

Wheatland R-11
High School/Middle School
Handbook



2022

2023

Wheatland R-II School District
PO Box 68
Wheatland, MO 65779
417-282-5833

Wheatland Middle/High School Students:

I would like to formally welcome you to Wheatland Middle/High School. My staff and I look forward to providing an excellent educational experience for each of you. Without an outstanding group of students it is impossible to have an outstanding school. Therefore, I challenge you each to try to be outstanding, and reach your educational goals. We as teachers, staff-members, and administrators will do our best to be outstanding for you.

I would also like to welcome you to be an active participant in any classes and activities offered at Wheatland Middle/High School. The more involvement you have with school-related activities, the more pride you will take in the success of our school. These are all qualities we look forward to instilling in our graduates from Wheatland.

I wish each of you the best in entering the 2022-2023 school year. I am excited to get to know each of you. I am also excited to help provide a positive and comfortable learning experience for each and every one of you. If you have any questions please feel free to contact the school.

Respectfully,

Matt Gunter, Principal

Mission Statement of Wheatland R-II School District: Wheatland R-II District, in partnership with its community, has a mission to guide students to strive for excellence in the formation of the abilities to become effective, responsible, informed, literate citizens.

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MS/HS DIRECTORY

BOARD OF EDUCATION

T.J. Sawyer, President
Jimmy Dampier, Vice President
Jocelyn Wheeler, Secretary
Robert Davis, Treasurer

Chip Shaddox, Member
John Murphy, Member
Shea Shaddox, Member

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Matt Gunter
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Jennifer Bender
Pat Dougherty
Kathy Newman
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Tom Clements
Tim Brenner
Dan Corum
Jeff Nanny
Andy Johns
Susan Hill
Rodney Tait
Joseph Venancio
Divina Venancio
Shelly Cossins

Superintendent
MS/HS Principal
Counselor
Librarian
Business
HS Social Studies, Co-Athletic Director
Music
HS Math
HS English, Curriculum Director
PE, Co-Athletic Director
Special Education Process Coordinator
MS/HS Language Arts
Art
HS Science
HS Physical Science
MS Science
MS Math
PE, Computers/Health
Vocational Agriculture
MS Social Studies
Cheer Coach
ISS/Teacher Aide
Technology Coordinator
Accounts Payable
Bookkeeper
Building Level Secretary
Food Service
Bus Driver
Bus Driver
Bus Driver
Bus Driver
Bus Driver
Bus Driver
Bus Driver
Maintenance/ Transportation Director
Head Custodian
Custodian
Custodian
Custodian
Lead Cook
Food Service
Food Service

GENERAL PROCEDURES AND SERVICES

Enrollment and Registration:

Middle School and High School students are pre-registered for classes in the spring of each school year. New students, those who missed registration or those wishing to change schedules should contact the guidance counselor or principal for registration instructions. Once school starts, schedules will not be changed except in extenuating circumstances. In order to be enrolled a student must meet the criteria under the Missouri Safe Schools Act, 1996.

Immunization Records:

Missouri law requires that all students be immunized for DTP, polio, MMR, and hepatitis B or parents sign a release form. By State law the school cannot allow a student to attend school without up-to-date immunizations.

Birth Certificate:

No child may be officially enrolled in school without first presenting his/her certified, government issued birth certificate for examination. The hospital issued "Record of Birth" is **not** a valid birth certificate. A photocopy of the birth certificate will be kept in the student's permanent file. If you do not have a birth certificate and your child was born in Missouri, you may secure one by writing the Bureau of Vital Statistics, Jefferson City, Missouri.

Social Security Numbers:

We are now using a computer system for student grade files. We are using student SS numbers for a means of accessing individual files. Parents of all students will be contacted in order to obtain the SS numbers of the students.

Emergency Phone Numbers:

Students are required to provide the school with an emergency phone number. These numbers are necessary in the event a student is required to go home or is in need of medical assistance. If emergency numbers are not provided and circumstances dictate action, the school will turn the child over to family services.

Change of Address & Phone Number:

Parents and students should immediately inform the principal's office of any changes of address and/or phone number.

Transferring or Leaving the School District:

A student who plans to transfer or drop school must notify the principal's office. All charges the student may have incurred must be paid before any records or diploma will be forwarded. All books and materials checked out to the student must be returned before leaving the school district.

Visitors:

All visitors must report to the principal's office upon arrival at school. Visitors are not allowed to attend or visit classes unless permission has been given by the principal. Visitors will be allowed to see students during the school day only after obtaining permission from the principal. Visits to the school by preschool age children are discouraged during regular school hours.

Closed Campus:

We operate a closed campus policy-students must stay in the school building from the time they arrive until dismissal, unless they are taken outside by a teacher or they are picked up by their parents or guardian. Note: This includes leaving school before school actually begins and includes lunch time. On some occasions the principal may give permission prior to leaving the building.

Each teacher will be given a laminated outdoor pass for students to use to go outdoors at anytime. This pass will be given to the student, and the office will be notified when they go outside the building for any reason. If a student is outside the building without this pass he/she will be considered truant.

Students will not be able to sign themselves out during the school day unless they are legally emancipated. Only legally emancipated students may be placed on their own sign-out sheet. Otherwise a parent/guardian must call in for them to sign out. Other adults can be placed on their sign-out, by the parent, but must be present to sign the student out. Only a parent/guardian can accomplish this with a phone call. Students leaving campus without properly signing out will be considered truant. Anytime a student arrives after 8:00 he/she must sign in before going to class.

NOTE: IF YOU TAKE YOUR CHILD OUT OF SCHOOL DURING THE DAY, COME TO THE PRINCIPAL'S OFFICE AND CLEAR IT THROUGH THE PRINCIPAL. HE/SHE WILL SEND FOR THE CHILD. NO TEACHER WILL RELEASE A STUDENT WITHOUT PROPER CLEARANCE FROM THE OFFICE.

NOTE: A LIST OF ADULTS AUTHORIZED TO PICK UP THE STUDENT(S) WILL BE KEPT IN THE PRINCIPAL'S OFFICE. THOSE PARENTS OR GUARDIANS THAT WISH FOR OTHER ADULTS TO PICK UP THEIR CHILDREN MUST COME TO THE SCHOOL AND FILE A FORM THAT INDICATES WHO HAS PERMISSION TO PICK UP THEIR CHILDREN. PARENTS PICKING UP CHILDREN AFTER SCHOOL ARE REQUESTED TO WAIT IN THE NORTH STUDENT PARKING LOT.

Breakfast and Lunch Programs:

Breakfast is served each day from 7:30 to 8:00 a.m. to those students who wish to participate. The cost of breakfast is \$1.20 per day and lunch is \$2.20 per day. The cost of extra breakfast is \$1.00 cents per day, extra lunch is \$1.50 per day and extra milk or juice is .35 cents per day. In order to purchase extras, student will need to have cash on hand or credit in their account. Reduced breakfast is .30 cents per day. Reduced lunch is .40 cents per day. **MEALS WILL NOT BE SERVED TO STUDENTS WHO ACCUMULATE \$25.00 IN CHARGES.**

Charging Materials:

Paying for materials used for student projects is the responsibility of the individual student. Classroom teachers will, in most cases, order the material for the students. A maximum of \$15 in charges will be allowed. No materials will be ordered until payment is made to get the student's bill under the \$15 maximum. Projects may not be removed until full payment for materials is made. Charges should be paid in the principal's office. **NOTE: GRADE CARDS WILL NOT BE ISSUED TO STUDENTS WHO HAVE ANY UNPAID BILLS.**

School Building Hours:

Teachers are on the school grounds at 7:30 a.m. and fifteen (15) minutes after classes are dismissed. Students **SHOULD NOT** be in the school buildings before or after these hours unless under the direct supervision of a teacher. Students may enter the school building at 7:30 a.m. through the front door or the North Gym Lobby door if they wish to eat breakfast. Students may not enter any classroom before 7:55 a.m. unless the student is under direct supervision of a teacher. Students in the building outside the normal building hours are in violation of the above rules and are subject to disciplinary action.

Student Complaints and Grievances:

Any alleged act of unfairness or any decision made by the school personnel which students and/or parents believe to be unjust or in violation of the pertinent policies of the Board or individual school rules may be appealed to the school principal.

The following guidelines are established for the presentation of student complaints and grievances:

(A) Student meets with teacher.

(B) The principal shall schedule a conference with the student and staff members involved to attempt to resolve the problem. Parents or guardians may be involved in the conference or a later conference for parents may be scheduled at the discretion of the principal.

(C) If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent. The superintendent shall arrange a conference to consider the problem and inform participants of the action that will be taken.

(D) If the student and/or parents/guardian are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. The decision of the Board shall be final. All persons are assured that they may utilize this procedure without reprisal.

All records of notices, conferences, and actions taken to resolve student complaints and grievances will be filed and identified as grievance records, and will not be placed in personal files.

Attendance:

All students are expected to attend school regularly and to be on time for classes in order to attain the greatest benefit from the instructional program and to develop habits of punctuality, self discipline, and responsibility. Attendance, because of its importance, is a part of school credit requirements at Wheatland High School.

Students will be allowed 5 absences, per class, per semester. Any absences in excess of 5 will result in Wednesday School (3:15 p.m. – 5:45 p.m.) to make up missed work.

Wednesday School will be served an equal amount of time as the time missed. If the student misses one hour he/she will have one hour of Wednesday School. If he/she misses 7 hours he/she will serve 7 hours of Wednesday School. If a student misses more time than he/she can make up in Wednesday Schools, he/she may attend up to 50 hours of Summer School Attendance Make-Up. If the student has more than 50 hours to make up at the end of the regular school year he/she will not receive credit for the year. Any student who misses 20 minutes or more of a particular class is considered absent.

