

# **Woodland Middle School**

**5-8**

## **Student Handbook**



**2018-2019**

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# Woodland R-IV Academic Calendar 2018-2019



## Important Dates

8/1-2/2018 New Teacher Orientation  
8/6,7,8/2018 Back to School Workshops  
8/9/2018 First Day of Student Attendance  
9/3/2018 Labor Day (No School)  
9/24/2018 Professional Development (No School)  
10/10/2018 End of First Quarter (43 days)  
10/18/2018 P/T Conferences (12:20 dismissal)  
10/19/2018 No School  
10/22/2018 Professional Development (No School)  
11/9/2018 Professional Development (No School)  
11/12/2018 Fall Break (No School)  
11/21/2018 Thanksgiving Break (11/21- 11/25)  
11/26/2018 Classes Resume  
12/19/2018 End of Second Quarter (43 days)  
12/20/2018 Christmas Break Begins (12/20 - 1/1)

## Important Dates

1/2/2019 Classes Resume  
1/21/2019 MLK Day (No School)  
2/15/2019 Professional Development (No School)  
2/18/2019 President's Day (No School)  
3/8/2019 End of Third Quarter (45 days)  
3/14/2019 P/T Conferences (12:20 dismissal)  
3/15/2019 No School  
3/18/2019 Professional Development (No School)  
4/18/2019 Spring Break Begins (4/18 - 4/22)  
4/23/2019 Classes Resume  
5/8/2019 End of Fourth Quarter (12:20 dismissal) (38 days)

### August

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

(17 days)

### September

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

(18 days)

### October

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

(21 days)

### November

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

(17 days)

### December

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

(13 days)

### January

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

(21 days)

### February

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

(18 days)

### March

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

(19 days)

### April

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

(19 days)

### May

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

(6 days)

### June

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

### July

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

#### Legend

Prof. Dev (No School) No School New Teacher Orientation  
Start/End Dates P/T Conf

#### Possible Make-up Days

May 9-22 will be used for make-up days, as needed.

#### Instructional Days

First Quarter 10/10/18 43 days  
Second Quarter 12/19/18 43 days (86)  
Third Quarter 3/8/19 45 days  
Fourth Quarter 5/8/19 38 days (83)  
**169 days**

**Teacher Contract Days 180 days**





## Woodland Middle School 2018-2019

### LETTER FROM THE PRINCIPAL

Dear Student,

On behalf of the faculty and the administration, I would like to welcome you to Woodland Middle School for the 2018-2019 school - year. It is my pleasure to be your principal. I am confident that our staff can provide you with an excellent educational experience. We feel that learning is at a premium and is the key to your future success regardless of life's pathway. I encourage your parent/guardian to communicate with teachers on a regular basis to ensure that your educational experience is maximized; we take great pride in our ability to enhance all facets that foster growth of our middle school students. It is our hope to promote and support your success in everything we do.

The Woodland community is extremely supportive and remarkably proud of their school. As your principal, I want to offer you the best educational opportunities that are possible. In return, I expect that you will make a difference in this world, taking advantage of these wonderful moments and pursue a life of excellence.

I would like you to read the information in your handbook carefully. This handbook has been designed to provide you with necessary basic information about our school, its policies, and procedures. Please review this information with your parent/guardian. If your parent/guardian has additional questions or concerns not specifically addressed in this handbook, please contact the middle school office at any time, or access the school website at [www.woodland.k12.mo.us](http://www.woodland.k12.mo.us). We wish you an enjoyable and successful school year.

Sincerely,  
*Brian Hukel*  
Woodland Middle School Principal

#### **WOODLAND R-IV MISSION STATEMENT**

It is the mission of the Woodland R-IV School District to ensure that all students acquire the knowledge, skills and abilities necessary to participate in an ever-changing society. This will be accomplished by ensuring that each child has access to appropriate and meaningful learning experiences to meet the demands of the twenty-first century. It is, therefore, the responsibility of the Woodland R-IV School District to provide an educational environment for children of the district which will foster and accelerate their moral, intellectual, physical, social, emotional and career development.

#### **WOODLAND R-IV EDUCATIONAL PHILOSOPHY**

We believe that in a democratic society education must help the student realize his or her worth as an individual and should lead him or her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values, which are important for an effective and satisfying personal and social life.

We believe the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe that parents/guardians may help by cooperating to the fullest with the schools, by encouraging the student to give his or her best efforts to the daily school responsibilities, and by participating in school activities.

We believe that the student has responsibilities in the educational program of the community. The most important of these is attitude. The student is obliged to come with an open mind, to be equipped with all the necessary materials, and to be ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

We believe that the foundation of the district's education program is based on the development of competencies in the basic fundamentals of reading, oral and written communication, and mathematics.

**WOODLAND MIDDLE SCHOOL STAFF  
2018-19**

<b>Fifth Grade</b>	<b>Sixth Grade</b>	<b>Seventh Grade</b>	<b>Eighth Grade</b>
Alana Cureton	Laura Booth	Michelle Gray	Nick James
Kathy Irvin	Jennifer Schneider	Rhonda Metcalf	Lisa Kennedy
Jennifer Lowes-Seiler	Courtney Koehler	Addie Raines	Shelby Kight
		Tara Welker	Lateisha Wilkinson
<b>Special Services</b>	<b>Resource</b>	<b>Speech</b>	<b>Health</b>
Tamara Miles (Director)	Brandi Killian	Sarah Garner	Andrea Arnold
Gail Baker (Secretary)	Tomisine Bazzell		Robert Stein
<b>Art</b>	<b>Music</b>	<b>Physical Education</b>	<b>Librarians</b>
Marise Compass	Melissa Cooper	Kacie Patton	Tracy Harvey
Jason Randecker	Krystle Boyd	Andrea Arnold	Margie Ezell
		Robert Stein	
<b>Middle School Principal</b>	<b>Middle School Counselor</b>	<b>Middle School Secretary</b>	<b>Teacher Assistants</b>
Brian Hukel	Jennifer Filer	Melissa Rinacke	Diana Walker
<b>Transportation</b>	<b>School Nurse</b>	<b>Reading Specialists</b>	<b>Teacher Aides</b>
Micah Bristow	Erin Cook	Renee Garner	Debbie Acup
	Felicia Clubb		Ann Hahn
<b>Custodians</b>	<b>Food Service</b>	<b>SRO Officer</b>	<b>Data Coordinator</b>
Rodney Baker (Director)	OPAA!	Stash Petton	Renee Cowell
Dale Blackwell	Jody McCormick (Director)		
Jimmy Nunnery			

**BOARD OF EDUCATION AND ADMINISTRATION**

**BOARD OF EDUCATION**

The Woodland R IV School District is governed by a seven-member board of education. Board members are elected in a general election conducted by the public in April.

President Jeff Scott

Vice President

Doug Lindley

Secretary Chris Rhodes

Member Megan Baker

Member .....

Member Jennings Wilkinson

Member Kenny Rhodes

**ADMINISTRATION**

Superintendent

Mike Kiehne

Treasurer to the Board and Superintendent

Amanda Garner

Secretary to the Superintendent.....Tracy Berrong

Elementary Principal

Misty Dildine

Elementary Secretary

Missi Rhodes

Middle School Principal

Brian Hukel

Middle School Secretary

Melissa Rinacke

High School Principal

Shawn Kinder

High School Secretary

Jill Long

Technology Director.....

Special Services Director.....Tamara Miles

Curriculum Director/ Instructional Technology.....Barbie Stroder

Transportation Director..... Micah Bristow  
 Food Service Director.....Jody McCormick  
 Director of Federal Programs.....Pam Bander mann

**WOODLAND MIDDLE SCHOOL SCHEDULE**  
**2018-2019**

7:45	Breakfast is served
7:50	Students released to classrooms
8:05	Breakfast ends/Class begins
9:00-9:40	6 <sup>th</sup> Grade: Library/Art/Music/ P.E.
9:45-10:30	5 <sup>th</sup> Grade: Library/Art/ Music/ P.E.
11:17-11:35	Lunch Grades 7 & 8
11:35-12:00	Recess Grades 7 & 8
11:35- 12:00	Lunch Grades 5 & 6
12:00-12:33	Mixed Chorus/ Enrichment Grades 7 & 8
12:00-12:20	Recess Grades 5 & 6
12:37-2:11	Electives/ Band Grades 7 & 8
2:15-3:00	Study Skills/ Enrichment 5-8
3:00	Dismissal Grades 5 – 8

# WOODLAND MIDDLE SCHOOL SUPPLY LIST

## Grades 5-8

PLEASE PUT YOUR CHILD'S NAME ON SUPPLIES

		5 <sup>th</sup> grade	6 <sup>th</sup> grade	7 <sup>th</sup> grade	8 <sup>th</sup> grade
Ruler marked inches and centimeters			1		1
Crayons		1	1		
Glue sticks (small)		2	2		
Pencil (#2 or mechanical)		2 pkg.	2 pkg.	2 pkg.	2 pkg.
Scissors		1	1		
Three Ring Pencil Pouch		1	1	1	1
Erasers		2	2	1	1
Book bag or back pack-no wheels		1	1	1	1
Tissues		2 boxes	2 boxes	2 boxes	1 box
Ziploc Bags (quart or gallon)		1	1qt/ 1 gal		
Plain Pocket folders-no brads		0	5	5	6
Notebooks		1 composition	2 composition	1 composition	4/70 page notebooks
Bleach/Antibacterial Wipes		1 pkg.	2 pkg.	2 pkg.	2 pkg.
Paper towels		1 rolls	2 rolls	2 rolls	2 rolls
Colored pencils		1 box	1 Lg. box	1 box	1 box
Red grading pen		2	2	2	2
Loose leaf notebook paper wide ruled		3 pkg.	2 pkg.	3 pkg.	2 pkg.
Highlighter		2	1	1	1
Bottle hand sanitizer (pump dispenser)				1	1
Washable Markers		1	1		
Binders		One-3 ring binder/ 3 or 4 inch- or Trapper	One-3 ring binder/ 3 inch max	One-3 ring binder/ 3 or 4 inch	X
Basic Calculator		1	1		
Earbuds/ Headphones		1	1	1	1
Dry-Erase Markers		1	2		
Index Cards- 3x5		1			

## **LOCKER SECURITY**

Students are personally responsible for all articles stored in lockers. School is not responsible for any stolen items and recommends no valuables be kept in lockers. Lockers are subject to access and inspection at any time by administration. Students may request locker locks from the middle school office. Lost or damaged locks will cost student \$5.00. Only locks issued by school will be allowed to be put on lockers.

