 3:35 and end at 4:30 pm. **Students MUST BE picked up by 4:30 p.m.** A student may reschedule a Detention/Saturday school **ONE TIME**. The reschedule **MUST** occur by **1:30 p.m. the day of the detention or by 1:30 pm the Friday before Saturday School**. Notes or phone calls after the student was scheduled will not be accepted. If a student has rescheduled and then must reschedule again for ANY REASON, the student will NOT be allowed to reschedule and if they do not attend will receive additional consequences.

### **In-School Suspension (ISS)**

Students assigned to in-school suspension will observe the following:

1. Report to the Assistant Principal's office upon arriving at school.
2. The student will be isolated in the ISS room where he/she will spend the required time. The student may be required to eat lunch in the ISS room.
3. Students will be responsible for regular classroom assignments during ISS with full credit given. However, additional work may be assigned.
4. The student will be escorted to the restroom and water fountain as needed.
5. The student is not to leave the assigned room or talk without permission.
6. If the student violates any of the requirements of the ISS, they may receive additional suspension time. Repeated violations will result in a parent conference and/or out-of-school suspension.
7. **The student may not attend any student activities held the same day as an ISS.**

### **After-School Detention (3:35pm - 4:30pm)**

Students assigned to after-school detention will observe the following:

1. Report to the Assistant Principal's office after the final dismissal bell.
2. The student will be isolated in the detention room where he/she will spend the required hour.
3. Students will be responsible for working on regular classroom assignments and/or additional work may be assigned.
4. The student will be escorted to the restroom and water fountain as needed.
5. The student is not to leave the assigned room or talk without permission.
6. If the student violates any of the requirements of the detention, they may receive additional detention time. Repeated violations will result in a parent conference and/or in-school suspension.
7. Students may not attend any other student activities held the same day as a detention, including the EAGLE program.
8. Detention can only be rescheduled once per year.
9. No school transportation provided.

### **Saturday School (8:30am - 11:30pm)**

Students assigned to a Saturday School will observe the following:

1. Report to the Library to check in upon arriving to school.
2. If a student arrives after 8:30am, they will be considered absent, and an additional Saturday School will be scheduled.



3. The student will be isolated in the detention room where he/she will spend the required time.
4. Students will be responsible for completing regular classroom assignments with full credit given. However, additional work may be assigned.
5. Students with 5 or more missing assignments will be required to attend Saturday School.
6. The student will be escorted to the restroom and water fountain as needed.
7. The student is not to leave the assigned room or talk without permission.
8. If the student violates any of the requirements of the detention, they may receive additional detention time. Repeated violations will result in a parent conference and/or in-school suspension.
9. The student may not attend any student activities held the same day as a Saturday School.
10. Saturday School can only be rescheduled once per year.
11. No school transportation provided.

### **School Rules and Consequences For Disobeying**

**Severity Clause:** In general, the hierarchy of consequences listed will be followed. However, if any student causes a severe problem in the opinion of the supervising teacher or administration, the lesser consequences may be by-passed and the greater consequences imposed.

**Refusal to Accept Consequences:** If any student refuses to accept any consequence imposed, he or she is immediately subject to an increase in the imposed consequence or an added consequence such as suspension.

**Violation of the Law:** School officials will notify the appropriate law enforcement officials. Any action taken by the law enforcement officials will be in addition to any action taken by the school.

**Bullying-** repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to : physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group.

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any

instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted. The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

### **Sexual Harassment of Students**

Sexual harassment of students of either sex is strictly prohibited in the Westview School District. For purposes of sexual harassment and sexual discrimination policies only, an employee includes any person employed by the district, and any student teacher, intern or school volunteer. A student is any person enrolled in the school district or in district instructional programs. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a member of the school staff to a student or when made by any student to another student when:

- \*Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
- \*Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance with a course of study or other school related activity; or
- \*Such conduct has the purpose or effect of unreasonably interfering with a student's educational

performance or creating an intimidating, hostile or offensive educational environment.  
All occurrences of sexual harassment should be reported to the appropriate authorities immediately.

### **Corporal Punishment:**

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.

### **Student Suicide Awareness**

**The district will address suicide awareness and prevention through the following policy components<sup>1</sup>:**

1. Crisis response team
2. Crisis response procedures
3. Procedures for parent involvement
4. Community resources available to students, parents, patrons and employees
5. Responding to suicidal behavior or death by suicide in the school community
6. Suicide prevention and response protocol education for staff
7. Suicide prevention education for students
8. Publication of policy

#### **1. Crisis Response Team**

The district will include suicide awareness and prevention in already established district or building crisis response teams or will establish such team(s) if not already in existence. Crisis response team members will include administrators, counselors and the school nurse, and may also include school social workers, school resource officers, teachers and/or community resources as appropriate. The crisis response team will be responsible for implementation of crisis response procedures.