Absences due to doctor's visits, or being sent home by the school Nurse do not accumulate toward disciplinary action (Wednesday School or credit loss) as long as the school is provided documentation from the doctor's office upon the student's return to school.

When a student has exceeded the number of absences allowed but must go to the Dentist or Doctor, then a pre-arranged absence form will be used and the work must be completed prior to the absence.

Policy for students when returning from an absence:

A. Student must report to the office before 8:05 with a written note explaining the absence. (Parents may phone the office before 8:05 rather than a note.)

B. Students who do not have a parental explanation for an absence when they return to school will be given a warning. If a parental explanation is not provided the next school day, the student will be placed in ISS. No work will be given to the student by the teacher until the reason for the absence has been determined. A student who has been absent and does not provide a parental explanation will be considered truant.

C. An admit slip will be given to the student to be signed by all the teachers. Students are responsible for collecting missed assignments from each teacher following absence.

D. Visits to the Doctor, Dentist, etc. should be documented with a note from each respective professional immediately following absence. Students who do not have a note explaining their absence will be considered truant and subject to disciplinary action as well as prohibited from making up missed work.

School to Work:

Wheatland juniors and seniors will have the opportunity to participate in a work experience program. Students will be able to work a maximum of two (2) hours a day and will be allowed a maximum of one (1) hour travel time. The student must obtain approval from the principal and vocational teacher and must meet the following criteria to qualify for the school to work program:

1. The student must have taken four (4) classes in business, vocational agriculture or Vo-Tech or the student is in an At Risk Program or a Special Education Program.
2. The student must have completed or have the opportunity to complete courses required by graduation.
3. The student must be able to locate a position that meets the needs of the student. The teacher in the program from which the student qualified will determine if the position is appropriate.
4. The student must continue working throughout the semester. The student must also provide the vocational teacher and the principal with a report from his/her employer every two weeks. A student in this program will be allowed to earn a maximum of 1 credit per year.

The purpose of the program is to allow students the opportunity to learn job skills necessary in the work force. Students will be evaluated by a school administrator, vocational teacher and job sight personnel. The goal is to provide a transition from school to work. Problems that arise in the work place will be discussed with the student and attempts to eliminate the problems will be made. Our desire is to help students become productive citizens who are capable of having and holding jobs in today's work force. Transportation to and from work will be the responsibility of the student. Attempts will be made to schedule work experience classes at the beginning or end of the day to reduce the amount of travel to and from school.

Reward/Incentive Trip:

Rewards will be provided at the end of each semester to students who have been enrolled at Wheatland for that grading period. The regulations for these trips are left to the discretion of the administration.

The administration will plan and make arrangements for each reward.

Tardies:

If a student arrives at school late, then he/she shall report to the principal's office. The ALL-SCHOOL definition of tardy is: Students must be in assigned area when the bell begins to ring and shall have all books and materials necessary for the class.

Consequences for tardies are outlined in the discipline code in the back of this handbook.

NOTE: There will be four (4) minute breaks between classes. On half days, the regular schedule will be followed until the dismissal bell.

Telephone Calls:

If there is a call for a student, he/she will be notified, but will not be called from class except in cases of extreme urgency. Students may use the phone in cases of extreme urgency after they have received a pass from their teacher and permission from the office.

Care of School Property:

School property is public property and is owned by everyone. Each student is responsible for all books and equipment issued to him/her. If a book or equipment issued to the student is misplaced, stolen, or damaged, the student will be required to pay for each item on a pro-rated basis, based on the age of the book or piece of equipment. Each student has a responsibility to help keep the school clean and neat. Destruction or defacing school property is a violation and student is subject to the consequences as outlined in the discipline code.

One-To-One Rules

All students in 7-8 grades will be assigned a chrome book at the beginning of the year. Students 7-8 will be responsible for picking up their chrome books in homeroom at the beginning of each day, and returning them to the charging station at the end of each day. These students will not be allowed to leave the building with the devices. All students 9-10 grade will be assigned a chrome book at the beginning of the year. Students grades 9-10 will be responsible for picking these chrome books up at the beginning of each day and returning them to the charging station (location will be determined at the beginning of the school year) at the end of each day. Students in grades 7-10 will have their chrome books during the school day, but will not be allowed to leave the building with them. These students are responsible for the care of the devices, and will be held liable for any damages to the devices which were preventable through general care.

Rules for Students 7-10

Forgot to pick up/replace device	first offense	Warning
	Second offense	1 Wednesday School
	Third offense	ISS

All students 11-12, who are enrolled in a dual credit classes, will have their own personal chrome book with a charger for home. They are responsible for charging the device, and bringing it to and from school. They are also responsible for the care of the device. Each of these students will sign an agreement stating they will reimburse the school for any damage to the chrome book, or replace the device if lost. If the student chooses to use the device at home for reasons other than school-related, that behavior will be monitored and will be unacceptable. This type of behavior will be dealt with case-by-case, but it is possible for the school to revoke the student's right to be a part of the One-To-One Program. All Students 11-12, not enrolled in a dual credit class, will follow the same guidelines as the students 7-10.

Rules for Students 11-12

Situations with the chrome books will be dealt with case-by-case. The school will hold the students liable for any damages and has the right to revoke the student from using the chrome books.

Internet and E-Mail Policy:

We are pleased to offer students of the Wheatland R-II School access to the district computer network for electronic mail and the Internet. To gain access to e-mail and Internet, all students must obtain parental permission and must sign and return an acceptable use form to the Technology Director.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Wheatland R-II School supports and respects each family's right to decide whether or not to apply for access.

District Internet and E-Mail Rules:

Students are responsible for good behavior on school computer networks just as they are in the classroom or a school hallway. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephone, movies, radio and other potentially offensive media.

As outlined in Board Policy on student rights and responsibility and Board Policy on student conduct, copies of which are available in school offices, the following are not permitted:

- * Sending or displaying offensive messages or pictures
- * Using obscene language
- * Harassing, insulting or attacking others
- * Damaging computers, computer systems or computer networks
- * Violating copyright laws
- * Using other's password
- * Trespassing in another's folders, work or files
- * Intentionally wasting limited resources
- * Employing the network for commercial purposes
- * Accessing Internet Chat rooms

Lockers:

A locker is assigned to all middle school and senior high students. A student may not switch or change lockers. The school reserves the right to inspect any locker at any time. Students are not to deface or permanently attach in any way anything to their locker or locker door. Students do not have the right to get another student's assigned locker number. The locker is school property and the use of the locker is a privilege granted to the student by the school. Inappropriate pictures (principal has final decision) or materials found in lockers will be confiscated and destroyed. Open containers of liquids or foods will not be allowed in lockers. The all-school definition of open is: any container that has the seal broken regardless of whether or not the cap is on the container.

NOTE: It is recommended that all students have locks on their lockers.

Lost and Found:

A student that finds a lost item should bring the item to the lost and found box. Any item not claimed within a week after the end of year closing of school will be disposed of or donated to a charitable organization.

Library:

Middle school and senior high students must obtain a pass from their classroom teacher or the librarian to visit the library. Students may check out as many items as needed-within reason. Books may be checked out for two weeks and then renewed if necessary. Magazines may be checked out for three days and reference materials may be checked out overnight. Students are expected to conduct themselves according to the rules of the librarian. Students are expected to pay for any lost or severely damaged library materials at the current replacement cost.

NOTE: GRADE CARDS AND DIPLOMAS WILL BE HELD FOR ANY STUDENT WHO HAS UNPAID LIBRARY FINES.

Hall Passes:

The regular hall passes are for those students, grade 7-12 that need to be out of the classroom for various reasons as deemed necessary by the teacher or administration.

NOTE: STUDENTS ARE TO GO TO THE AREA DESIGNATED BY THE HALL PASS. A STUDENT THAT IS IN AN UNAUTHORIZED AREA OF THE

CAMPUS OR AN AREA OF THE CAMPUS NOT DESIGNATED BY THE HALL PASS WILL BE IN VIOLATION OF THE HALL PASS PROCEDURES AND WILL BE SUBJECT TO DISCIPLINARY ACTION.

Student Aides:

Student Aides may be used by the school to assist visitors, students, teachers and other school personnel. To serve as an aide that student must have a B average and no grades which are a D or below in the student's most recent semester. The student must obtain these grade levels and must have no suspensions while serving as a student aide. The student must be courteous, cooperative and dependable at all times. All aides must be approved through the principal's office.

Water Policy:

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day. In addition, students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day. **If students are misusing this policy, they may lose the privilege of keeping them with them throughout the school day.

Student Appearance:

1. Hair shall be cut and styled so that it does not interfere with the learning process in the classrooms.
2. Students should always dress in good taste and in a manner which does not cause undue attention to an individual student
3. Any over-blouse or shirt must be so designed with no cleavage and should be at a reasonable length.
4. Sleeveless t-shirts may be worn only if they are not cut down the sides of the shirt.
5. No spaghetti straps.
6. Sun glasses will not be worn to class unless for medical reasons.
7. Shirts, hats, or any clothing that bears: advertisement of alcohol, tobacco, drugs, or drug paraphernalia, any obscene phrases or promotion of violence will not be allowed.
8. Jeans or other items of clothing with cuts or holes in them will not be allowed if they need spandex or shorts under them.
9. Jeans, shorts, and skirts must be in a proper position on the waist. Shorts/skirts are to be at mid-thigh or longer.
10. No wallet chains or any chain of that fashion are to be worn to school.
11. No hats of any type shall be worn inside the building during school hours.
12. Sports bras and any other type of undergarment will not be allowed to be seen through clothing.
13. Leggings/Tights must have shorts/skirt/shirt over them that meets mid-thigh.
14. No hoods are to be worn in the building.
15. Pants not made of denim that are tight fitting may not be worn in the building without a shirt or skirt over them to mid-thigh.
16. If writing on the skin in an ink form of any way portrays profanity or causes a distraction in learning the student will need to cover it with clothing.