## **ATTENDANCE, ABSENCES, TARDIES AND LATE ARRIVALS**

Students and parents alike must understand the importance of attending school regularly. When students are not present in class, they are losing valuable educational opportunities. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost, and cannot be entirely regained. The school cannot teach students who are not present.

In order to receive course credit, or to be considered for promotion to the next grade level, a student must be present a minimum of 95% of the scheduled attendance days per semester. Absences shall not exceed 5 days per semester. Parents will be notified by letter when the student has been absent 3 of the scheduled semester days. If the student exceeds the 5 day limit, the parent is also notified by letter.

### **Truancy**

Truancy is defined as deliberate absence from school on the part of the pupil, with or without the knowledge of the parent/guardian and the administration, or students who leave school during any session without the consent of the principal, for which no justifiable excuse is given, shall be considered truant. When truancy becomes evident, the principal will investigate and take such action as circumstances dictate.

**Late Arrivals:** Students arriving after 8:05 **must check in** at the office and obtain a hall pass before going to their classroom. If students arrive late 5 mornings within a quarter they will be considered habitually late and will receive one day of after school detention. Beginning with the sixth morning each late arrival will result in an additional day of after school detention.

### **Tardiness**

Tardiness can usually be prevented. It is common courtesy to your classmates not to interrupt their classes. Students will be considered tardy if they are not in their class when the bell rings. Students are not to leave classes without permission from teachers, and they are to have a hall pass before going from one area to another.

1. Middle school students must be checked in upon arrival after the start of the school day. Students must be checked out from the office only. If someone other than the parent or guardian of the child is to check them out, a phone call must be received from the parent or guardian.
2. If a student is absent, we ask that parents/guardians call the middle school office (238-2656) by 9:30 to inform us that your child will be absent. If the school does not receive a phone call from home, we will attempt to make contact with parents/guardians at home or at work. Requests for homework must be made by 9:30 to allow the teacher ample time to provide assignments.
3. Excuses for being absent from school will not be marked excused or unexcused except for suspension, skip days, cutting school, etc. Students will bring a note from home or professional verification the day they return to school.
4. Authorized school trip days do not count as days missed.
5. To be promoted to the next grade, the student must earn passing grades and be present 95% of the scheduled attendance days per semester.

6. If a student misses over 5 days per semester and has good reasons for all days missed, his/her parents or guardians can appear for a hearing with the attendance review committee. A written statement from a doctor, or other professional verification for all days missed that semester will be required, stating that it was not possible for the student to be at school for the days missed.
7. The attendance review committee will be made up of four middle school teachers, the guidance counselor, and principal, who will be responsible for hearing reasons and making decisions concerning excessive absences. This committee will meet at the end of each semester, and parents may meet with the committee to review their cases. Parents will be notified by mail when and where the committee will meet. The committee will consider the following things in making a decision: a) professional verification of required absences; b) past attendance; c) unusual circumstances, and d) extreme hardship. Parents will be notified by mail regarding the committee's decision within a week of the meeting.
8. In case of excessive absences, if the student has professional verification for all days missed, parents/guardians may not be required to appear before the committee.
9. Parents will be notified by mail regarding the committee's decision within a week of the meeting.

**Students and parents are reminded that excessive violations of the attendance guidelines could lead to the district reporting the violation to the proper legal authorities. If attendance and infractions continue, parent/legal guardians are subject to educational neglect charges.**

#### **BUS PROCEDURE**

To request a bus change, parents/guardians must follow the following procedure:

If you want your child to ride a bus other than his/her assigned bus, you **must first** come into the office to be issued a secure code. You must then be prepared to provide the secure code when a call is made to request a change. **ALL CHANGES MUST BE MADE THROUGH THE APPROPRIATE SCHOOL OFFICE BY 1:00 P.M. OR YOUR CHILD WILL BE PUT ON THEIR REGULAR BUS. ON HALF DAYS, CHANGES MUST BE MADE BY 11:00 A.M.** Notes **from** home will **NOT** be accepted. If the change is not made by 1:00 p.m., it is the responsibility of the parent to make other arrangements for your child to be picked up at the assigned stop (i.e., emergency contact, grandparent, etc.). *Bus drivers are not authorized to make bus changes.* Please note that there will be no deviation from this procedure and that you are responsible for making other arrangements.

#### **TELEPHONE PROCEDURE**

Families may call the office to initiate contact with their child's teacher at any time during regular office hours. Your call will be returned as soon as possible. Our policy does not allow students to use the office phone except in the case of an emergency. They will not be allowed to use the phone for making social arrangements, to have someone bring their forgotten homework, lunch money, books, etc... In the case of students wishing to go home with a friend, arrangements should be made prior to coming to school. **WE CANNOT GUARANTEE THAT MESSAGES RECEIVED AFTER 2:00 p.m. CAN BE DELIVERED TO STUDENTS.**

#### **VISITORS TO THE SCHOOLS**

Parents and patrons of the school district are welcome and may visit district schools and join the Board in improving the instructional program. However, to assist the administration in maintaining a safe and orderly school, all visitors must buzz in at the front door with their student's code during the regular school day and shall check in at the building office, receive a visitor's pass, and permission prior to proceeding elsewhere in the building.

The administration will make every reasonable effort to work with parents and patrons of the district. In cases where visitors become uncooperative, as Board of Education policy describes, the Board and administration will not tolerate any person or persons whose presence disturbs classes or school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the building principal or his or her designee, may contact the proper legal authorities.

The board discourages using the school as a site for non-custodial parent/child visitation. The principal may deny the non-custodial parent the opportunity to deliver packages, gifts, messages, etc., to the child and/or to see the child during the school day without the approval of the custodial parent or legal guardian.



## ENROLLMENT PROCEDURES

An enrollment period for students new to the district will be held during August before school starts each year. Pre-enrollment for kindergarten will be held each year during the spring. Local media will carry the specific information. During the school year, parents and students may come to the school during school hours to obtain enrollment information.

At the time of enrollment, parents must present a state or U.S. government issued birth certificate, complete immunization records, health data, social security number, proof of residency, and emergency contact person in case parents cannot be reached, family doctor's name, phone number, and address. Students new to the district should bring some proof of grade placement—for example, a report card. Parents must also provide proof of custody, divorce decrees, or custody assignments if the situation applies.

## WITHDRAWAL PROCEDURES

When withdrawing from school, the student should do the following: notify the office and teacher so a withdrawal form may be completed, return all school materials, and pick up his/her personal belongings. All outstanding debts, such as lunch charges and book fines, must be paid before a report card will be issued or forwarded to other school districts.

## STUDENT FILES AND RECORDS

The Woodland School District collects student data and maintains educational records on all students. These records include identifying data (age, address, etc.), academic information, attendance records, test results, health data, and so forth. Parents should report any changes in this information so that records can be updated. Confidentiality of student records is maintained. Federal legislation guarantees parents and students access to student educational record information and control over the release of this information.

## TIME SCHEDULE

School begins at 8:05 a.m. and ends at 3:00 p.m. **Students should arrive no earlier than 7:45 a.m. and no later than 8:05 a.m.**

Parents bringing students to school should drop off students at designated drop off points. Grades 5-6 should be dropped off at the parking lot area in front of Middle School office. Students should enter the building through the Middle School main entrance.

Grades 7-8 should be dropped off at the parking lot area in front of High School office. Students should enter the building through the High School main entrance. Parents who are picking up students at 3:00 p.m. should pick up all students in the Cardinal Café.

## RELEASE OF STUDENTS DURING THE SCHOOL DAY

The Woodland R-IV School District will supervise its students in attendance during the school day. Therefore, each building principal will establish procedures to validate the requests for early dismissal to assure that students are released only for proper reasons and only to authorized person(s).

Staff members shall not excuse any student from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the building principal, or his or her designee.

In keeping with these precautions, the following procedures will be adhered to:

- The building principal or designee shall not excuse a student before the end of the school day without the request for early dismissal by the student's parent or guardian.
- Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.

## Children of Divorced or Separated Parents

- In the case of children of separated or divorced parents, the district will release a student to the parent whose address has been designated as the address for educational purposes by order of the court without contacting the other parent or, if no court order concerning custody is on file, then to either parent.
- If a court order is on file, and if it provides that a parent has joint legal custody, but that parent's address has not been designated as the child's address for educational purposes, that parent may collect the child from school during the school day.

In such a case, when no verifiable notice of the early removal from school is received from the educational purposes residential parent, the district will make a reasonable attempt to notify the other parent by telephone for informational purposes only, not for permission. The attempt need not be successful, nor must it be repeated if made to the phone number of record for the parent being contacted. This procedure will also apply where a court order indicates joint legal custody, but does not designate the child's address for educational purposes. The parents together may waive these courtesy calls in writing.

- The parent without at least joint legal custody of a child, as demonstrated by a copy of a valid judgment or other court order on file with the district, may not collect the child from school during the school day without agreement (written or oral) by the parent with sole legal custody.