The district will adopt an evidence based/informed tool for assessing suicide risk. The crisis response team, the building administrator, or his/her designee will receive training and coaching in using this tool to collect and document student suicidal behaviors and safety planning strategies.

#### **2. Crisis Response Procedures**

Student suicidal behaviors are not confidential and may be revealed to the student's parents, guardians, school personnel or other appropriate authority when the health, welfare or safety of the student is at risk.

Any school employee who has a reasonable belief that a student may be at risk for suicide or witnesses any attempt towards self-injury will notify a member of the crisis response team, the building administrator or his/her designee.

If a student suicide behavior is made known to any school employee and a member of the crisis response team, the building administrator or his/her designee is not available, the employee will notify the student's parent/guardian, the National Suicide Prevention Lifeline (800-273-8255) or local law enforcement in an emergency situation. As soon as practical, the employee will notify the building designee or principal.

The following steps will be employed in response to any risk of student suicide:

Locate the Student

Located Student

Non-Located Student

Student will not be left alone unless it is determined that there is no longer a risk of suicide.

Notify parents/guardians

Contact and inform parents/guardians of the concern.

Notify member of crisis team.  
Conduct risk assessment.

If crisis member cannot be located,  
contact emergency services.

A student exhibiting suicidal behavior will be directed to meet with building designee, parent/guardian and counselor to discuss safety plan.

### **3. Procedures for Parent Involvement**

A member of the crisis response team, the building administrator or his/her designee shall reach out to the parents/guardians of a student identified as being at risk of suicide to consult with them about the risk assessment of their student, to make them aware of community resources, and to discuss how to best support the student's mental well-being and safety.

If the parent refuses to cooperate or if there is any doubt regarding the student's safety, local mental service providers and/or law enforcement may need to be engaged, and a report may need to be made to the Child Abuse and Neglect Hotline.

Contact with a parent concerning risk of suicide will be documented in writing.

### **4. School and Community Resources**

A student exhibiting suicidal behavior will be directed to meet with the building designee, their parent/guardian and counselor to discuss support and safety systems, available resources, coping skills and a safety plan as necessary.

The district will, in collaboration with local organizations and the Missouri Department of Mental Health, identify local, state and national resources and organizations that can provide information or support to students and families. A basic list of resources can be found on the Department of Mental Health website and the district will strive to develop its own list of local resources to be made readily available.

<http://dmh.mo.gov/mentalillness/suicide/prevention.html>

### **5. Responding to Suicidal Behavior or Death by Suicide in the School Community**

When the school community is impacted by suicidal behavior or a death by suicide, the district will confer with their crisis response teams and, when appropriate, confer with local community resources and professionals to identify and make available supports that may help the school community understand and process the behavior and/or death.

The crisis response team, the building administrator or his/her designee will determine appropriate procedures for informing the school community of a death by suicide and the supports that will be offered. Staff and students who need immediate attention following a death by suicide will be provided support and resources as determined necessary.

### **6. Suicide Prevention and Response Protocol Education for Staff**

All district employees will receive information annually regarding this policy and the district's protocol for suicide awareness, prevention and response. The importance of suicide prevention, recognition of suicide protective and risk factors, strategies to strengthen school connectedness and building specific response procedures will be highlighted.

Such information shall include the following:

1. Current trends in youth mental health, wellbeing and suicide prevention and awareness
2. Strategies to encourage students to seek help for themselves and other students
3. Warning signs that indicate a student may be at risk of suicide
4. The impact of mental health issues and substance abuse
5. Communication to students regarding concerns about safety and that asking for help can save a life
6. Understanding limitations and boundaries for giving help and techniques to practice self-care
7. Identification of key school personnel who are comfortable, confident and competent to help students at risk of escalated distress and suicide

All district staff will participate in professional development regarding suicide awareness and prevention.

### **7. >Suicide Prevention Education for Students**

Starting no later than fifth grade, students will receive age appropriate information and instruction on suicide

awareness and prevention. Information and instruction may be offered in health education, by the counseling staff or in other curricula as may be appropriate.