Extremes in dress will be dealt with individually. Principal will make reasonable judgment as to when a student is not in compliance and decide upon the time of dismissal or admittance of a student when the dress regulations are acceptable.

NOTE: These rules also apply to extra-curricular activities.

Master Calendar for Scheduling Events:

Students, parents, sponsors, patrons and others that wish to schedule an activity or event must present the event for approval to the principal. Events must then be approved by the administration. Approved events will be placed on the master calendar.

Announcements:

Student announcements will be read each school day and will be posted on the bulletin board by the principal's office. Students who miss the announcements are responsible for checking the bulletin board.

Personal Electronic Device Policy:

Electronic devices will be banned during regular class hours, unless pre-approved for use by the classroom teacher. Cell phones are banned from use in classrooms and restrooms at any time. Students will be allowed to use all electronic devices during passing periods and lunch. If the use of electronic devices becomes a problem, the administration reserves the right to deal with each incident on an individual basis. If it becomes a problem school-wide the administration reserves the right to deal with it on a district basis. The administration reserves the right to confiscate an electronic device at any time.

If a student has a cell phone out in class the following disciplinary measures will apply:

1 st offense	1 day Wednesday School/Pick-Up Device at the End of the Day
2 nd offense	1 day Wednesday School/Device held Overnight
3 rd offense	2 days ISS/Device held Over Three Nights
4 th offense	5 days ISS/Electronic Device Rights removed for Remainder of the School Year

If a student has a cell phone out in a restroom or a locker room the following disciplinary measures will apply:

1 st offense	5 days ISS/phone held for 5 school days
2 nd offense	5 days ISS/all electronics device rights removed for the remainder of the year.

If a parent chooses to pick a student's phone up from school earlier than the student is scheduled to get the phone back, that student will no longer be allowed to bring a phone to school.

If a student is asked to turn over a cell phone or electronic device and refuses, he/she will not be allowed to bring the device back to school during that school year.

The administration reserves the right to handle each situation basing the disciplinary action on what the student chooses to do with an electronic device.

Any Students who plan to bring any electronic device to school (cell phone, tablet, laptop, etc...) must have the "Personal Electronic Device Permission Form" filled out and signed by parents before bringing any devices to school.

Personal Items/Vehicles are Subject to Being Searched:

Book bags, backpacks, lockers, personal items, and vehicles are subject to being searched.

ACADEMIC STUDIES**Guidance and Counseling:**

Guidance and counseling services are available to students in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns, or any questions that the student may feel he/she would like to discuss with the counselor. Students wishing to visit the counselor should arrange for an appointment. The Guidance Office is open to all parents and interested members of the school district. Appointments can be made by contacting the Guidance Office.

Schedule Changes:

Schedule changes must be made within the first week of the semester. The Guidance Counselor will evaluate the student's graduation requirements prior to schedule change. Students attending the career center must enroll for a complete school year. Students may not stop attending the career center mid-year without approval by the administration for special circumstances.

Class Placement (Standing):

Freshmen = 0 to 6 credits; Sophomore = 6.5 to 12 credits; Junior = 12.5 to 17.5 credits; Senior = 18 + credit. A senior must be able to accumulate enough credits in the school year to graduate that year. One unit credit is given for successful completion of one period (50 minutes) five (5) days per week for one school year. One-half credit is given for successful completion of one period (50 minutes) five (5) days per week for one semester (one-half year). Class rank for seniors will be figured at the end of the eighth semester. In figuring class rank, all grades on the transcript or permanent record from grades nine through twelve will be used.

Junior High Promotion:

To be promoted, junior high students must earn a passing grade in 70% (7 of 10 semester grades) of the following core classes: language arts, mathematics, science, social studies and reading. If a student's reading level is more than one grade below his/her present grade level at the end of the school year, summer school may be required for promotion. Junior high promotion will be dealt with on an individual basis and may be appealed.

Grading Periods:**First Quarter**

9/16 Mid-Term
10/14 End of 1st Quarter

Second Quarter

11/22 Mid-Term
12/20 End of 2nd Quarter

Third Quarter

2/3 Mid-Term
3/9 End of 3rd Quarter

Fourth Quarter

4/13 Mid-Term
5/11 End of 4th Quarter

Grades, GPA, and Weighted Courses:

The following scale shall be used to calculate grade ranging within a category:

Grade Point Average (GPA) shall be calculated as follows:

	<u>Regular Classes</u>	<u>Weighted Classes</u>
A = 95-100%	A = 4.0	A = 5.0
A- = 90-94%	A- = 3.67	
B+ = 87-89%	B+ = 3.33	B = 4.0
B = 83-86%	B = 3.0	
B- = 80-82%	B- = 2.67	
C+ = 77-79%	C+ = 2.33	C = 3.0
C = 73-76%	C = 2.0	
C- = 70-72%	C- = 1.67	
D+ = 67-69%	D+ = 1.33	D = 2.0
D = 63-66%	D = 1.0	
D- = 60-62%	D- = .67	
F = 0-59%	F = 0.00	F = 0.0

I = Incomplete (Work must be completed within 1 week of date that grade cards are sent home or work will not be allowed to be made up.)

The following classes carry five (5) points: Geometry, Chemistry, Accounting II and Physics. The school offers many dual credit (High School/College) courses. These classes also receive weighted grade points. Semester grades will reflect the average of all course work for the semester. No 2nd or 4th quarter grade will be given on report cards.

Mid-Quarter/Progress Reports:

Report cards will be mailed home at mid-quarter. Grade information will be sent by teachers every two weeks for students carrying D's or F's.

Grade Cards:

Grade cards go out at the end of each quarter. It is the responsibility of each student to be sure that the parent sees the grade card. No grade card will be issued to a student who has spent less than four (4) weeks at Wheatland R-II Schools prior to the end of the grading period. Transfer students will receive grades issued by their transferring school when the student qualifies for such grades. NOTE: ALL FINES AND CHARGES INCURRED BY THE STUDENT MUST BE PAID BEFORE THE GRADE CARD WILL BE ISSUED.

Parent-Teacher Conference:

At the end of the first quarter, a time will be set aside for parent-teachers conferences. This time will be announced in the Hermitage Index. Parents are encouraged to take advantage of the opportunity to communicate with the school. If further conferences are desired with a teacher, parents should make an appointment with the teacher at a time when the teacher does not have a class to supervise. Appointments may be made by contacting the Principal's office.

Semester Exams:

There will be a final test at the end of each semester. The final exam will be worth ten percent of the semester grade for that class.

Semester Academic Rewards:

Excellent attendance and high achievement is the goal for our students. Any students who have an A in the class and no more than two absences, a B in the class and no more than one absence, or a C and no absences qualifies for academic reward day. All Absences are counted the same (excused, unexcused, or doctor notes). Students who complete these requirements in four or more of their classes will be eligible for an academic reward day each semester. A student cannot be awarded an academic reward day if he/she has served ISS or OSS during the semester. Students receiving three or more tardies in one class period during the semester will not be eligible for an academics reward day. Semester academic rewards are based on the semester grade, not the quarter grade.

Graduation Requirements:

The State Department of Education and the Wheatland School Board determine what credits student must have to graduate. In order to participate in graduation ceremonies, the student must have completed all course work required for graduation and must not be currently suspended from school. The senior class will submit a proposed agenda and guidelines for the ceremony. Transfer students will be dealt with on an individual basis.

Graduation Academic Honors:

Seniors who have achieved academic excellence will be recognized at graduation in the following manner. A senior's cumulative high school GPA and the following three tier honors system will be used to determine if a student is recognized.

4.0 and above - Summa Cum Laude

3.75 to 3.99 - Magna Cum Laude

3.5 to 3.74 - Cum Laude

During the graduation ceremony, graduates achieving each of the levels will be recognized for their academic excellence with honor chords. In addition, seniors who have earned Summa Cum Laude recognition will have the opportunity to speak at the graduation ceremony. If there are no seniors who have earned the Summa Cum Laude honor, the graduation speakers will be those who have earned the Magna Cum Laude honor.

Graduation Dress:

A form will be handed out explaining student dress requirements. The form will be signed by both parents and students and returned to the Principal prior to the ceremony. Students will not be allowed to walk in the ceremony if they do not follow these requirements.

Regular Diploma:

Area of Study	Units of Credit Required
Communication Arts	4
Mathematics	3
Social Studies	3
Keyboarding	$\frac{1}{2}$
Science	3
Physical Education	1
Practical Arts	1
Fine Arts	1
Health	$\frac{1}{2}$
Personal Finance	1
Electives	<u>7</u>
Total Units	25

The following core classes are required toward the above credits earned: Math-Applied Math, Algebra I, Geometry, or Algebra II. Science-Physical Science, Introduction to Chemistry, Biology. Social Studies-American History, Government, Plus a Social Studies class of your choice. Communication Arts-English 1, 2, and 3, Plus a Communications Arts class of your choice. (Students who successfully complete a career center program at DCTC for two years and meet specified requirements will receive one credit of Communication Arts and one credit of Math.)

Handicapped students are eligible for this diploma under the following conditions:

- A) All credits for the diploma are earned.
- B) All work must be assigned by the regular classroom teacher.
- C) The student may receive assistance from the Special Education teacher or aide as long as the help is in the student's diagnosed handicapped area and all work done must be that of the student.
- D) All tests taken by the student must be the same tests given to other students in the regular classroom. Students may receive assistance in their handicapped area from resource personnel.