The above policies notwithstanding, the district will respect whatever specific provisions regarding this issue are provided for by court order in any particular case, with ambiguity to be resolved in favor of the general policies.

Parents are encouraged to address these issues in the parenting plan and immediately to provide the district with any orders restricting or establishing parental rights.

The district does not arbitrate custody and visitation disputes, and interested persons are advised to consult counsel or the county clerk's office if such disputes arise.

Additional precautions may be taken by the school administration, appropriate to the age of the student(s), and as needs arise. Parents shall provide documentation concerning parental rights, including divorce decrees and restraining orders, if any.

Children are not permitted to leave school by themselves any time during the day. It is required that parents requesting the release of a child for dental and doctor appointments or emergencies come in person to the office to sign the child out. This protects you and your child as well as the school. The nurse or the principal may release a child because of illness. Children will be released only to the custody of a parent or someone designated by the parent. If your child is to be released to anyone other than the parent, please call the office stating who will pick him/her up.

#### **STAYING WITH STUDENTS UNTIL PARENTS ARRIVE**

Teachers supervising students upon the return from field trips, tutoring, etc. shall stay until students are picked up or leave the school premises. If after thirty (30) minutes, the child has not been picked up, the sheriff's office will be contacted to arrange for student transportation.

#### **FOOD SERVICES**

##### **Breakfast and Lunch**

The Woodland Schools have a breakfast and lunch program in operation serving Type A meals that meet Missouri state and federal requirements. Most students participate in the lunch program. Families should send lunch money to school in the designated lunch money envelope. Most teachers send papers home once each week. Each teacher will send home an envelope every two weeks for you to use. If the envelope doesn't reach you, your child's teacher can send them home at your request.

Please complete the information called for on the front of each envelope before sending it to school with your child. Your child will bring the sealed envelope with lunch money inside it to school and give it to their teacher. The 5<sup>th</sup> and 6<sup>th</sup> grade teachers will gather envelopes from all students in class and send them to the office. The 7<sup>th</sup> and 8<sup>th</sup> grade students will bring the envelopes directly to the middle school office.

The office staff will verify the amount in the envelope and credit that amount toward your child's account in our computer system. All money included in the envelope will be credited to your child's lunch account. If you have more than one student enrolled, send separate envelopes for each child. **There will not be any change returned or money applied to other purchases (books, book orders, pictures, etc...)**

As your child goes through the breakfast or lunch serving line, they will enter a four-digit code into the computer. This four-digit code has been assigned to them and is unique to each student. When they enter the code, their information will appear on the computer screen. A lunch clerk will verify the identity of the student. The cost of the breakfast or lunch charge will be deducted from your child's account. You will be notified periodically of the status of your child's lunch account. Once a student's lunch account reaches a **negative \$10.00** balance, the student will not be allowed to charge any additional meals. After reaching the negative \$10.00 amount, students should bring their lunch or receive a peanut butter sandwiches lunch until lunch charges are paid.

**Breakfast prices** are \$1.00 a day for full pay and \$.30 for reduced. **Lunch prices** for grades 5 & 6 are \$1.80 per day for full pay and \$.40 for reduced. Lunch prices for grades 7 & 8 are \$1.90 per day for full pay and \$.40 for reduced. Extra milk may be purchased in the cafeteria for \$.50. We strongly encourage you to send at least 2 weeks-worth of money at a time. Families can also send money for a month, a quarter, or an entire year. **Any funds left in your child's account will be carried over to the following year.**

### **Free and Reduced Cost Meals**

Our school cafeteria, in accordance with federal law, provides free or reduced cost meals for those whose families meet appropriate guidelines. Applications have to be made for free or reduced cost meals. If approved, according to the guidelines, the meal accounting procedures are confidential and handled in a way to avoid embarrassment to the child. A new application must be completed each school year.

### **GUIDANCE SERVICES**

The guidance department is designed to provide services for students, parents and teachers. Five general services are provided: counseling, individual and group testing, educational and occupational information, research, and placement. The guidance department also provides help with program planning. Sessions with the counselor should be scheduled with permission of the appropriate classroom teacher.

### **HEALTH SERVICES**

The Woodland School District employs a school nurse five days a week during regular school hours. The school's nursing program is designed to protect the pupil's health and to enable each student to reach and maintain the highest possible state of well-being. It is designed to care for the sick, and in an emergency, the injured. Diagnosis or treatment beyond first-aid procedures is not usually the responsibility of the school.

The nurse screens students on a regular basis. Height, weight, blood pressure, heart rate, vision, hearing, and scoliosis are all checked. Only if there appears to be a problem will you be notified of these screening results.

### **IMMUNIZATION REQUIREMENTS**

Immunization requirements are in accordance with the laws of the State of Missouri. For children beginning kindergarten during or after the 2003-2004 school years, required immunizations should be given according the current Advisory Committee on Immunizations Practices Schedule, including all spacing, <http://www.cdc.gov/vaccines/schedules/index.html>). No Child will be allowed to enroll or attend school if he/she does not show proof of the following immunizations:

1. MMR (Measles, Mumps, Rubella)-two doses required (on or after 1<sup>st</sup> birthday)
2. DTP (Diphtheria, Tetanus, Pertussis)-four doses at least (**Last dose must be after age 4 years.**) Maximum 6 doses.
3. Tdap booster-one dose prior to entry into grade 8.
4. OPV/IPV (Polio) – three doses at least (**last dose must be after age 4 years.**) Maximum 4 doses.
5. Hepatitis B-three doses spaced according to CDC recommendations.
6. Varicella (chicken pox)-Grades K-8 must have two doses or proof of disease (date of illness). Grades 9 and above must have on dose or proof of disease (date of illness). As satisfactory proof of disease, an MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chicken pox) disease.
7. Meningococcal vaccine is required for students entering both 8th and 12th grades. Students entering the 8th grade must receive one dose of Meningococcal vaccine. Students entering 12th grade must have two doses of vaccines unless the first dose is after their 16th birthday. The meningococcal vaccine helps prevent 4 types of meningococcal disease.

### **SICK CHILDREN**

If your child is running a temperature of 100 degrees or greater, please do not send him/her to school. Children should be free of temperature without the use of fever reducing medication for 24 hours before returning to school. Children should be vomit/diarrhea free for 24 hours prior to returning to school.

Children who become ill at school are sent to the nurse's office. If their temperature exceeds 100.0 degrees and/or the nurse decides they are too ill to remain at school, their parents will be called to take care of them. If the parents cannot be reached, we call the emergency number listed on the pupil's information sheet. Please be sure that your child's information is kept up to date, and that it is always possible for us to reach someone who can act in your place.

If your child is sent home from school with an unidentified rash, you must have a note from a physician saying that the child is not contagious before he/she may re-enter school.

If your child is sent home from school by the school nurse, they CANNOT return to any activities during school hours or after school hours. These students should not re-enter the building until able to attend school for a full day.

### **Lice**

If your child has live head lice, or nits, it is important that you call the school nurses to let them know. (This procedure is implemented to stop the spread in the classroom.) They can provide you with the most recent recommendations on how to treat your child and home for lice. Your child must be checked before re-entering the classroom.

If your child is screened and live head lice are found, your child will be sent home immediately. Parents/guardians must treat their child for head lice and work on removing all nits prior to re-entering the classroom. If your child is sent home from school with live head lice, you must bring the child to the nurse's office before he/she returns to the classroom. Your child will be rechecked for head lice/nits after 7 days, at this time if your child has nits present, you will be called and student will return to class. At 14 days, your child will be rechecked for head lice/nits, if your student still has nits present, they will be sent home and may not return to school until ALL nits are removed.

If your student is screened and nits (eggs) are found, your student will return to class and a phone call will be made home. Your child will be rescreened at 7 and 14 days.

### **POLICY FOR DISPENSING NON-INJECTABLE MEDICATION AT SCHOOL**

The following policy has been established regarding the dispensing of medication during school hours:

1. Prescription medicine will be given by school personnel provided that the appropriate form is completed and signed by the parent/guardian and returned to school. Over-the-counter (OTC) medicine (including Acetaminophen, Ibuprofen, generic anti-itch cream, generic antibiotic ointment, generic cough drops, generic Orajel and Sting-Kill) will be given as per standing orders signed by a physician and at the discretion of the school nurse/designee. This will be dependent on the need and only after alternative interventions have been attempted and failed. Parental/guardian permission must be on file prior to administering any OTC medicines. OTC medication will only be given after 9:30 AM and prior to 2:30 pm. Students are limited to 1 dose a day of any OTC medication and 10 doses a semester. Students that require multiple doses of OTC medications a day, more than 10 doses a semester or for longer than 3 consecutive days will require an order for the student's doctor.
2. Medicine prescribed by a doctor must have a pharmaceutical label to be accepted at school. Your pharmacist can give you an extra labeled bottle to use for medicine to be sent to school. The bottle should include the following information:  
  
a) Student's name b) Current date c) Name of medication and specific instructions such as amount and time to be given d) Name of doctor prescribing medication.
3. PLEASE DO NOT SEND MEDICATIONS TO SCHOOL WITH A STUDENT. AN ADULT SHOULD BRING MEDICATIONS TO THE SCHOOL NURSE/DESIGNEE. THERE ARE FORMS THAT NEED TO BE FILLED OUT BY THE PARENT/GUARDIAN BEFORE ANY MEDICATIONS CAN BE GIVEN. EXCEPTIONS SHOULD BE ARRANGED IN ADVANCE WITH THE SCHOOL NURSE.
4. Medication will be disposed of if it is left at school for more than one week after parental/guardian notification that it is to be picked up.
5. Students with chronic or specific problems requiring medication for emergency situations should have their medication properly labeled as listed above. Specific written instructions must be provided as to when and under what circumstances medication is to be given. This information should be provided and signed by the student's doctor annually.