Student education will include the following:

1. Information about mental health, well-being and suicide prevention and awareness
2. Promotion of a climate that encourages peer referral and which emphasizes school connectedness
3. Recognition of the signs that they or peers are at risk for suicide
4. Identification of issues that may lead to suicide including depression, anxiety, anger, and drug/alcohol dependency
5. Directive to not make promises of confidence when they are concerned about peer suicide
6. Identification of a trusted adult on campus with whom students can discuss concerns about suicide

**Federal Programs**

The Board is interested in resolving concerns regarding federal programs including, but not limited to, allegations that the district has violated a federal statute or regulation that applies to particular federal programs administered by the district or the Missouri Department of Elementary and Secondary Education (DESE) in accordance with Title I, Parts A, B, C, D; Title II; Title III, Part A.2; Title IV, Part A; Title VI; and Title VII, Part C of the No Child Left Behind Act.

The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred. The superintendent or designee is authorized to immediately make changes to bring the district into compliance with the federal law if the investigation determines that the law has been violated.

**Complaint Procedures**

**Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of 2015 (ESSA)  
COMPLAINT PROCEDURES**

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

**Missouri Department of Elementary and Secondary Education Complaint Procedures  
for ESSA Programs  
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**General Information**

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<p><b>Complaints filed with LEA</b></p> <p>4. How will a complaint filed with the LEA be investigated?</p> <p>5. What happens if a complaint is not resolved at the local level (LEA)?</p>	<p><b>Complaints filed with the Department</b></p> <p>6. How can a complaint be filed with the Department?</p> <p>7. How will a complaint filed with the Department be investigated?</p> <p>8. How are complaints related to equitable services to nonpublic school children handled differently?</p>
<p><b>Appeals</b></p> <p>9. How will appeals to the Department be investigated?</p> <p>10. What happens if the complaint is not resolved at the state level (the Department)?</p>	

**1. What is a complaint?**

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

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

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

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

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

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

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

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

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

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

The following activities will occur in the investigation:

- 1. Record.** A written record of the investigation will be kept.
- 2. Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- 3. Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

**4. Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

**5. Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).

**6. Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

#### **9. How will appeals to the Department be investigated?**

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

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

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

### **Grievance Procedure**

Students, parents of students, or employees have the right to file a formal complaint alleging noncompliance with regulation outlined in Title VI of the 1964 Civil Rights Act, (not required by federal regulations but recommended as good administrative policy), Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate American Act and the Improving America's School Act (IASA). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy:

#### **Level One: Principal**

(Informal and Optional may be by-passed by the grievant.) Employees with a grievance of discrimination on the basis of sex, race, national origin or disability may first discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with the teacher, counselor or building administrator.



**Level Two:** If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, they may formalize it by filing a written complaint on a Compliance Violation Form, which may be obtained from the Title IX and Section 504 Coordinator(s). The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal written complaint at Level Two must be within fifteen (15) working days from the date of the event-giving rise to the grievance or from the date grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator(s). A minor student may be accompanied at the meeting by a parent or guardian. The Title IX and Section 504 Coordinator(s) shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint

**Level Three:** Superintendent

If the complaint is not resolved at Level Two, the grievant may proceed to Level Three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receive the report from the Title IX and Section 504 Coordinator(s). The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. The Superintendent or his/her designee will render a decision within ten (10) working days after receiving the written appeal.

**Level Four:** Board of Education

If the complaint is not resolved at Level Three, the grievant may proceed to Level Four by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may also request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of their decision within ten (10) working days after the Board of Education's action. This procedure in no way denies the right of the grievant to file formal complaints with the Missouri Civil Right Commission, the Office for Civil Rights or other agencies available for mediation or recertification of rights or grievances, or to seek private counsel for complaints alleging discrimination. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

**Public Notice**

**PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION (Notice of Nondiscrimination)**

Westview C-6 School District Board of Education is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected bylaw in its programs, activities or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law

The district's nondiscrimination policy and grievance forms are located on the district's website

### **Student's Rights and Responsibilities**

#### **(Nondiscrimination Policy)**

The Board of Education believes that students have rights, which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following: the right to attend free public schools; the responsibility to attend school regularly and to observe school policies, rules, and regulations deemed essential for permitting teachers to teach and others to learn. A right to quality educational programs with the responsibility to put forth the best effort during the educational process. Civil Rights - including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others. Right to free inquiry, speech and expression, the responsibility to observe reasonable rules and regulations regarding the rights of others. Right to due process of law, the responsibility to address these concerns properly and respectfully. Right to privacy, which includes privacy in respect to the student's school records; the responsibility to respect the privacy of others.

#### **Westview School Public Notice**

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 Westview School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Westview School District assures that it 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 Westview School District assures 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 the privacy or other 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 Westview School District has 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 assurance that the services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed Tuesday through Friday, 8:00 a.m. – 3:30 p.m. at Westview School. This notice will be provided in native languages as appropriate.