Transfer students will be dealt with on an individual basis.

Home School Students:

Any home school student who is granted credits by the Wheatland R-II School Board of Education will be granted credits in the form of pass/fail. Students attempting to transfer high school credits must provide documentation of completed course work to be evaluated by administration for approval of credit here to go toward graduation requirements. All home school students will be tested to determine grade level placement.

Academic Letter:

The Academic Letter is designed to reward students who have excelled in the academic area. The requirements of the Academic Letter are as follows:

- 1) He/she must be a full time student.
- 2) He/she must complete 3 semesters.
- 3) He/she must earn a full 3.25 grade point average or higher on a 4.0 scale for the fall and spring semester.
- 4) Transfer students must attend a full semester at Wheatland R-II High School. They must make at least a 3.25 grade point average the last semester at their previous school and at least a 3.25 grade point average the first full semester at Wheatland R-II School. The first year a student letters, he/she will receive a chenille letter and a bar. Students lettering a second, third, or fourth time will receive additional bars.

Honor Roll:

Each quarter an honor roll will be posted according to the following guidelines:

A Honor Roll: All grades "A" or above.

B Honor Roll: All grades "B" or above with at least one grade below an "A"

Correspondence Courses:

The principal shall approve all correspondence courses to be taken for credit to meet graduation requirements. Courses taken through colleges must have prior approval in order to be accepted for High School credit. Up to 2 credits are allowed. These may not be used for early graduation.

"Missouri Course Access Program"

Missouri Course Access Program (MOCAP)

The Missouri Course Access and Virtual School Program (MOCAP) has developed a catalog of virtual online courses for students. Students and families that interested in virtual coursework should contact the student's school counselor and inquire about the Missouri Course Access Program.

A student is eligible to enroll in a course through the district if the student resides in and is enrolled in the district full-time, and the student attended a public or charter school at least one semester immediately prior to enrolling in the MOCAP course. Students will be allowed to enroll in MOCAP courses if it is determined by the principal and/or counselor that this method of learning is in the best educational interest of the student. If it is determined that MOCAP is not in the best educational interest of the student, they will be denied enrollment. The student and his/her guardian will have the option to appeal to the Board of Education for reconsideration.

Enrollment for MOCAP courses will take place during the normal school enrollment period prior to the first day of the semester. Request forms for virtual courses will not be accepted after the start of the semester.

For more information, please visit www.mocap.mo.gov and refer to the attached Policy/Regulation:

MCE Board Policy 6190

MCE Board Regulation 6190

Vo-Tech Courses:

Any Vo-tech student failing a course of study for reasons of non-attendance, unexcused absence, or any absences other than doctor's excuse, family emergency, or family move, will be required to pay the cost per student fee for the course. The cost factor will be determined by the Superintendent and shall not exceed actual tuition. Vo-tech students are expected to attend classes at Vo-tech even when Wheatland is not in session. Transportation to Vo-tech will be provided and must be used unless a drive slip is obtained.

Student Fees:

A student fee will apply for students who are enrolled in Ag I or Ag II. Student fees may apply in other classes determined by the administration.

STUDENT ACTIVITIES**Activity Sponsors:**

MS/HS Student Council	Leslie Lutz
NHS	Jennifer Bender
FBLA	Chelsea Egan
FFA	Ryan Meeks
Academic Bowl	Jacy Lewis

Athletic Coaches:

MS Cheerleaders	Becky Almond
HS Cheerleaders/Homecoming	Becky Almond
Varsity Girls Softball	Head Coach-Pat Dougherty
MS Boys Basketball	Head Coach-Jacob Morlan
MS Girls Basketball	Head Coach- Jeremiah Bryan
Varsity Girls Basketball	Head Coach- Jeremiah Bryan
Varsity Boys Basketball	Head Coach-Brian Pearson
Varsity Boys Baseball	Head Coach-Pat Dougherty
Boys /Girls HS Track	Head Coach-Gary Lile
Boys/Girls HS Cross Country	Head Coach-Gary Lile
Boys/Girls MS Track	Head Coach-Gary Lile
Co-Athletic Director	Pat Dougherty/Jacob Morlan

All students who are members of these groups and involved in these activities will follow extracurricular activity eligibility guidelines. (refer to page 24 eligibility)

Student Organization Meeting:

Middle School and Senior High class and club meetings will be held at the discretion of the class or club sponsor. All meetings must have an agenda and meet with the approval of the principal's office. These meetings will generally be held before or after school.

Assemblies:

Assemblies are a regular part of curriculum and as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student be respectful and appreciative. During "live" entertainment, unlike radio, television, or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stomping of feet, or booing is discourteous. Assemblies must be put on the master calendar one week in advance to be scheduled, and must be approved by the principal.

Pep Rallies:

The directing Sponsor of the High School Cheerleaders is to make a request for a Pep Rally at least one week in advance of the date of the event. The Pep Rally is to be placed on the Master Calendar. All Prep Rallies must have an agenda that must be turned in to the Principal's office one week in advance of the date of the event. All Pep Rallies are to be held during the 7th hour period of the school day. All students' grades 7-12 may attend the Pep Rally (except those students that are serving disciplinary action as the result of inappropriate behavior).

Field Trips:

Field trip transportation requests must be turned in two weeks in advance of the trip. The school cooks must be made aware of a trip two weeks prior to the date of the trip. Field trips or other trips that require the use of a school bus should be approved by the principal at least two weeks in advance. Overnight trips must be approved by the Board of Education of the Wheatland School District.

1. Trips made by subject matter classes or organizations away from school are limited to one school day without Board approval. Exceptions will be made for state regional meetings and contests if such are part of approved and official school sponsored events.
2. Trips made by class divisions away from school shall be less than twenty-four hours in length unless approved by the Board of Education of the Wheatland School District.
3. All such trips should be planned and approved well in advance by the designated administrator and shall be adequately chaperoned.
4. Travel must be made by school bus or other school provided conveyance.
5. Written parental permission must be obtained before allowing a student to go on a school trip. **NOTE:** Classes may participate in educational field trips during the year. Children who choose not to participate in the field trip should report to school as usual. Assignments relating to their regular school work will be assigned to them to complete while the remainder of the class makes the trip. Students who go on the field trip are not excused from their regular school work and must make up such work. All permission slips need to be turned in to the sponsor or teacher by 3:05 p.m. the day BEFORE the date of the activity. Students must turn in all assignments that are due the day of the field trip before they go on the field trip. Students are responsible for assignments made on the day they miss class and these assignments are due on the same day as the rest of the class has the assignment due. **CLASSROOM TEACHERS ARE TO SUBMIT A LIST OF ADULT CHAPERONES TO THE PRINCIPAL ONE SCHOOL DAY BEFORE THE DATE OF THE FIELD TRIP. ADULTS NOT ON THE LIST WILL NOT BE ALLOWED TO GO ON THE FIELD TRIP. PRESCHOOL CHILDREN ARE NOT ALLOWED TO GO ON ANY FIELD TRIPS.** Students who receive OSS 2 or more times during a school year will not be allowed on any field trip.

Eligibility Rules for Activities:

Wheatland High School is a member of the Missouri State High School Activities Association. To participate in activities with other schools and in extracurricular activities, a student must meet the requirements set forth by the Activities Association and the Wheatland Board of Education. The MSHSAA requirements are posted in each of the dressing rooms and in the coach's office. Wheatland School has requirements as follows:

1. Any student, either in attendance of, or participating in, a school sponsored activity, must attend school four (4) class periods the day of the game or contest. Also, students must attend four (4) class periods the last school day prior to a weekend contest or event. Exceptions will be made if the administration gives prior approval for an absence.
2. Students in OSS for a full day will not be able to participate in an activity on that day. If a student has served in ISS he/she is eligible at the end of that school day for extracurricular activities.
3. Students must follow additional rules of the teacher or coach.
4. Middle School and 9th grade students will be eligible for the first three weeks of school. However, eligibility can be lost due to suspension.

Extracurricular Activity Practices:

Coaches/Sponsors of extracurricular activities will schedule practices for their respective teams. Sunday practices must have prior approval by the building principal.

Eligibility:

Any student that has received Out-Of-School Suspension will not be allowed to participate in or attend extra-curricular activities for the day or days they are suspended. Any student that receives an F or two (2) grades below a D+ on his/her quarter grade card is ineligible through the end of the quarter. Exception: An ineligible student may become eligible at mid-term if his/her grades meet eligibility standards at that time.

Ineligible Student List:

After each report period, students who have received one F or two (2) grades of D or below will be listed on the ineligible student list. The list will be provided to each 7-12 grade teacher and/or activity sponsor. Students will only be placed on the ineligible list at the end of each quarter. They may be removed from the list at mid-term or quarter.

Academic Contest:

Classroom teachers and/or administrators may request that their students attend an academic contest. All academic contests should be scheduled as far in advance as possible as to allow for the scheduling of transportation. All students are selected by the administration, teachers or sponsors to attend the academic contest. All students must have written permission from a parent or guardian. The written permission note is to be turned into the administration, teacher or sponsor by 3:05 p.m. the day before the academic contest is scheduled to occur. On a Tuesday, then the student must turn in the written permission form by 3:05 p.m. Monday. Students failing to turn in written permission form by 3:05 p.m. the day preceding the scheduled date of the academic contest will NOT be allowed to attend the academic contest. All students are expected to conduct themselves in accordance with Wheatland R-II Public Schools policies and procedures as well as any rules set by the teacher or sponsor of the academic contest.

Polk County League:

Wheatland R-II Public Schools are a member of the Polk County League. Other schools in the PCL are Dadeville, Humansville, Hermitage, Fair Play, Halfway, Weaubleau, Macks Creek and Walnut Grove. Sponsors and coaches comply with the policies and procedures set forth by the Polk County League. Students will compete in a variety of academic competitions throughout the school year. Athletic teams will also compete for conference titles in softball, basketball and baseball. Any questions concerning the Polk County League should be directed to the principal's office.