## **COMMUNICABLE DISEASES - STUDENT**

### **Purpose**

The Woodland R-IV School Board recognizes its responsibility to protect the health of students and employees from the risks posed by infectious diseases. The Board also has the responsibility to uphold the rights of affected individuals to privacy and confidentiality, to continue to attend school, and to be treated in a nondiscriminatory manner.

### **Immunization**

Students cannot enroll and/or attend school unless immunized as required by Missouri law.

### **Universal Precautions**

The district requires all staff to routinely observe universal precautions to prevent exposure to disease-causing organisms, and the district should provide necessary equipment/supplies to implement universal precautions.

### **Categories of Potential Risk**

Students with infectious diseases that can be transmitted in school and/or athletic settings (such as, but not limited to, chicken pox, influenza and conjunctivitis) should be managed as specified in: (a) the most current edition of the Missouri Department of Health document entitled Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers, and Day Care Operators and (b) documents referenced in 19 CSR 20-20.030 and (c) in accordance with any specific guidelines/recommendations or requirements distributed by the local county or city health department.

A student infected with a blood-borne pathogen such as hepatitis B virus (HBV), hepatitis C virus (HCV), or human immunodeficiency virus (HIV) poses no risk of transmission through casual contact to other persons in a school setting. Students infected with one of these viruses shall be allowed to attend school without any restrictions which are based solely on the infection. The district cannot require any medical evaluations or tests for such diseases.

Exceptional Situations -There are certain specific types of behaviors (for example, biting or scratching) or conditions (for example, frequent bleeding episodes or uncoverable, oozing skin lesions) which could potentially be associated with transmission of both blood-borne and non-blood-borne pathogens. No student, regardless of whether he or she is known to be infected with such pathogens, should be allowed to attend school unless these behaviors or conditions are either absent or appropriately controlled in a way that avoids unnecessary exposure.

In these exceptional instances, an alternative educational setting may be warranted. In certain instances, a designated school administrator may want to convene a Review Committee. The number of persons on the Review Committee should be limited. It is recommended that members be limited to: 1) the parent(s)/guardian(s), 2) medical personnel (student's physician, school nurse), 3) building administrator, 4) superintendent and/or designee. Local health department officials may be consulted and/or included as members of the review team. If the student is identified as having a disability, any change of placement would need to be effected through an Individualized Education Program.

## **INDIVIDUALS WITH DISABILITIES ACT**

Specific mechanisms should be in place to ensure the following are consistently done:

1. All episodes of biting, and all children who exhibit repeated instances of significant aggressive behavior, should be reported to the designated school administrator.
2. The school nurse, and the designated school administrator when appropriate, should be informed of any child who has recurrent episodes of bleeding or who has unprotected, oozing skin lesions.
3. The school nurse, and the designated school administrator when appropriate, should be promptly informed of any child with an illness characterized by a rash.
4. The school nurse, and the designated school administrator when appropriate, shall be informed of any instance in which the significant potential for disease transmission occurs.

## **Confidentiality**

The superintendent or designee shall ensure that student confidentiality rights are strictly observed in accordance with law. Missouri law (§191.689 RSMo. 1994) identified two groups of people within a school system who could be informed of the identity of a student with HIV infection on a “need to know” basis. They are:

1. Those designated by the school district to determine the fitness of an individual to attend school and
2. Those who have a reasonable need to know the identity of the child in order to provide proper health care.

Examples of people who need to know are: school nurse, review team members, and IEP team if applicable. Security of medical records will be maintained. Breach of confidentiality may result in disciplinary action, a civil suit, and/or violation of the Family Educational Rights and Privacy Act.

## **Education—Student**

All students should receive age-appropriate information about the prevention and control of communicable diseases, to include the use of universal precautions. Instruction should be incorporated within a comprehensive school health curriculum in grades K-12 as stated in Missouri School Improvement Program Standards.

## **Reporting and Disease Outbreak Control**

Reporting and disease outbreak control measures will be implemented in accordance with state and local law and Department of Health rules governing the control of communicable and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

## **Notification**

Superintendents who supply a copy of this policy, adopted by the district Board of Education, to the Department of Health shall be entitled to confidential notice of the identity of any district child reported to the Department as HIV -infected and known to be enrolled in the district. The parent or guardian is also required by law to provide such notice to the superintendent.

## **Review**

The district shall periodically review its policies and procedures and make revisions when necessary.

## **LOST & FOUND**

Many personal items are lost by children and never claimed. Coats, sweaters, and hats will be kept until the end of the school year. To help eliminate confusion and assist with identification, items should have the student’s name written on them. Such markings will increase the chances of children finding lost items. Lost and found items are kept in the office area. At the end of the school year, all unclaimed items are donated to charity.

All lost books or other property of the school must be paid for before a student’s report card is issued.

## **STUDENT INSURANCE**

At the beginning of the school year parents will be provided information concerning student accident insurance that is available for purchase. A choice of full-time coverage or only school-time coverage can be selected. The schools are not connected with the insurance company or agency in any way. This is a service provided to our students.

## **STUDENT PICTURES**

Color pictures are taken of individual students each fall for the yearbook with an additional option for spring pictures. All children will have pictures taken in the fall. Parents are not required to purchase pictures, but may do so if they choose. Group pictures are available to grades 5 & 6 at the beginning of the school year. Parents are also given the opportunity to purchase these.

## **YEARBOOKS**

Yearbooks may be ordered in the fall of the year. The price of the yearbook is announced when sales are conducted. The full price must be paid when the order is placed. Students will receive the yearbooks at the beginning of the next school year.

## **SCHOOL CLOSINGS**

In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. If a school closing or delay is deemed necessary, families with current telephone contact information on file will receive an automated call from the superintendent through School Messenger. Families should also monitor the following television and radio stations for such information:

KFVS-TV CHANNEL 12 CAPE GIRARDEAU  
KMHM-FM 104.1 MARBLE HILL  
KREI – 800 AM and KTJJ 98.5 FM FARMINGTON

## **EARTHQUAKE EMERGENCY PLAN**

### **1. DRILL**

#### **A. Students and teachers should perform the following- in order:**

1. Drop with back to window to protect from broken glass.
2. Cover head area with arms.
3. Seek shelter under desk, table, etc. and hold on!
4. Wait for clear signal from the teacher.
5. Follow evacuation plan.

#### **B. Announced drill in April: unannounced drills periodically.**

### **2. EVACUATION PLAN**

#### **A. GENERAL RULES**

1. Teachers will take attendance book with them.
2. The teacher will check hall routes.
3. If clear, conduct students down middle of hallways.
4. If unclear, use secondary route by breaking windows. Jagged glass should be cleared and covered by rug, coat, shirt, etc.
5. Those students trapped, unconscious or unable to walk (not readily transportable) will be left in the room until rescue teams arrive.
6. Elementary art, music, PE and library should be escorted by that teacher out the NEAREST OPEN EXIT and to their playground area as soon as possible and to their classroom teacher.

#### **B. ELEMENTARY K-6 EVACUATION**

1. Teachers and students should proceed out NEAREST OPEN EXIT and congregate on the playground. Teachers will determine best exit for class. Take emergency supply bag and water with your class.
2. Teachers should remain with their class at all times.
3. Teachers are to immediately take accounting of students present, missing, or injured.
4. Mobile classroom students and teachers will proceed out doorways to playground area, and teacher will escort them to homeroom teachers.
5. Extra staff personnel will be utilized as members of the special teams.

#### **C. JUNIOR HIGH 7 & 8 EVACUATION**

1. Teachers and students should proceed out south doors of junior high hall or nearest open exit onto back playground area. Take emergency supply bag and water with your class.
2. Teachers should remain with their class at all times.
3. Teachers are to immediately take accounting of students present, missing or injured.



4. Extra staff personnel will be utilized as members of the special teams.

#### D. SENIOR HIGH EVACUATION

1. Teachers and students should proceed out NEAREST OPEN EXIT, and congregate on high school baseball field area. Teachers will determine best exit for class. Take emergency supply bags and water with your class.
2. Teachers should remain with their class at all times.
3. Teachers are to immediately take accounting of students present, missing or injured.
4. Extra staff personnel will be utilized as members of the special teams.

#### E. OTHER STUDENT AREAS-GYM, VO. AG.

1. Teachers and students should proceed out NEAREST OPEN EXIT and congregate on high school baseball field area. Teachers will determine best exit for class. If class is junior high students, teacher will escort to back playground area.
2. Teachers should remain with their class at all times.
3. Teachers are to immediately take accounting of students present, missing or injured.
4. Extra staff personnel will be utilized as members of the special teams.

### 3. STUDENT CONTROL CENTERS (High School and Elementary) - (Green Arm Bands)

- A. Elementary control center will be located at west entrance driveway. Secondary control center will be located at the far east driveway.
- B. Each student control center should have a command person (possibly the principal or other designated person) equipped with a walkie-talkie.
- C. Teachers are to stay and maintain control of their class as a unit.
- D. Buses at school will be driven to the elementary area and utilized as shelter/control areas for students.
- E. Any extra buses would be utilized for Middle School and then High School.
- F. Students will remain with their teacher until a parent or legal guardian has signed for their release.

### 4. RESCUE TEAMS (Orange Arm Bands)

- A. These teams will consist of staff leaders and 3-4 high school students. Five to seven teams should be sufficient; a team for each area.
- B. These teams should be designated each September and made familiar with their prospective search area.
- C. After accounting by classroom teachers, these teams will receive the list of missing students at the control centers, and proceed to search for them.
- D. If possible, all injured students should be removed from the building.
- E. Any deceased persons should be removed following the injured and placed in a designated area.
- F. If needed, empty vans could serve as temporary morgues.