**Missouri school districts are responsible for meeting the educational need of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact Autumn Palmer, Assistant Principal, 417-776-2425.**

### **Safe at Home**

Safe at Home is an address confidentiality program for survivors of domestic violence, sexual assault, stalking, rape or human trafficking. Participants are assigned a substitute address in Jefferson City and are authorized by state law to use the substitute address on new records with state and local government entities. This means Safe at home participants may use the substitute address with public schools and are not required to provide a home address. However, the Safe at Home program regulations do provide a procedure to verify residency for participants without disclosing the confidential home address.

- More information
- Contact Safe at Home at 866-509-1409 or [safeathome@sos.mo.gov](mailto:safeathome@sos.mo.gov)

### **Insurance:**

The board of Education recommends that all students have accident insurance. Although arranging for such insurance is the responsibility of the student and parents/guardians, the Board may name an insurance carrier each year to offer group rates. Participation in the group plan is optional. Parents/Guardians and students will deal directly with the insurance carrier.

Students participating in interscholastic athletics and certain other activities governed by the Missouri State High School Activities Association (MSHSAA) are required to have accident insurance coverage before being allowed to practice or compete for a school team. A student will not be allowed to participate in these activities, including practices, until proof of insurance coverage is received in the principal's office.

The district will provide parents/guardians enrolling students in the district information about the state children's health insurance program, MO HealthNet for Kids (MHK). A parent/guardian who, when completing an application for free and reduced-price meal, indicates that a child does not have health insurance will be notified by the district that the MHK program is available, if household income is within eligibility standards

### **Trauma-Informed Schools Initiative:**

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative." For the purposes of this initiative, the following terms are defined as follows:

- "Trauma-informed approach" -an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan
- "Trauma-informed school" -a school that:
  - a. realizes the widespread impact of trauma and understands potential paths for recovery
  - b. recognizes the signs and symptoms of trauma in students, teachers and staff
  - c. responds by fully integrating knowledge about trauma into its policies, procedures and practices; and
  - d. seeks to actively resist re-traumatization

For more information: <http://dese.mo.gov/traumainfored>

**Parent Information:**

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student’s teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student’s teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student’s teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications. In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:
  - Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
  - Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

**DISTRICT ACCOUNTABILITY REPORT CARD** A school accountability report card for the district and the district as a whole will be produced in accordance with law and made available to the public. The district will provide information included in the report card to parents/guardians, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents/guardians and businesses from outside the district that may be contemplating relocation have access to this information. (§ 160.522, RSMo.)

**STATEWIDE ASSESSMENTS**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education. End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In the case of a student with an individualized education program (IEP), the IEP team will make the determination. The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance. The district’s policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent/guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

## **Virtual Education**

### **MOCAP Enrollment Procedures**

Formerly called MoVIP, the Missouri Course Access Program (MOCAP) provides a catalog of online courses. MOCAP students are guided through courses by Missouri-certified teachers. Courses are delivered over the Internet. MOCAP's mission is to offer Missouri students equal access to a wide range of high-quality courses, flexibility in scheduling, and interactive online learning that is neither time nor place dependent. MOCAP is not a school and does NOT offer a complete high school diploma program. Instead, they offer courses that will be applied to the student's transcript at the local school toward graduation. Successful MOCAP students will graduate with a high school diploma from the local school. Many schools distinguish MOCAP courses on a student's transcript by putting an asterisk next to them.

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### **Participation Guidelines**

- Students interested in taking a MOCAP course must have been enrolled as our student at least one semester prior to this request and must be registered as a student here while completing these courses.
- Students will be allowed to enroll in MOCAP courses only if it is determined by the building principal, in conjunction with the guidance counselor and the IEP team (if applicable), that this is in the best educational interest of the student. If it is determined that this is not the best educational option for this student, they will be denied enrollment. The student and his/her guardian have the option to appeal to the board of education for reconsideration. An application and requirements that must be met can be obtained from the school counselor.
- Students must register within the 1st week of school.
- Students must make adequate progress in the course within the first 20 days and continue adequate progress in the course or the student will be removed and will be dropped from the course and credit may not be granted. Progress checks will be made by the certified teacher who is facilitating the courses at one-fourth, one-half, and three-fourths of the way through the semester.
- Students taking more than two courses must have an individualized learning plan (Individual Career and Academic Plan) to be created in partnership with their grade-level counselor.
- If a student fails a virtual course, they may not enroll in any other virtual courses.
- We do not provide internet access for courses taken off campus.