Fund Raising:

All Fundraising will be approved by administration.

Insurance for Athletes, Spirit Team Members, Senior Trip Students, and Other Students:

The school sponsors an inexpensive student accident insurance plan. Students may elect to participate in the program. Brochures explaining the plan are in the principal's office. Students must show proof of insurance if they choose not to use the school's plan. Failure to have insurance will prevent the student from participating.

Spirit Team Members:

Cheerleaders are to be selected in the spring of each year. In the event that tryouts were not held in the spring, the sponsor(s) may hold tryouts at the beginning of the school year. Requirements are school spirit, good conduct and willingness to practice. Cheerleaders are to follow the rules, policies, and procedures as do all athletes in the school. Cheerleaders are to follow any additional rules that the sponsor(s) may designate. Cheerleaders will be selected by a judging team, which if possible, include out-of-school personnel.

Transportation:

Transportation is provided for students to attend extracurricular activities and school activities which are held at another school or place. The following regulations apply to those trips:

1. All school rules, regulations and penalties that apply during the regular school day apply to students on trips to school extracurricular events.
2. All students riding the school provided transportation (bus) to a school event shall ride the school bus back to school after the event is finished, unless released to a parent or legal guardian.

Distribution of Information to the Student Body:

According to the Board of Education, it shall be the duty of the principal to act as liaison between school and community. Therefore, all information that may concern the student body is to be placed in writing and presented to the principal before it will be presented to the student body.

Student Election:

Each class, grades 7-12, will elect a president, vice president, secretary and treasurer. They will also elect two representatives, one boy and one girl, to the student council. Other elections that may be held during the school year include: Homecoming candidates, and Club Officers.

Student Council:

The student council is an organization in which the students promote good government, good sportsmanship, student activities and the general welfare of the students of Wheatland R-II School.

Student Council Officers will apply and be interviewed before their appointment. Each class will vote on a male and female representative and each club will select a representative to be a part of Student Council.

Students who participate in Student Council must adhere to the Student Council Constitution established by the Student Council and held with the Student Council Advisor.

Prom Activities:

The Junior class, sponsors and principal will discuss plans for prom activities. The Junior class will make a presentation to the Board of Education in the November meeting for discussion and prom approval. No change in prom plans shall be made after November without prior approval of the Board of Education. Junior and Senior students may invite a guest who has attained the rank of Freshmen or older and must sign up their guest at least one (1) week in advance of the prom. Any outside student guest must be 20 years old or younger and be pre-approved by the administration. The guest list will be approved by the principal and Junior class sponsors. ALL students must pay any lunch charges, class fines/dues, library fines, and any other bills owed to the school before being allowed to attend prom. Prom is an extracurricular activity. Students must be in good standing with their class to attend.

School Dances:

Student groups may sponsor school dances with the approval of the principal. Groups must have at least two (2) adult chaperones who will be in attendance for the entire dance. Groups are responsible for clean up immediately after the dance. Outside guests may be invited, but must be signed up at least three days prior to the dance and approved by the principal.

Senior Trip:

Any student attending the Senior Trip must be eligible for extracurricular activities at the time of the trip. The senior class, class sponsors and the principal will discuss plans for the senior trip. The senior class will make a presentation to the Board of Education at the April meeting for discussion and approval. No change in senior trip plans shall be made after the May meeting without approval from the Board of Education. The principal and class sponsors shall provide a code of appropriate behavior for participants on the senior trip by March to the Board of Education for approval at the April meeting. The senior trip is an extracurricular activity, which upon graduation a student may qualify to attend. A student wishing to attend the senior trip must meet the following requirements:

SENIOR TRIP RULES AND REGULATIONS

The following is a list of guidelines and rules regarding qualifications for the senior trip:

1. Students must have attained enough credits to graduate in May.
2. All course work and semester tests must be completed prior to departure on the trip. All students must obtain a signature from all of their teachers indicating that work has been completed.
3. Any student who has been truant during his/her junior or senior year will not be allowed to attend the trip.
4. Any student who has misdemeanor or felony charges pending may not be allowed to attend the trip. Any student who has been convicted of a misdemeanor or felony prior to the senior trip may not be allowed to attend the trip. Minor traffic violations are not included in these regulations. All situations will be reviewed by the administration and sponsors.
5. Students must exhibit good citizenship at school functions as well as away from school. Good citizenship will be reviewed by the administration and sponsors.
6. Any student who has been assigned O.S.S during his/her high school career must be approved by the administration and the class sponsors to attend the trip.
7. Any student who has been assigned I.S.S. during his/her senior year must be approved by the administration and class sponsors to attend the trip.
8. Students must demonstrate appropriate behavior at all extracurricular activities at all times.
9. Students must be in good standing in his/her class, and must have taken care of his/her duties assigned by the sponsor.
10. Students who require more than 8 semesters of high school to graduate will not be eligible for the trip.
11. All students must provide proof of medical insurance.
12. All students and their parents must sign an agreement/contract and return it to the class sponsor.
13. All students must provide the school with a release form from parents or guardians giving the chaperones the authority to seek medical attention for the student should the need arise.
14. Any student wishing to attend the trip must not have exceeded the excessive absence policy set forth in the handbook.
15. Any student who fails to meet all of these requirements will not be allowed to go on the trip and will be expected to attend school until the end of the year. Any student who fails to meet the criteria and is removed from the trip forfeits all dues, money earned, and deposit money to the senior class. This money will not be refunded.
16. The senior trip must be within the continental United States.
17. The class must hire a professional driver for the senior trip. No teachers/staff-members other than bus drivers may drive the students on the trip.
18. Any Wheatland staff attending the senior trip may only miss two contracted work days. The class will need to plan the trip to work around this and have staff supervision.
19. Any student attending the Senior Trip must be eligible for extracurricular activities at the time of the trip.

Rules and consequences of inappropriate behavior during senior trip:

1. All rules of bus drivers and sponsors must be followed. These chaperones will be allowed to check luggage and other personal belongings at any time during the trip that they feel is necessary. Refusal to follow instructions of a sponsor is insubordination and will be dealt with in a strict manner. Bus drivers and sponsors will decide upon appropriate disciplinary action, which may include the parents being required to pick up their child.
2. No alcohol, tobacco or illegal drugs will be allowed at any time. A student who chooses to disregard these rules will result in one or more of the following: suspension, forfeiting the right to attend graduation ceremonies, Wednesday School, summer school or expulsion. Parents may be required to pick up their child in this instance. (Sponsors may require students to leave prescription drugs in their possession.)
3. All behavior of students during the trip is expected to reflect that of a good citizen. Any inappropriate behavior during the trip could result in one or more of the following: suspension, loss of privilege of attending graduation ceremonies, Wednesday School, summer school or expulsion.

Students who will not be attending the senior trip:

1. Students will be expected to attend school as usual until the end of the school year. These students will not be released at the same time as those who are attending the senior trip.
 2. All class assignments and discipline which has been assigned must be completed prior to the last day of school.
- NOTE: Failure to comply with these expectations will result in the student forfeiting his/her privilege of attending graduation ceremonies.

Student Publications:

All student publications must be approved by the administration and signatures on editorials or articles are required.

High School Homecoming:

Five boys and five girls will be selected by the high school students as Homecoming candidates from a list of those who are involved in sports and cheerleading. The King and Queen will be elected by a vote of the high school students. Both male and female participants in the coronation must be in formal dress during the coronation, or he/she will not be permitted to take part in it. Prior winners are not eligible to run for homecoming queen or king. A Homecoming Dance will be allowed.

TRANSPORTATION

School Bus Transportation:

School bus transportation shall be provided by the nearest traveled route for all children who live a mile or more from the school. The bus may not travel on gravel roads not maintained by the county or pick up riders on dead end roads that are less than one half mile from a through road. It is the desire of Wheatland R-II Public Schools to provide safe transportation for all students riding the buses. It is important that students follow the established safety rules.

Transportation: A.M. and P.M. Bus Routes

Each student will be assigned one bus stop in the A.M. and P.M. for each day of the week, to create a weekly routine. If changes are requested, each case could be approved by the Principal or Transportation Director ahead of time. This approval will need to be consistent and the change needs to be a stop along the existing bus route, as not to change the normal bus route times. In case of an emergency, parents should try to contact the school by noon, as stated in the handbook. If the emergency takes place too late to contact the school by noon the case will be handled individually by the Administration or the Transportation Director.

Authority of Bus Driver:

The bus driver has the authority over student seating and behavior on the bus. The student should remain quiet, remain in the seat and face the front of the bus. The student should not do anything that would distract the bus driver. Discipline of students riding the bus will be supervised by the principal, but the bus driver has the authority to handle immediate individual problems that occur on the bus route. Any disciplinary action that requires suspension from riding the bus to or from school for any reason will be administered by the principal and/or the superintendent of schools. Students not in compliance with the general discipline policies of the driver concerning loud talking, out of seat, throwing objects, littering, consuming food or drink on the bus, and hands or arms out of the windows may be brought to the principal's office.

NOTE: FOOD AND DRINK ARE NOT TO BE CONSUMED ON THE SCHOOL BUSES. AFTER SCHOOL IS DISMISSED AND STUDENTS HAVE BOARDED THE SCHOOL BUS, THE BUS DRIVERS ARE NOT TO ALLOW STUDENTS TO GET OFF THE SCHOOL BUS EXCEPT IN MATTERS OF URGENCY.

Bus Route:

Inquiries as to bus routes and riders should be referred to the superintendent's office.