### 5. FIRST AID TEAMS (Red Arm Bands)

- A. These teams will consist of staff leaders and 3-4 high school students. Five to seven teams should be sufficient.
  - B. These teams should be designated each September, and trained in simple first aid. After accounting with their classroom teacher, these teams will go to their designated areas to begin helping the injured.
  - C. First aid supplies will be secured and distributed by these teams.
  - D. First aid supply room will house emergency supplies.

### 6. MEDICAL CENTER

- A. Established in the bus garage, if possible, and headed by nurse, if possible.
- B. Serious injuries will be brought here by first aid or rescue teams.
- C. First aid supply room should be located in this area.
- D. Temporary morgue could be located here, if needed.

### 7. CAMPUS CONTROL (Green Arm Bands)

- A. Designated command person, possibly superintendent, or designee, supported by several well known, respected, and strong-willed staff personnel.
- B. All exits/entries must be blocked by vehicles, and manned by above to control movement on/off campus.
- C. No student should leave without signed permission on campus control sheet by a parent or guardian.
- D. The supreme control center will be located in the middle driveway.

## FIRE EMERGENCY PLAN

### 1. GENERAL RULES

- A. The fire warning will be sounded by the fire alarm system and also over the intercom.
  - B. Each room should have a Disaster Chief assigned to open the classroom door as soon as the alarm sounds and to remain by the door until the last child has left the room. The Disaster Chief should be the last to leave the room and close doors as they exit.
  - C. When the alarm sounds, students will leave books, coats, and other possessions and exit in single file, walking briskly. **DO NOT RUN.**
  - D. Go directly to the area designated for your class.

### 2. EVACUATION PLAN

- A. Middle school office personnel go out the front door, across the drive and onto the grass.
  - B. Students in the Cardinal Café go out west doors of the room and proceed to the playground.
  - C. Students in the mobile classrooms should proceed out the back doors and onto the playground.
  - D. Middle school students should proceed out the back doors and go to the playground area.
  - E. Students in the elementary fourth grade should go out the front doors and go onto the grass across the front driveway.
  - F. All students in grades K -3 should proceed out the nearest exit to their room and proceed to the playground. Teachers should determine the best exit for his/her class.

## TORNADO EMERGENCY PLAN

### 1. GENERAL RULES

- A. Tornado warning will be sounded by several short rings of the bell.
  - B. The teacher should be the last to leave the classroom and make sure that all the students have evacuated the room. Each teacher will remain with his/her class after evacuating the classroom.
  - C. When the alarm sounds, students should leave possessions in the classroom; evacuate classroom in single file, walking briskly. **DO NOT RUN.**
  - D. Students are to assume kneeling positions with hands over head.
  - E. The all-clear will be by verbal order and students should return to the classroom.

### 2. EVACUATION PLAN

- A. All students (all rooms) are to line up in single file and move into the hallway.
  - Students should be positioned in hallways, closest to the interior of the building and away from the windows.
  - B. Students in the multi-purpose room and/or library are to go into the hallway closest to their rooms.
  - C. Students in the mobile classrooms by the middle doors (old building) should come inside and line up in the multi-purpose room.

## STUDENT DISCIPLINE

The District has the authority to control student conduct which is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in non-school activities which affect school discipline.

The District will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence,

discipline of students with disabilities, and the requirements of student confidentiality.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610 and related provisions. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); assignment to after school detention, administration of corporal punishment, removal for up to ten (10) school days by school principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education. Measures taken could also include the following:

**CONFERENCE** -A formal conference is conducted between the student and school personnel.

**PARENT INVOLVEMENT** -Parent/Guardian is notified by telephone, personal contact, letter or certified letter of the occurrence of inappropriate behavior. A parent/guardian- student-school personnel conference may be conducted.

**DETENTION** -There are two types of detention -noon detention and after-school detention (ASD). The student is assigned to stay in a supervised area and complete assigned tasks.

**IN-SCHOOL SUSPENSION** -The placement of the student in time-out, in a paired classroom, in the principal's office or other location other than that student's regular classroom, or in an in-school suspension classroom for a portion of a school day up to a maximum of ten (10) school days. The student is required to complete all assignments, and take all tests, and academic credit is earned/granted. The parent/guardian is notified of the in-school suspension.

**SUSPENSION OF BUS RIDING PRIVILEGES: PRINCIPAL** -The student is forbidden to ride the bus for a portion of a school day for up to ten (10) school days. The superintendent and parent/guardian will be notified.

**SUSPENSION OF BUS RIDING PRIVILEGES: SUPERINTENDENT** -The student is forbidden to ride the bus for up to 180 school days. The parent/guardian is notified and appeal procedure reviewed.

**SUSPENSION OUT-OF-SCHOOL: PRINCIPAL** -The student is forbidden to attend school for a portion of a school day up to ten (10) school days. Academic assignments may be assigned and academic credit may be earned or granted. The superintendent and parent/guardian are notified of the out-of school suspension.

**CORPORAL PUNISHMENT**- Corporal Punishment is administered only by the building principal, superintendent, or certified employee, in the form of swatting the buttocks with a paddle (one to four swats). No corporal punishment will be given unless there is a certified staff member present to witness the act. The superintendent and the parent/guardian are notified of the corporal punishment.

**SUSPENSION OUT-OF-SCHOOL: SUPERINTENDENT**-The student is forbidden to attend school for up to 180 school days. The parent/guardian is notified, and appeal procedure reviewed.

**EXPULSION** -The student is forbidden to attend the Woodland R-IV Schools by the Board of Education. The parent/guardian is notified and appeal procedure reviewed.

## **STUDENT CODE OF CONDUCT**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses, may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

### **Reporting to Law Enforcement**

It is the policy of the Woodland R-IV School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. First or second degree harassment under 565.090 RSMo.
18. Stalking first degree under 565.225 RSMo.

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

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

#### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. Policy defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) school days.

#### **Prohibition against being on or near School Property during Suspension**

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

## **Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**1. Alcohol** - Possession of, sale, distribution, or attendance while under the influence of or soon after consuming any alcohol regardless of whether the student is on school premises.

First Offense: 10-180 days out-of-school suspension, notification to law enforcement officials.

Subsequent Offenses: 11-180 days out-of-school suspension, expulsion, notification to law enforcement officials.

**2. Academic Dishonesty/Cheating**- The deliberate misrepresentation of academic, artistic, mechanical or athletic work, accomplishments, achievements or aptitudes as that student's creation, product, possession or property.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension and possible documentation in the student's discipline record.

Subsequent Offense: In-school suspension, or 1-180 days out-of-school suspension and possible documentation in student's discipline record.

**3. Arson** -Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

**4. Assault** -Acting with violence toward another person, either physically or non-physically.

a. Attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, notification to law enforcement officials, and possible documentation in the student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and possible documentation in student's discipline record.

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

First Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

**5. Automobile/Vehicle Misuse**—Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense: Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

**6. Bullying**--Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to, physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group. Reports of bullying may be submitted anonymously by completing a bullying incident report form and placing them in the box located at each building office.

First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**7. Bus or Transportation Misconduct** --Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

**8. Dishonesty**--Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document, Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**9. Disparaging or Demeaning Language**--Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**10. Disrespectful or Disruptive Conduct or Speech** --Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings, the safe transportation of a student, or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

## **11. Drugs/Controlled Substances**

a. Possession of drugs/controlled substances/drug paraphernalia or attendance while under the influence of or soon after consuming any unauthorized substance or over-the-counter drug represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

b. Sale, purchase or distribution of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

First Offense: 11-180 days out-of-school suspension, expulsion, notification to law enforcement officials.

Subsequent Offense: Expulsion, notification to law enforcement officials.

## **12. Prescription Medication**

a. Possession of a prescription medication without a valid prescription for such medication on school premises, on a school bus or while attending any school activity.

First Offense: 1-180 days out-of-school suspension.

Subsequent Offenses: 1-180 days out-of-school suspension or expulsion.

b. Sale, purchase or distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

First Offense: 11-180 days out-of-school suspension, expulsion, notification to law enforcement officials.

Subsequent Offenses: Expulsion, notification to law enforcement officials.

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

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**14. Failure to Meet Conditions of Suspension**--Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See section of this regulation entitled, "Prohibition against being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**15. False Alarms**-- Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

First Offense: Restitution, Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion, immediate report to law enforcement officials.

Subsequent Offense: Restitution, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion, immediate report to law enforcement officials.

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

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**17. Gambling** -The wagering, betting or risking of money or other stakes on a school-related activity or event and the act of gambling while on school property.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, notification to law enforcement officials.

**18. Gang Activity** -The participation of students in gangs, hate groups, or cults is forbidden in the schools. Evidence of participation in gangs, hate groups, or cults may include, but is not limited to, wearing gang colors, clothing or jewelry; tagging, wearing or drawing gang symbols and signs; speaking, giving or displaying gang language, symbols or emblems, etc. Gang "wanna-bes," as well as actual members, may be considered to be participants in gangs, hate groups, or cults.

First Offense: Principal/Student conference, detention, in-school suspension or 1-180 days out-of-school suspension, notification to law enforcement.



Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, notification to law enforcement officials.

**19. Harassment -** (Refer to policy 2130)

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offenses: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**21. Insubordination-**The refusal to obey legal orders and directives, as issued by voice command or by written policy or procedure, by the school district's administrators, teachers and employees.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, detention, 1-180 days out-of-school suspension, or expulsion.

**22. Public Display of Affection--**Physical contact which is inappropriate for the school setting, including, but not limited to, holding hands, kissing and groping.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**23. Sexual Harassment**

a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors, indecent exposure and other unwelcome sexual advances.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

b. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**24. Tardiness-** The late arrival of a student to class or school event due to student or parent negligence.

First Offense: Principal/student conference, assignment of detention.

Subsequent Offense: Detention, in-school suspension, or 1-180 days out- of-school suspension.

**25. Technology Misconduct**

a. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to

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

First Offense: Restitution, Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension, and possible notification of law enforcement officials.