- We will provide a chromebook. We will provide connectivity technical support while the student is on campus, but we will not provide technical support for the use of the learning management system used by the virtual course provider.
- The district will not pay for classes that then cause the student to exceed a normal 7-period school day.
- All graduation policies regarding credit requirements and acquisition still apply.
- All policies regarding extracurricular participation still apply.
- Students taking the following courses online will be required to complete required state and local assessments on the scheduled dates:
  - Algebra I - Algebra I End of Course (EOC)
  - Biology I - Biology I End of Course (EOC)
  - English II - English II End of Course (EOC)
  - Government - Government End of Course (EOC); Constitution Test
  - American History - Civics Test

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### **Student Skills Required for Success in Virtual Courses**

- Student has demonstrated time-management skills that indicate the student is capable of submitting assignment and completing course requirements without reminders.
- Student has demonstrated persistence in overcoming obstacles and willingness to seek assistance when needed.
- Student has demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not provide nonverbal cues to support the student's understanding.
- Student has the necessary computer or technical skills to succeed in a virtual course.
- Student has access to technology resources to participate in a virtual course.
- Student has had previous success in virtual coursework.

### **P 6116 State Mandated Curriculum: Human Sexuality**

Any course materials and instruction related to human sexuality and sexually transmitted diseases will be medically and factually accurate and will:

1. Provide instruction on human sexuality and HIV prevention that is age appropriate;
2. Present abstinence from sexual activity, as the preferred choice of behavior, in relation to all sexual activity for unmarried students.
3. Advise students that teenage sexual activity places them at a higher risk of dropping out of school;
4. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity;
5. Provide students with the latest medical information regarding exposure to human immunodeficiency virus, AIDS, human papilloma virus, hepatitis, and other sexually transmitted diseases;
6. Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception;
7. Include discussions of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity. Such discussions will include the consequences of adolescent pregnancy, the advantages of adoption, the adoption of special needs children, and the process involved in making an adoption plan;
8. Teach skills of conflict management, personal responsibility, and positive self-esteem. Instructions will include the prohibition against making unwanted sexual advances and methods to resist sexual advances and other negative peer pressures;
9. Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape;
10. Not encourage or promote sexual activity;
11. Not distribute or aid in the distribution of legally obscene materials to minors on school property.
12. Teach students about the dangers of sexual predators, including on-line predators.
13. Teach students how to behave responsibly and remain safe on the Internet.
14. Teach students the importance of having open communications with responsible adults.
15. Teach students how to report an inappropriate activity to a responsible adult, and where appropriate, to law enforcement, Federal Bureau of Investigations or the National Center for Missing and Exploited Children's CyberTipline.
16. Teach students about the consequences, both personal and legal, of inappropriate text messaging, including texting among friends.

The parents/guardians of each student will be advised of:

1. The content of the District's human sexuality instruction;
2. Their right to remove their student from any part of the District's human sexuality instruction.

The District's human sexuality curriculum will be available for public examination prior to its use in actual instruction. Consideration will be given to separating students by gender for human sexuality instruction. The District will not permit any individual or organization that provides abortion services, to offer, sponsor, or furnish course materials related to human sexuality or sexually transmitted diseases.

**Westview C-6 School**  
**7441 Westview Road**  
**Neosho, MO 64850**

**Date: 8-5-19**

## **Notification of Asbestos**

### **Reinspection and Surveillance**

**To: All Parents and Staff of Westview School District**

**From: Misty Hailey, Superintendent**

In compliance with the U.S. Environmental Protection Agency, (EPA), Asbestos Hazard Emergency Response Act (AHERA) in June of 1988 we performed inspections of each of our school buildings for asbestos-containing building material. The facility's findings and asbestos management plan have been on file in each school administrative office since that time.

The EPA requires us to perform reinspection of the asbestos materials every 3 years. During the month of June 2018, accredited asbestos inspectors performed these reinspections. An accredited Management Planner reviewed the results of the reinspections and recommended actions we should take to safely manage each asbestos material in our buildings.

The results of the reinspection are on file in the management plan in the school's administrative office, Everyone is welcome to view these anytime during normal school hours (Tuesday.-Friday 8:00 a.m. to 3:00 p.m.). The asbestos Program Manager, Pat Marlow, is available to answer any questions you may have about asbestos in our buildings.

All areas that contain asbestos either friable or nonfriable are monitored constantly and are checked every six (6) months to insure no deterioration of their condition. This inspection is performed to assure proper health and safety conditions for all employees and constituents of the school system.

Sincerely,

Misty Hailey

Superintendent