Loss of Bus Privileges:

The parents will be notified regarding the nature of the problem and the warning will be explained as follows: If a student continues to be disruptive on the bus after the first warning, the student will be suspended from riding the bus for a period of three (3) school days. An offense after the first bus riding suspension will result in a six (6) school day suspension. A subsequent or fourth offense will be brought to the attention of the superintendent and will result in extended suspension from bus riding privileges.

Student Parking:

Students who drive to school must park on school grounds in areas designated by the principal. Upon arrival at school, all vehicles must be parked and all students must leave the vehicles and go into the school buildings. Unauthorized vehicles in the handicapped parking areas will be towed at the owner's expense.

Improper Driving:

Improper use of a vehicle such as speeding or careless driving on the Wheatland R-II Campus, Sports Complex or on adjacent streets may cause a loss of the privilege of driving to school. Disobeying any of the student automobile rules may result in the loss of driving to school privileges.

Permission to Return to Automobile During the School Day:

Student may not return to their automobiles during the school day without permission of a school administrator. Driving from school grounds during the school day hours is not permitted without permission of the principal's office and a parent/guardian.

Inclement Weather:

If inclement weather necessitates the closing of school, parents will be notified through the School Reach Broadcast Service, over Radio Stations KYOO, KTTS, KJEL, and KWTO, and also over Channels 3 and 10 TV stations. When school has to be canceled during regular school hours, the bus drivers will be called and students will be returned home. When school has been canceled because of inclement weather, extra-curricular activities may also be cancelled. Cancellation decisions will be made on an individual basis by the administration.

CIVIL EMERGENCIES, ILLNESS, ACCIDENTS, AND CONTAGIOUS PARASITES**Civil Defense and Severe Weather Facilities:**

The school has civil defense and severe weather facilities. Instructions for evacuation of the building in case of fire have been given to all teachers. Procedures for students to follow in case of severe weather have been given to all teachers. Students are to follow their instructions explicitly. Students are not to leave the school, make loud noises, or do anything that will hinder or endanger the efficiency of carrying out the instructions.

Fire Alert:

A fire alert warning will be given by a series of short rings on the bell system and the fire light will be flashing on the bell system. If the bell system fails, a series of short bursts will be given from an air horn. It is essential that students remain calm and quiet and follow the directions given by the teachers for school evacuation.

ALL STUDENTS ARE TO STAY WITH THEIR CLASS. ROLL WILL BE TAKEN BY THE TEACHERS. (Teachers should take their grade books as they leave the building.) **ALL CLEAR SIGNALS WILL BE GIVEN ORALLY BY THE PRINCIPAL WHEN STUDENTS ARE TO RETURN TO THEIR CLASSROOM.**

Tornado and/or Earthquake:

A tornado and/or earthquake warning will be given by a twenty (20) second ring on the bell system. If the bell system fails, a burst from an air horn will be sounded. In the event that a tornado or earthquake drill is called or that there is a tornado or earthquake emergency, students are to do the following:

1. Remain calm and quiet.
2. Listen and follow the instructions given to you by your teacher.
3. Go as quickly as possible to your assigned shelter area without pushing or shoving others.
4. Take the position of greatest safety which is kneeling on the floor with head down and hands clasped at the back of the neck.
5. Remain in your assigned places until you are notified to leave.
6. Any student away from his/her assigned room when a warning is sounded will go to the shelter area with the group in the most immediate proximity and report his/her presence to the teacher.

Illness:

If a student is ill, he/she may go to the nurse's office after they have reported to their regular class and received a hall pass from the teacher. Exceptions will be made for genuine emergencies as determined by the principal. Students will be sent home if they have a temperature of 100°F or more or if there are other obvious signs of illness.

Accidents:

Accidents which result in injuries are to be reported to the principal immediately. Students who have minor scrapes or cuts may go to the nurse's office for first aid treatment.

Student Insurance:

The school sponsors an inexpensive student accident insurance plan. Students may elect to purchase the accident insurance plan. Brochures explaining the plan are available in the principal's office.

Head Check for Contagious Parasites:

Head check screening for all students grades 7-12 will be made during the first full week of school and when students return after Christmas vacation. In the event that an infestation of head lice is found, then the student will be sent home from school. The parent/guardian may seek medical advice from a physician or treat the infestation. Head lice and other contagious types of health hazards require that not only must the infested person be treated, but that clothing, blankets, pillows, carpets, fabrics and pets be treated. Head lice may be easily controlled by drying one's hair daily with an electric hair dryer using the high temperature setting. After being treated, the student may return to school. The nurse will check the returning student before the student is allowed to return to classes. Because of the life cycle of head lice, the student and his/her classmates will be rechecked in a two-week period to ensure the infestation is not re-occurring. **NOTE: IN THE EVENT OF REINFESTATION, THE STUDENT AND HIS/HER CLASSMATES WILL BE RECHECKED EVERY TWO WEEKS UNTIL THE INFESTATION IS NO LONGER EVIDENT.**

Administering Medicines to Students:

If under exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, the school nurse and/or the principal's designee will administer the medication in compliance with the regulations that follow:

Prescription Drugs:

1. The first dosage of any medication must be administered by the parents.
2. The medication shall be in the original container labeled with the physician's prescription.
3. Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent's approval, dosage as prescribed by the doctor, times and amounts, date prescribed, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medication. It is suggested that there be enough dosage sent to school for the day, not the entire amount of the prescription.

Nonprescription Drugs:

1. Oral medication that is non-prescriptive may be administered under the supervision of the school nurse and/or principal's designee if authorized by the parent. Students are not allowed to carry medication with them at school.
2. Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times, and amounts, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medication. It is suggested that there be enough dosage sent to school for the day only.

Procedures:

The school nurse and/or principal's designee will follow the procedures listed below regarding the dispensing of personal medication:

- * Inform appropriate school personnel of the medication.
- * Keep a record of the medication administered.
- * Keep medication in a locked cabinet.
- * Return unused medication to the parent or dispose of it if the parent requests disposal.

NOTE: The school district retains the right to reject requests for administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.

NOTE: TEACHERS DO NOT GIVE PAIN RELIEVER, COUGH DROPS, OR ANY OTHER KINDS OF MEDICATIONS TO A STUDENT.

Other Screening:

Screening for defects in vision, hearing and speech will be conducted periodically throughout the school year. Parents/Guardians will receive a written notice of any defects which interfere or tend to interfere with a student's progress.

DISCIPLINE

Discipline Code Philosophy:

The public school has a responsibility conferred upon it by the state to provide free and appropriate public education to school age children residing in the individual school districts. To discharge this function effectively and equitably, school authorities and parents must ensure an environment which is conducive to the learning process.

There are many factors that affect the learning environment and process. The factor most detrimental to the learning environment is inappropriate conduct or lack of good discipline.

Neither organizations nor society in general can operate successfully without rules and regulations; schools are no exception. Rules which establish discipline guidelines for students are basic to their growth and development toward becoming successful and productive citizens of the future. Discipline rules protect the rights of all school citizens and help ensure that all students are treated with fairness and equality according to the community's standards and expectations for student behavior.

The discipline code should help students learn that they must accept responsibility for their individual actions. If a student is negligent or not willing to respect the rights of others, then the discipline code allows him/her to experience a punishment which is the result of his/her own action. The public school system provides a tremendous array of valuable services to students. It is the desire of Wheatland Schools that proper conditions exist whereby all may be able to benefit from those services.

The principal or superintendent may assign Out-Of-School Suspension (OSS) for major or repeat offenses. Students in OSS are not allowed on campus or at any off campus school activity during OSS. Note: This includes "away" ball games. The student will receive no credit for work missed during OSS.

The Board of Education has the power, in extreme cases, to expel a student.

Corporal punishment is an appropriate means of achieving desirable student behavior in certain instances. It will be used with discretion.

Suspension and Expulsion:

The administration of Wheatland Schools has legal authority to suspend a student from school and school sponsored activities. The principal may suspend a student for up to ten (10) school days, whereas the superintendent may suspend a student for one hundred eighty (180) school days. The Board of Education may expel a student from school for an indefinite period of time. The following procedures will be followed in the suspension/expulsion code:

1. The student shall be notified orally or in writing of the charges against him/her.
2. The student shall have an opportunity to respond to the charges.
3. A reasonable effort shall be made to notify the parents/guardians of the student.

4. Parents/Guardians must request re-admittance for any student that has been expelled from school.
5. Suspension for more than ten (10) days may be appealed to the Board of Education.
6. **THE PARENT OR GUARDIAN WILL BE REQUIRED TO HAVE A CONFERENCE WITH THE PRINCIPAL BEFORE THE CHILD WILL BE ADMITTED TO CLASSES AFTER AN OUT OF SCHOOL SUSPENSION.**

Multiple Offenses:

Habitual offenders (students who have been referred five (5) times or more in a year) will receive a minimum of three (3) days ISS.

Students who have been referred six (6) times or more in a year will receive a minimum of five (5) days ISS.

Students who have been referred to the office seven (7) times or more in the school year will receive a minimum of 10 days of ISS or OSS.

Public Display of Affection:

Romantic hugging, hand-holding, and kissing are unacceptable.

1. Verbal warning
2. Wednesday School
3. One day of ISS

Note: Failure to stop will be considered insubordination and will follow the consequences listed in that section.

Excessive Absences:

Parents/Guardians will be informed when their child accumulates three (3) or more absences in a particular class period and informed of their danger of losing credit. The Counselor or Administrator will have a conference with the student in regards to attendance. Students will lose credit in all classes in which absences in the classes total 10 or more absences per semester.

If a student is notified that they are going to lose credit due to absences, the student may request a hearing before the Appeals Committee. The committee will consist of two teachers and two administrators.