Subsequent Offense: Restitution, loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion and possible notification of law enforcement officials.

b. Violation other than those listed in Board policy, administrative procedures or netiquette rules governing student use of district technology.

First Offense: Restitution, loss of user privileges, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion and possible notification of law enforcement officials.

Subsequent Offense: Restitution, loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion and possible notification of law enforcement officials.

**26 Theft--** Theft, attempted theft or known possession of stolen property.

First Offense: Return or restitution of property, detention, in-school suspension or 1-180 days out-of-school suspension, possible notification to law enforcement officials.

Subsequent Offense: Return or restitution of property, 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials.

**27. Threats or Verbal Assault--** Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**28. Tobacco -** Possession and Use

a. Possession of any tobacco products on school grounds, school transportation or at any school activity. This includes possession of any electronic device for use of tobacco or representation of tobacco usage.

First Offense: Confiscation of tobacco product, principal/student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product, in-school suspension, or 1-10 days out-of-school suspension.

b. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product, principal/student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product, in-school suspension or 1-10 days out-of-school suspension.

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

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension, possible notification to proper authorities.

Subsequent Offense: Detention or 3-10 days in-school suspension, possible notification to proper authorities.

**30. Vandalism** - Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Restitution, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials.

Subsequent Offense: Restitution, in-school suspension, 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials.

### **31. Weapons**

a. Possession or use of any instrument or device, other than those defined in 18 U.S.C.921,18 U.S.C. ~ 930(g)(2) or ~ 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials.

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

First Offense: 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials.

Subsequent Offense: 11-180 days out-of-school suspension, expulsion, notification to law enforcement officials.

\* Possession or use of any explosive device is included in this policy.

\* Any offense which constitutes a "serious violation of the district's discipline policy," as defined in board policy, will be documented in the student's discipline record.

\* Corporal Punishment may be utilized as a disciplinary strategy for any of the above mentioned acts, but not necessarily limited to these acts, when in the discretion of the building principal it is warranted.

### **HABITUALLY IDLE STUDENTS**

Students who repeatedly do not complete assignments, turn in assignments, turn in assignments on time, or attempt to complete assignments, will be considered "habitually idle" and therefore will sustain discipline which may include: conference with principal, noon detention, after school detention, in-school suspension, corporal punishment, or out-of-school suspension. Assignments turned in late may result in partial/no credit for the assignment. Any students accumulating three consecutive noon detentions for missing work will receive an automatic discipline referral from teachers.

### **NUISANCE ITEMS**

Items that could disrupt the normal educational process of the school day such as: cell phones, pagers, beepers, video games, trading cards, head phones, toys etc., should not be brought to school during regular school hours. Handing out or delivering invitations to parties (birthday or other) is prohibited. Such distractions cause confusion and hurt feelings among students. Minor cell phone disruptions or distractions will result in the following: First Offense: Cell phone confiscated by teacher and returned to student at the end of the day. Second Offense: Cell phone confiscated, delivered to principal, and returned at the end of the day. Third Offense: Cell Phone confiscated, delivered to principal, and held for parent/guardian to pick up from school.

### **CELL PHONE USAGE**

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruption, bullying, criminal activity, and academic dishonesty. As a result, student cell phones, digital cameras, and similar electronic devices will be banned during the instructional day, as well as, in dressing areas during extracurricular activities.

First Offense: Principal-student conference, detention, in-school suspension, 1-180 days out of school suspension, loss of user privileges and possible notification to law enforcement officials.

Subsequent Offense: Detention, in-school suspension, 1-180 days out of school suspension, loss of user privileges and possible notification to law enforcement officials.

### **DRUG-FREE SCHOOL**

The possession or use of illicit drugs, alcohol, or tobacco products is illegal, harmful and forbidden on school grounds. Violation of the use of these products will be strictly enforced. Use of these products will result in disciplinary action and referral to law enforcement officials. Guidelines set forth in the Safe Schools Act of 1996 will be applied.

### **INTERSCHOLASTIC ACTIVITIES AND ATHLETICS**

Interscholastic competition for secondary school students shall be provided through a variety of activities and athletics. Students are allowed to attain the privilege of representing their school by meeting the standards of eligibility as set forth by the Missouri State High School Activities Association (MSHSAA). These standards may include academic requirements, citizenship, age maximums, passing medical examinations and other items that are posted in the school and discussed by the coaches and sponsors with their students as well as mailed home to the parents/guardians of all student participants.

Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those stated herein.

A student must be in attendance for the full day on days of extracurricular participation. Exceptions may be granted in special cases by the principal or their designee.

The following criteria will be followed:

1. Students will meet the eligibility requirements set out by MSHSAA.
2. Any student failing a class may be required to attend study sessions after school.
3. Students displaying unacceptable citizenship behaviors may be suspended from participation.
4. Each coach and sponsor will establish written guidelines for their groups. These guidelines shall be presented orally and in written format. A copy of such guidelines will be on file with the principal.

The interscholastic competition program is an integral part of the secondary schools and shall supplement the curriculum program by providing worthwhile experiences to students that will enable them to develop the attributes of good citizenship. These programs will be administered by the principal/designee.

Participation in interscholastic competition is for students in grades seven through twelve (7 - 12) as determined by the local area athletic conference and the MSHSAA.

Programs of interscholastic competition will be planned in accordance with MSHSAA regulations and conference rules, and will include programs reflective of student interest. All student members should participate insofar as feasible. Access shall be provided contingent on budgetary limitations and in accordance with District guidelines for the following:

1. School facilities.
2. Sponsors and coaches.
3. Scheduling of meetings, practice times and games.
4. Number of events at each level of competition.
5. Equipment, supplies and services.

All faculty sponsors and coaches must hold a valid Missouri State Teacher's Certificate. Non-faculty head coaches must have as a minimum a four-year college degree and a valid Missouri Substitute Teaching Certificate. Non-faculty assistant coaches must have as a

minimum a valid Missouri Substitute Teaching Certificate. Non-faculty head and assistant coaches must successfully complete the MSHSAA/NFHS Coaching Principles and Sports First Aid courses. Sponsors and coaches are required to follow all District regulations.

A student engaged in interscholastic competition must portray good citizenship in the school and community. He/she shall be required to be in conformance with all general school rules and regulations, rules established by the sponsors and coaching staff for the program in which he/she is participating, and conformance with the laws of the community.

The District's High School is a member of the MSHSAA. In all interscholastic competition matters, this school will adhere firmly to the rules and regulations of MSHSAA. The MSHSAA handbook will be considered a part of this regulation.

### **Regulations Governing Student Participation**

A student must be under nineteen (19) years of age on or before July 1 preceding the opening of school, pass a medical examination and have parent/guardian permission. Ninth grade students must not be older than sixteen (16) years of age prior to July 1.

A student shall not be considered eligible while under out-of-school suspension. A student expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.

A student who is absent from school on the day of an interscholastic contest or on a Friday before an interscholastic contest on a Saturday will not be permitted to participate in said contest without a written release from the school principal.

Credit earned or completed after the close of the semester shall not count as having been earned that semester, except in case of a delayed final examination because of illness certified by a physician. Credit earned in summer school may count for or against the student's record for eligibility purposes if the classes are required for graduation from the local school. Students may count up to one (1) unit of credit for summer school toward establishing their eligibility for the fall semester. Summer school electives will not count toward eligibility.

A student shall not accept a cash or merchandise award in any competition in which MSHSAA member schools compete interscholastically. Awards for participation in non-school competitions during the summer shall meet the same standards as awards given by schools during the school year.

The student must meet all other eligibility requirements of MSHSAA and the local area high school athletic conference.

### **Hazing**

Student hazing is expressly prohibited by Board of Education policy. For purposes of this policy, hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team. Conduct prohibited by this policy includes, but is not limited to, exposure or contact of genitals, buttocks, or breasts (female students), directly or indirectly through contact with undergarments; threats of physical harm; and infliction of physical or mental harm or humiliation.

Students found to have violated this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct.

Non-students who participate or enable the hazing of students may be excluded from attendance at school activities and school athletic events. District employees, including sponsors and coaches who have knowledge of student hazing but fail to take corrective action will be subject to discipline up to and including termination.

### **Student Alcohol and/or Drug Testing**

#### **Procedures for Testing**

1. Each extra-curricular student shall be assigned a number. The principal will keep under lock and key the cross-reference log showing each name and number. The administration, including the superintendent, shall be timely kept fully informed.
2. The principal will select dates and times for testing. The principal, or a teacher, certified staff member, or other employee will randomly draw numbers.

3. Generally, a certified mobile alcohol and drug collection company will do the collection of the sample and the testing. Provided, however, the school district may be allowed to collect and send off the sampling of the testing, keeping the names of the persons tested confidential to only principal and superintendent.
4. The principal, or his/her designee, then receives the lab report. The report will be kept under lock and key by the principal, with the superintendent being timely notified of the results.
5. If there is one (1) or more positive result(s) of the test, the principal shall timely report that fact to (a) the extra-curricular student (b) the appropriate group/club sponsor, (c) the parent(s)/guardian(s) of the extra-curricular student, and (d) the superintendent. The principal shall immediately arrange for a face-to-face conference with the parents, if appropriate. At the conference, should a conference be required, the principal shall solicit an appropriate explanation of the positive finding(s) and ask for any doctor prescriptions of any drugs the student was taking that may have affected the outcome of the analysis. If the student and his/her parent(s)/guardian(s) desire another test of the remaining portion of the sample, and are willing to pay for same, the principal shall arrange for such analysis to occur, at a certified alcohol and drug collections company approved by the school district, but, in any event, not the same company from which the initial positive report was issued. Any reasonable question shall be decided in the student's favor, but all re-testing, counseling, and/or treatment shall be at the student's or his or her parent(s)/guardian(s) expense. Additional drug/alcohol testing of the extra-curricular student may be required at any time, for any reason, and from time-to-time.

The principal shall explain to the student and his/her parent(s)/guardian(s) the dangers of alcohol and/or drug use, especially for an extra-curricular student, and shall require counseling by a counselor to be approved and/or determined by the school district. The principal shall also set the dates and activities the extra-curricular student shall be suspended from all participation in any school sponsored athletic or extracurricular activity, and the principal shall note the suspension in the name and number log. The principal shall immediately advise the superintendent, in writing, of the nature and extent of the suspension given. Before being eligible to return to participation, the extra-curricular student shall again be tested, at the student's or his or her parent(s)/guardian(s) expense and must test negative before resuming any participation of any kind, type or sort, either athletic or extra-curricular.

#### Repercussions of the Alcohol and/or Drug Testing Program

All guidelines and/or requirements, including but not limited to student's or his or her parent(s)/guardian(s) expenses, as set forth in the Student Alcohol and/or Drug Testing Procedures shall be applied to the Repercussions of the Alcohol and/or Drug Testing Program.

1. Any student involved in any extracurricular activity, athletic and/or otherwise, refusing to participate in the program by declining or refusing to submit to an alcohol and/or drug test shall be immediately ineligible to participate, any further and the student's parent(s)/guardian(s) will be timely contacted. The student in question may be eligible again when an alcohol and/or drug test is taken and the results are found to be negative. After the first positive test result, the extra-curricular student, must again be tested at a certified alcohol and drug collections company approved by the school district.
2. With all substances, the test shall either indicate a positive or negative result.
3. Upon the occurrence of the first positive test, an extra-curricular student will be suspended from participation in any extracurricular activity, athletic or otherwise, for a period of ninety (90) school days. If the student enrolls in and makes satisfactory progress toward the completion of a district approved rehabilitation-counseling program, the suspension shall be considered to be reduced to forty-five (45) school days. In the event the extra-curricular student is involved in athletics, official practice days allowed by MSHSAA and used by respective Woodland R-4 school district teams in that particular sport shall count as days of a suspension, if applicable and appropriate. A second (2<sup>nd</sup>) positive test shall result in the extra-curricular student, being ineligible to participate in any extra-curricular activities for a period of 365 calendar days, from date of test results. A student may only return to participation after a negative alcohol and/or drug test result is obtained. Before being eligible to return to any type or kind of competition or extracurricular activity, the student shall again be tested and must test negative.
4. During the time of suspension, the student shall be ineligible for all extra-curricular activities of any kind, type or sort.
5. To regain eligibility after twelve (12) months (i.e., 365 days), the student must have a negative Chemical Screening Test at a pre-designated, district approved site. If the retest is negative, the suspension from extra-curricular participation will be lifted, in the discretion of the superintendent of schools.
6. Upon the occurrence of a third (3<sup>rd</sup>) positive test while enrolled in the Woodland R-IV School District, a student will be suspended from participation in all extra-curricular activities sponsored by the school district for the remainder of the time a student is enrolled in the district.

7. Upon the occurrence of any and all positive tests, counseling shall be required, at and with, a counselor to be approved and/or determined by the school district. A student must satisfactorily complete all required counseling to be reinstated to participate in any extracurricular activity of any kind, type or sort.
8. It is the purpose of this program to educate, help, support, and direct students in school sponsored extracurricular activities away from alcohol and/or drug use or abuse and toward a healthy, legal, and drug free participation in said extra-curricular activities.
9. Alcohol and/or drug testing for cause shall be handled under a different policy of the school district. If there is any cause to believe a student is impaired by alcohol or other drugs, then and in that event, testing shall be ordered for and as a result of the concern about the health and safety of all students and staff members of the school district. Furthermore, impairment at school shall cause the school district administration to determine whether the student shall be suspended or expelled.

#### **SEARCHES BY SCHOOL PERSONEL**

Students, student property, or property of the Woodland School District may be searched based on reasonable suspicion of a violation of District rules, policy or state law.

A handheld metal detector or (wand) may also be used to aid in the search of contraband when deemed necessary by the school administration or law enforcement.

In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the education of the presence of drugs, explosives, and other contraband.

#### **BUS RIDING EXPECTATIONS**

Riding a bus is a privilege. It is the students' responsibility to obey policies. Failure to obey bus policies may warrant the loss of bus riding privileges. The school bus policies adopted by the Woodland R-IV Schools are regulations that are written in the School Laws and State Department Regulations.

The expectations are as follows:

1. The driver is in charge and the students are to obey instructions of the driver.
2. Students observe directions of the driver when crossing the street or road to board or leave the bus.
3. Classroom conduct is to be observed by students while riding the bus. (Students should be orderly enough not to distract the driver.)
4. Students should go directly to their bus seats and remain seated while the bus is in motion.
5. Keep head, hands, and feet inside the bus.
6. Keep hands and feet off other students.
7. Students will not use bad language or be disrespectful to other students or bus driver while on the bus or at the bus stop.
8. Students should neither purposely nor carelessly damage the bus.
9. Students should not throw objects on the bus or out the window.
10. Students should be at the bus stop on time and not stand in the roadway while waiting for the bus.
11. No smoking on the bus.
12. No food or drinks on the bus.
13. Equipment such as personal music devices, electronic or other types of toys will not be permitted on the bus.
14. Only eligible bus riders are permitted to ride the bus. A student **will not** be allowed to ride a different bus without a signed note from the principal's office.
15. Students are to be dropped off in the afternoon at the same stop they are picked up in the morning, unless the office is notified of the need for a change and a signed note is provided.
16. The driver will report a student to the principal if the bus rules and policies are not followed. They may be suspended from riding the bus. **Riding the bus is a privilege.**



## **BUS LOADING AND UNLOADING EXPECTATIONS**

1. All students should be ready to be dismissed when the bell rings.
2. Students will take all books and materials with them when they leave the room.
3. Students will walk quietly down halls to the doors where they will be dismissed to go to the buses.
4. Students will walk directly to their own bus on the without stopping at other students' buses

## **CAFETERIA EXPECTATIONS**

### **Breakfast**

1. Students will enter the Cardinal Café from the front doors no earlier than 7:45. A teacher must be on supervision duty in the lunchroom before students are allowed to enter.
2. Students will eat breakfast as soon as they enter the Cardinal Café.
3. Students will leave breakfast tables as soon as they are finished eating.

### **Lunch**

1. Students will enter the lunchroom quietly and orderly.
2. Students will get their tray and go to a table of their choice.
3. Students will remain seated at their table until being dismissed.

## **RECESS EXPECTATIONS**

1. Students will walk on the sidewalks and in the building hallways.
2. Students will refrain from throwing or kicking rocks at any time.
3. Students will use the horizontal ladders/monkey bars appropriately, without standing on top of them or pulling students off of them.
4. Students will use the see-saws appropriately without bucking, standing up on them, or having more than two people on them at a time.
5. Students will sit upright and alone in the swings when using them. They will not stand or jump out of them or play around the swings when not using them.
6. Students will use all equipment for its intended purpose (ie. basketballs for basketball, kickballs for kickball, etc...)
7. Students will line up immediately when the whistle blows or the bell rings.
8. Students will play politely and avoid contact games that involve pushing, throwing, tackling, kicking, grabbing of clothes or hitting of other students.
9. Students will report problems to the teachers on duty.
10. Once outside, students will stay outside. Students will not return to the building once recess has started.

## **BALLGAME EXPECTATIONS**

1. Good sportsmanship should be practiced at all times (before, during, between, and after games).
2. While the game is in progress, students are to be seated in the gymnasium observing the game.
3. The concession stand, lobby, bathrooms, phone, water fountain, etc. should be used only during the intermission periods.
4. While in the gym, students should not change seats frequently or disturb others who are trying to watch the game.
5. Students should not get on the court while players are warming up or while the game is in progress.

## **STUDENT DRESS CODE**

The Board of Education expects student dress and grooming to be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. The mode of dress should reflect a wholesome attitude toward school without creating offense or distraction, or disrupting the school's learning environment. This expectation includes the school day and school sponsored extracurricular activities.

While it is not possible to define or assess by a written policy every possible attire or grooming issue which may confront the principal in the administration of this policy, the expectation of the School District is clear: student appearance and attire may not disrupt the school's learning environment, the educational process, or place in jeopardy the health or safety of any student or employee of the district. The building principal is empowered to require such modifications to the appearance or attire no longer inappropriate, disruptive to the learning environment, the educational process or place in jeopardy the health and safety of the students and employees of the district.

If a student is determined to be in non-compliance with the spirit of this policy, such behavior is deemed inappropriate and is subject to disciplinary action. The legitimate expressions of free speech and religious freedom are not to be restricted by the administration of this policy.

First Offense: Principal/Student conference, noon detention, after-school detention, in-school suspension, or 1-10 days out-of-school suspension.

Second Offense: After-school detention, in-school suspension, 1-180 days out-of-school suspension.