Speeding or Careless Driving Around School Grounds/Sports Complex/Driving Across School Grounds:

1. Parent conference and five (5) days loss of driving privilege.
2. Loss of driving privilege for the remainder of the quarter.
3. Loss of driving privileges for the remainder of the year.

NOTE: If damage to property occurs, the student will make restitution.

Violation of the Internet Acceptable Use Policy:

1. 1-3 days ISS.
2. 1-3 days ISS, Internet privileges revoked for 1 month.
3. Internet privileges revoked indefinitely.

Gambling by Students:

Students are not to participate in any form of gambling on school property or at any school related event.

Discipline Consequences:

1. Violations Against Persons

A. Assault-Attempting to cause injury to another person, intentionally placing a person in reasonable apprehension of imminent danger (verbal or physical).

1st offense 1-180 days suspension or expulsion

2nd offense 11-180 days suspension or expulsion notification to Law Enforcement Officials.

B. Fighting-Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

1st offense 5 day ISS

2nd offense 10 day ISS

3rd offense 10 day OSS

C. Attempting to kill or cause serious injury to another.

1st offense Expulsion and notification to the Law Enforcement Officials

D. Perceived threat-Any statement that may be perceived as threatening.

1st offense 1-180 days suspension

E. Weapons

1. Possession or use of any instrument or device which is customarily used to attack or for defense against another person, and any instrument or device used to inflict physical injury to another person.

1st offense 1-180 days suspension or expulsion

2nd offense 11-180 days suspension or expulsion

2. Possession or use of firearm.

1st offense One calendar year suspension or expulsion

F. Disrespectful or disruptive speech or conduct-being disrespectful (verbally, written, or symbolic) or gestures which are inappropriate to public settings directed at a staff member or which disrupts classroom work, school activities or school functions. This applies to behavior on school grounds as well as away from school.

1st offense 1-10 days ISS

2nd offense 1-180 days suspension

G. Bullying – The intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals. Bullying occurs when a student:

- Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to:

1st offense 1-180 days suspension or expulsion

* The Missouri Safe Schools Act requires Law Enforcement to be notified in certain circumstances.

2. Violations Against Public Health and Safety

A. Tobacco possession or use of any tobacco products on school grounds, bus, or at any school activity. Vaping, or the possession of/use of any type of nicotine product is included in this policy.

1st offense 3 day ISS

2nd offense 5 days ISS

3rd offense 3 days OSS

B. Drugs/Alcohol possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs related paraphernalia.

1st offense 1-180 days OSS and report to proper authorities

2nd offense Expulsion

WHEATLAND R-II SCHOOL DISTRICT EXTRACURRICULAR AND CO-CURRICULAR ACTIVITY STUDENT DRUG TESTING POLICY

The Board of Education recognizes that drug use is a serious problem confronting our community and, in an effort to protect the health and safety of its students from illegal drug use and abuse or injuries resulting from the use of drugs, thereby setting an example for all students of the Wheatland R-II School District, adopts the following policy for drug testing of students participating in extracurricular and/or co-curricular activities.

Statement of Purpose and Intent

It is the desire of the Board of Education, administration, and staff that every student in the Wheatland R-II School District refrain from using, possessing, or distributing illegal drugs. The sanctions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extracurricular and/or co-curricular activities. This policy is intended to supplement and complement all other policies, rules, and regulations of the Wheatland R-II School District regarding possession or use of illegal drugs.

Participation in school sponsored extracurricular and/or co-curricular activities at the Wheatland R-II School District is a privilege. Accordingly, students in extracurricular and/or co-curricular activities carry a responsibility to themselves, their fellow students, their parents and/or guardians and their school to set the highest possible examples of conduct, which includes avoiding the use of illegal drugs.

The purpose of this policy is to prevent and deter illegal drug use and to strive within the school district for an environment free of illegal drug use and abuse. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of this policy to participate in extracurricular and/or co-curricular activities. If the discipline policy of the Wheatland R-II School District is violated with respect to alcohol and drugs, the student will be

subject to the penalties of the discipline policy. The violation will also be counted as a violation of this policy.

Use of illegal drugs (as defined below) is incompatible with participation in extracurricular and/or co-curricular activities of the Wheatland R-II School District. For safety, health and well-being of the students of the school district, the district has adopted this policy for use by all students participating in extracurricular and/or co-curricular activities in grades 9-12.

Drug testing Guidelines

Each student participating in extracurricular and/or co-curricular activities shall receive copies of the "Student Extracurricular/Co-Curricular Activity Student Drug Testing Policy" and "Student Extracurricular/Co-Curricular Activity Student Drug Testing Consent" form which shall be read, signed, and dated by the student, parent and/or guardian. In order to participate in extracurricular and/or co-curricular activities, students must provide the "Student Extracurricular/Co-Curricular Activities Testing Consent" form to the high school office by the deadline stated on the form. Any student who does not turn in the required forms by the deadline will not be eligible to participate in any extracurricular and/or co-curricular activity during the remainder of the school year, including the months of May through August when school may or may not be in session.

Transfer students who intend to participate in extracurricular and/or co-curricular activities have 10 school days from enrolling in the district to turn in to the high school office the "Student Extracurricular/Co-Curricular Activity Drug Testing Consent" form. Once a transfer student turns in the form, he/she will be placed in the testing pool within one week. If the transfer student fails to turn in the form within the required 10-day period, he/she will not be eligible to participate in any extracurricular and/or co-curricular activity during the remainder of the school year, including the months of May through August when school may or may not be in session.

Students in extracurricular and co-curricular groups to be drug tested include, but are not limited to the following: interscholastic sports, cheerleading, band, speech, drama, debate, FFA, FBLA, NHS, choir, academic teams, student council, academic clubs and students who register for a parking permit.

Definitions

Co-curricular activities-activities that students participate in outside of the classroom as a result of being enrolled in a school-offered class.

Extracurricular activities - activities that take place outside the regular course of study in school.

Drug Use Test - scientifically substantiated method to test for the presence of illegal drugs in a person's urine.

DSO – Designated School Official

Illegal Drugs - the use, possession, distribution, sale or solicitation of alcohol, drugs (their imitators), unauthorized prescription or non-prescription drugs, drug-related paraphernalia, narcotic substances, marijuana or other intoxicants and any other substances, which an individual may not sell, possess, use, distribute, or purchase under either federal or Missouri law.

MRO- Medical Review Officer

Positive Test Result - when referring to a drug test administered under this policy, a lexicological test result which is considered to demonstrate the presence of an illegal drug or the

metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

Reasonable Suspicion — A suspicion based on specific personal observations concerning the appearance, speech, or behavior of a participating student, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion.

Procedure

Students will be required to provide urine samples as follows:

1. Randomly selected based upon the frequency the district deems appropriate.
 2. At any time requested based on reasonable suspicion
- Any drug test required by the Wheatland R-II School District under the terms of the policy will be administered by or at the direction of a professional laboratory chosen by the school district using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing. All aspects of the drug-use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize the intrusiveness of the procedure.

The specific procedure will be as follows:

1. Each student is assigned an identification number for random selection. The testing agency will randomly select identification numbers from all students in the pool and provide them to the school district. The district will identify students based on these identification numbers provided and proceed with testing. Upon receiving a notice from the designated school official that the student has been selected for a random drug test, the student will go to the testing site. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing the falsification of testing. Upon entering the testing site, the student will be asked to provide the identification number given to him/her by the DSO. The student will then be asked to remove the contents of his/her pockets and remove outer garments. Next, the student will be asked to wash his/her hands. The collection technician will secure the bathroom by putting blue dye in the stool, taping off water supplies, removing trash cans, etc. The collection technician will then open a collection container in the presence of the student, remove the contents and hand the collection cup to the student, explaining that the student is to provide a urine specimen in the collection cup and then place the cup on a pre-designated flat surface upon completion of the void. The student will also be reminded not to flush the toilet or use the faucet until the collection is completed. The collection technician will step outside the bathroom and shut the door, allowing the student to provide a specimen in private.

Once the student has completed the specimen and opened the bathroom door, the collection technician will check the specimen for appropriate temperature, foreign color and odor. If the specimen does not show signs of tampering, the student will be allowed to wash his/her hands while the collection technician initiates a preliminary drug screen of the specimen. The collection technician will conduct all procedures in accordance with accepted industry practices.

If the initial screening test indicates the presence of a tested drug, or if the collection technician is

conducting an internal self-audit of a testing device, the specimen collected will be poured into the specimen vials that came in the collection cup. The collection technician will initiate a split-specimen using a Custody and Control Form, that, when completed, will be sent (along with the specimen) to a SAMHSA-certified laboratory for a second screening test. If the second screening test is also non-negative, the laboratory will conduct a more in depth test by means of a gas chromatography/mass spectrometry (GC/MS) analysis.

If the GC/MS test is non-negative, the results will be forwarded to the Designated School Official (DSO). The DSO will contact the student's parent/legal guardian and ask for a meeting. At the meeting, the DSO will inform the parent/legal guardian of the non-negative result and ask for permission to forward the results to a Medical Review Officer (MRO). If permission is granted, the DSO will obtain the parent/legal guardian's name, ID # and contact phone # and forward that information to Employee Screening Services, who will then forward the information to the MRO. If permission is not granted, or the parent/legal guardian will not meet with the DSO, the lab results will be accepted as the final results.

When the MRO receives the above information, he will contact the parent/legal guardian, verify identification and then discuss the medications the student is taking. If any of the medications being taken by the student could explain the non-negative result, the MRO will verify with the prescribing physician that there is a legitimate prescription in the student's name. Once all pertinent information has been obtained, the MRO will make a final determination of the test results. Those results will be forwarded to ESS, who will then forward them to the DSO.

If the parent/legal guardian contests the MRO's decision, the parent/legal guardian may request, within 72 hours of the MRO's decision, to have the split specimen sent to the same or a different laboratory for a second-opinion analysis. The cost of the split specimen test will be at the parent/legal guardian's expense and may be required prior to the test being conducted.

If a student does not provide a urine sample within a reasonable amount of time, it will be considered a refusal to test. As a result of this, the student will have up to 5 days to provide a valid medical reason for failing to void within the reasonable time period. The MRO will determine the validity of the medical reason provided.

Retest After Service of Suspension

A student who has tested positive or has refused to test and has served the required suspension period will be required to undergo one or more additional drug-use tests before he or she may rejoin an extracurricular and/or co-curricular activity. These students must produce a negative test in order to become eligible.

Confidentiality

Test results shall be kept in confidential separate files separate from a student's other educational records and released to school personnel only when absolutely necessary.

Violations

Any students who test positive in a drug-use test under this procedure shall be subject to the following restrictions:

First Offense

1. The student shall be suspended from participation in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions, for 45 days. During this time, it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. Students who obtain counseling from a

school approved professional may appeal to the administration to reduce suspension to 30 days. Students who are enrolled in a class which involves co-curricular activities will remain in the class during the suspension and may participate in classroom activities, but may not participate in any activities outside of the regularly scheduled class time.

If because of the suspension, the student is unable to participate in an activity, which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he would have had he been allowed to participate in the activity.

Second Offense

2. The student shall be suspended from participation in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for 52 continuous and successive weeks (365 days) from the date of the initial report of the second offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in an activity, which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he would have had he been allowed to participate in the activity.

Third Offense

3. The student shall be suspended from participation in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for the length of the student's enrollment at the school district from the date of the initial report of the third offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in an activity, which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he would have had he been allowed to participate in the activity.

Refusal to Submit to Drug Use Test or Failure to Comply with Drug Testing Procedures

Students who refuse to submit to a drug -use test authorized under this policy will be subject to the following restrictions. Students who fail to comply with the testing agent's instructions will also be subject to the following consequences. This includes students who attempt to provide a false sample or a sample that has been tampered with:

First Offense

The student shall be ineligible to participate in any extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for 45 days and until such time that a drug-use test has been administered and passed. After the 45 days, the participating student shall again be subject to the School District Drug Testing Policy.

Second Offense

The student shall be suspended from participation in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for 52 continuous and successive weeks (365 days) from the date of the initial report of the second offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in an activity, which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he would have had he been allowed to participate in the activity.

Third Offense

The student shall be suspended from participation in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for the length of the student's enrollment at the school district from the date of the initial report of the third offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in an activity, which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he would have had he been allowed to participate in the activity.

NOTE: KNOWN ILLEGAL SUBSTANCES OR SUBSTANCES OF UNDETERMINED NATURE WILL BE TURNED OVER TO LEGAL AUTHORITIES. USE OF THESE SUBSTANCES IS ILLEGAL AND HARMFUL TO A STUDENTS HEALTH.

3. Violations Against Property

A. Arson-Starting a fire or causing an explosion with the intent to damage property or buildings.

1st offense 11-180 days OSS or expulsion

2nd offense Expulsion

B. False Alarms-Tampering with emergency equipment, setting off false alarms, making false reports.

1st offense 1-180 days OSS or expulsion

2nd offense 1-180 days OSS or expulsion

C. Extortion-Threatening or intimidating any student for the purpose of obtaining money or anything of value.

1st offense 1-10 days OSS

2nd offense 1-180 days OSS

D. Vandalism-Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or student.

1st offense 1-180 days suspension and restitution

2nd offense 11-180 days OSS or expulsion

E. Theft-Stealing or attempting to steal private or school property.

1st offense 1-180 days suspension or expulsion

2nd offense 5-180 days suspension or expulsion

4. Harassment and Sexual Harassment

A. Use of verbal, written or symbolic language that is sexually harassing.

1st offense 1-180 days suspension or expulsion

2nd offense 1-180 days suspension or expulsion

B. Physical contact that is sexually harassing.

1st offense 1-180 days OSS or expulsion

2nd offense 11-180 days OSS or expulsion

5. Defiance and Insubordination/Disruptive behavior- Direct refusal to follow directions of school staff personnel

1st offense 1-180 days suspension or expulsion

2nd offense 1-180 days suspension or expulsion

*Suspension can be ISS or OSS

THE PRINCIPAL HAS THE RIGHT TO PROCEED TO ANY STEP BASED ON THE SEVERITY OF THE OFFENSE

Classroom Discipline:

Classroom discipline will be handled in the following manner:

Step 1 Verbal warning by the teacher.

Step 2 Referral to Principal-Wednesday School

Step 3 Referral to Principal-Wednesday School and 1 day of ISS

Step 4 Referral to Principal-3 days of ISS

Step 5 Referral to the Principal-5 days of ISS and Wednesday School

Step 6 Referral to the Principal-7 days of ISS and 2 Wednesday Schools

Step 7 Referral to the Principal-A minimum of 10 days of ISS or OSS

Step 8 Referral to the Principal and potentially the Superintendent and School Board for long-term suspension.

* Wednesday School may be assigned by Principal in addition to other disciplinary actions.

Tardiness:

A student is considered tardy whenever he/she is not in their seat or area by the time the tardy bell starts ringing. Teachers will report tardies to the office on the attendance slip. Students will be notified by the teacher each time the teacher counts them tardy. Teachers will keep a record of tardies in their grade books. Tardies will be recorded by semester. Students will be allowed 2 tardies before disciplinary action takes place. After receiving their 3rd tardy the student will be sent to the principal's office and will be given a Wednesday School. A 4th tardy will result in 1 day of ISS. A 5th tardy will result in 3 days of ISS. Tardies in excess of 4 will be referred to the principal for insubordination.

Truancy:

1st offense-3 days ISS for each missed day and Wednesday School

2nd offense-5 days ISS and Wednesday School

3rd offense-10 days ISS and Wednesday School

Academic Dishonesty, Cheating or Plagiarism:

1st offense-no credit on assignment/test involved

2nd offense-no credit on assignment/test involved and 1-3 days ISS

3rd offense-no credit on assignment/test involved, 1-3 days ISS and referral to Academic Review Committee for possible loss of credit in class(es).

Wednesday School:

Wednesday School will take place each Wednesday from 3:15 p.m. – 5:45 p.m. Tutoring will be available during this time for any student that needs help. Wednesday School may be assigned to students for poor attendance, tardies, discipline and poor academic performance. Wednesday School can be assigned by the Principal, or the classroom teacher. Parents/Guardians are responsible for providing transportation for their students

at the conclusion of Wednesday School (5:45 p.m.). Parents can pick up students at the front of the school building outside the principal's office. Students will not be allowed to leave school grounds before the beginning of Wednesday School. If he/she is late, he/she will not be allowed to attend Wednesday School. If the student feels as though he/she needs to eat prior to the end of Wednesday School, he/she needs to have that taken care of between 3:05pm and 3:15 pm without leaving school grounds. The tutoring portion of Wednesday School will take place in a separate location from 3:15 pm to 4:15 pm

NOTE: Failure to attend Wednesday School will result in reschedule, ISS, or possibly OSS. If the student has not completed the assigned Wednesday Schools by the end of the school year, or he/she is over the allowed amount of absences to receive credit, he/she will be scheduled to attend Summer Make-Up time equal to the amount of hours of Wednesday School he/she is short, in order to receive credit for the year/semester. This includes Wednesday Schools assigned for attendance, tardies, poor academic performance and discipline.

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 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 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 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 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 assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the district's Special Education Director's Office from 8-00 A.M. to 3:00 P.M., Monday through Friday.

The district will conduct meetings in September and December to discuss the process for private/parochial/home school students, including referral, evaluation, diagnosis, and service options. Contact the district's Special Education Director for more information.

This notice will be provided in native languages as appropriate.

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 programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

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1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

¹ Programs include Title I, A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, and the IDEA, NCLB, and ESEA.
² Compliance with ESSA Title I is required by 20 CSR 100.010.

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Local education agencies are responsible for ensuring that all information regarding ESSA complaint procedures is provided to parents of students and appropriate personnel at all levels of the organization.

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.

**NOTICE
TO ALL EMPLOYEES AND STUDENTS
REGARDING DISCRIMINATION AND HARASSMENT**

The WHEATLAND School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. The District does not discriminate on the basis of race, color, sex, age, national origin, ethnicity, or disability or perceived sexual orientation in its programs and activities. Discrimination and harassment of students and employees, whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student, will not be tolerated.

Inquiries, complaints or grievances from students and their parents and employees regarding discrimination and harassment may be directed to:

SUPERINTENDENT JARED WALLACE
PO BOX 68
WHEATLAND, MO 65779
417-282-6433

(District Compliance Officer)
(Address of District)

(Telephone number)

Other offices dealing with these complaints:

Missouri Commission for Human Rights
Department of Labor & Industrial Relations
P.O. Box 1129, 3315 W. Truman Blvd.
Jefferson City, MO 65102-3325
(573) 751-3325
www.dolir.state.mo.us/hr

Equal Employment Opportunity Comm.
Robert A. Young Federal Building
1222 Spruce Street
Room 8.100
St. Louis, MO 63103
(314) 539-7800 or (800) 669-4000
www.eeoc.gov

U.S. Department of Education
Office of Civil Rights
Customer Service Team
Mary E. Switzer Building
330 C Street, SW
Washington, DC 20202
(800) 421-3481
OCR@ed.gov

U.S. Department of Justice
950 Pennsylvania Ave., NW
Washington, DC 20530-0001
(202) 353-1555
ASKDOJ@usdoj.gov