Following are some general guidelines for student appearance/attire:

1. Students may not wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, mark or item which evidences membership or affiliation in any gang, cult or hate group.
2. Students may not wear clothing which illustrates or represents with words or symbols the condoning of alcohol, tobacco or drug use, sexual representations or issues, violence, profanity or other provocative and inflammatory issues.
3. Trousers, slacks, shorts, and skirts are to be worn at the waist and securely fastened with a belt if necessary. Shorts and skirt clothing should be no more than six inches from the knee cap to the short/skirt. This is referenced as the "Dollar Bill Test." Those shorts/skirts of question will be measured by having the student place a dollar bill long ways at the top of their knee cap. Trousers, slacks, shorts, and skirts are to be free of holes at least six inches or higher from the top of the knee cap. This is referenced as the "Dollar Bill Test." Those shorts/skirts/pants of question will be measured by having the student place a dollar bill long ways at the top of their knee cap. Any holes below six inches still must remain free of being a distraction or free of any safety concerns.
4. Students are not permitted to wear clothing which exposes too much of the body due to see-through properties of the garment or insufficient coverage of the body.
5. Shirts or blouses must be worn so that belly or back skin is not exposed. No shirt/blouse will be acceptable if it is low cut, and/or exposes cleavage. Short sleeve shirts must have appropriately hemmed sleeves and may not have over sized arm holes. Straps on shirts or blouses should be 2 inches wide and securely in place. This is referenced as the "Dollar Bill Test." The straps on shirts or blouses of question will be measured by having the student place a dollar bill over the shoulder straps width wise, the width of the dollar should almost be equivalent to the width of the shirt straps. 2 inches is just slightly under the measurement of the width of a dollar bill.
6. Students are not permitted to wear clothing which allows the inappropriate revealing of body anatomy due to the tight fit and/or nature of the material of the garment. Tights/Yoga Pants/Leggings/Spandex Pants and items of similar style are not to be worn without proper apparel covering the anterior and posterior of the student while walking/standing.
7. Personal grooming and attire will be maintained in clean, sanitary, safe and odor-free condition.
8. All students are to wear appropriate footwear except as directed for an appropriate school activity. Unsafe footwear, such as highly elevated platform shoes, is prohibited.
9. Headwear (other than appropriate uniform wear) is prohibited in the school buildings. This includes (but is not limited to) hats, caps, handkerchiefs, etc.
10. Tattoos which are vulgar, obscene or inappropriate, visible body and facial piercing (earrings excluded), unusual hairstyle or hair coloring, and unusual or unnatural contact lenses are deemed inappropriate.
11. Earrings may not be worn on any visible body area except the ear. Studs may not be worn on any visible body area except the ear and nose. Spacers are required in place of any additional body or facial piercings. All spacers are to be clear so they are not visible.
12. Grooming and attire may require additional and temporary adjustment and modification due to safety concerns in special classroom and extracurricular activities.

## **SEXUAL HARASSMENT**

The Woodland R-IV School District is committed to providing an environment free from intimidating, hostile, or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or

progress; or

- Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity; or
- Such conduct has the purpose or effect of interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment; or
- Such conduct has the effect of favoring another student.

Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee. You may refer to Board of Education Policies for additional information.

### **SAFE SCHOOLS ACT (H.B. 1301 & 1298)**

Citizenship in a democracy requires respect for the rights of others. Student conduct shall reflect consideration for the rights and privileges of others and cooperation with all. Administrators must report "acts of school violence" to teachers and other employees with a "need to know" (160.261.2); and to law enforcement, certain felony offenses listed in Section 160.261.2 or acts, which if committed by adults would be one of those felony offenses.

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities.

A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary, or victim; or any instrument or device used to inflict physical injury or harm to another person as defined in section 571.010. Violators of this policy must be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school.

In accordance with federal law, any student who brings or possesses a weapon (blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, and switchblade knife as defined in 571.010) on school property will be suspended from school for at least one calendar year. The superintendent to the Board of Education may modify the suspension on a case-by-case recommendation.

### **STUDENT INCENTIVE PROGRAMS**

#### **Perfect Attendance**

The perfect attendance program provides recognition to students with perfect attendance for the school year. Students may be absent for a total of 3 hours for the entire school year and still receive yearly perfect attendance credit. Students must have no time away from school to receive quarterly recognition. Rewards are presented at awards assemblies each quarter to qualifying students.

#### **Honor Roll**

A student honor roll will be published each nine weeks to formally recognize superior scholastic achievement. To be eligible for the "A" honor roll, a student must be an honorable student in regular attendance, and have a grade point average no lower than 3.668 in the subjects of Reading, Language Arts, Spelling, Science, Social Studies, and Mathematics. To be eligible for the "B" honor roll, a student must be an honorable student in regular attendance, and have a grade point average no lower than 3.0 in the subjects of Reading, Language Arts, Spelling, Science, Social Studies, and Mathematics. To be eligible for the "B.U.G." Club, a student must be an honorable student in regular attendance, and raise one grade while not letting any others drop in the subjects of Reading, Language Arts, Spelling, Science, Social Studies, and Mathematics.

#### **Awards List**

These awards are given to eligible students according to the following schedule:

- |                                    |  |
|------------------------------------|--|
| • Scholar of Quarter               | Quarterly                              |
| • Bringing Up Grades (B.U.G.) Club | Quarterly (Quarters 2, 3 and 4)        |
| • Most Improved (5-8)              | Quarterly                              |
| • Good Citizen                     | Quarterly                              |
| • Perfect Attendance               | Quarterly and Yearly                   |
| • B Honor Roll                     | Quarterly                              |
| • A Honor Roll                     | Quarterly                              |
| • Other various awards             | As deemed by teachers and school staff |

- SRC Awards

Yearly

## STUDENT ACHIEVEMENT

### The Missouri Assessment Program (M.A.P.)

Missouri implements a performance-based assessment system for use by public schools in the state, as required by the Outstanding Schools Act of 1993. The assessment system is designed to measure student progress toward meeting the Missouri Learning Standards—rigorous academic standards that were adopted by the State Board of Education in 2011.

To achieve the Grade Level Expectations set forth by the Missouri Department of Elementary and Secondary Education, students must have a strong foundation of knowledge and skills in basic subject areas and be able to apply what they know to real-world problems and new situations. Therefore, the Missouri Assessment Program must measure what students know as well as what they can do.

### Testing Program

The purpose of the district testing program shall be to help make decisions concerning individuals, groups, and educational programs. The validity of these decisions is dependent upon the wise choice of tests, prior planning, and appropriate administration of the tests. The primary justification for testing is found in the use of this information to make better educational decisions. Test results have three types of uses: instruction, counseling, and administrative.

The Missouri Assessment Program will eventually cover all six of the subject areas addressed in the Show-Me Standards—math, communication arts, science, social studies, health/physical education, and fine arts. Three types of test instruments will be used to evaluate student achievement in each subject area—the familiar multiple-choice test and a short-answer (constructed-response) test. The following performance-based assessments currently required by the state are as follows:

Mathematics - Grade 3 – 8  
Communication Arts - Grade 3 – 8  
Science - Grades 5 & 8

### Reading Retention Law (Senate Bill 319)

Senate Bill 319 was signed into law on June 29, 2001. The measure emphasizes the early assessment of students' reading skills and requires school districts to intervene with students who are reading below grade level. The law seeks to do two things. First, to insure that public schools check the reading ability of students and provide extra help for kids who need it, Secondly, the law seeks to prevent the “social promotion” of students who are reading at more than a year below their grade level.

All Missouri districts must assess the reading ability of 3<sup>rd</sup> graders. At the end of third grade, any student reading below the 2<sup>nd</sup> grade level will be provided with a reading plan for improving their reading skills. This plan, written and implemented by the school district, will provide for 30 hours of additional reading instruction or reading practice outside the regular school day. This may occur during the fourth grade year or over the summer before the start of fourth grade. All students will be reassessed at the end of the fourth grade. Any 4<sup>th</sup> grader who is still reading below the 3<sup>rd</sup> grade level will attend summer school for more reading instruction.

At the end of summer school, they will be assessed again. According to Senate Bill 319, any student who is still reading below the 3<sup>rd</sup> grade level at the completion of the 4<sup>th</sup> grade year “*shall not be promoted to fifth grade.*” (Students with an I.E.P. or limited English proficiency are exempt from this law.)

### Every Student Succeed Act (PL 114-95)

Our district is required to inform you of certain information that you, according to the ESSC Act (2015), have the right to know.

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher and the field of discipline of the certification.

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

- information on the achievement level of the parent's child in each of the state academic assessments as required; and
- timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## REPORTING TO PARENTS

### Progress Reports

Progress reports are issued at mid-quarter to inform parents of their child's progress around the middle of each quarter.

### Report Cards

Parent/teacher conferences are held at the end of the first and third quarter for grades K-12. At these conferences the parent will pick up the report card. At the end of the second and fourth quarters, the report card will be mailed to the student's home. The report card includes attendance, academic progress, information on work habits, personal development, and also contains a space for teacher and parent comments.

### Parent/Teacher/Principal Conferences

Besides report cards, many other means of reporting to and involving parents/guardians in their child's education are used. Two formal parent/teacher conference days are built into the school calendar. All parents are encouraged to meet with their child's teachers during these conferences, to receive their child's report card, and to communicate with the teachers regarding their child's progress at school. Other parent/teacher/principal conferences may be arranged during the year by calling the middle school office at 238-2656.

School personnel are available to parents at all times to help interpret and report students' progress. Informal notes, phone calls, and sending samples of pupils' work are other methods used. The backpack method (always checking the child's backpack each night) of sending and receiving notes to and from school is a useful manner of communication.

## GRADING SYSTEM

Grades are awarded on a percentage basis and will be assigned according to the following scale. Each teacher is to use the same scale.

### Grading System for Grades K-1

	<b>ED</b>
	<b>ELOW</b>

### Grading System for Grades 2-12

Quality	Letter System	Percentage
Excellent	A	95-100
	A-	90-94
Above Average	B+	87-89
	B	83-86
	B-	80-82
Average	C+	77-79
	C	73-76
	C-	70-72
Passing	D+	67-69
	D	63-66
	D-	60-62
Not Passing	F	Below 60

## **Reasons for Grades**

The reasons for grades are as follows:

1. To provide standards and symbols of achievement regarding mastery of specific learning objectives.
2. To motivate students.
3. To help teachers judge teaching effectiveness.
4. To serve in communicating a degree of achievement to the student, the home, the employer, and other schools the student will attend.

## **RETENTION GUIDELINES**

Students who are candidates for retention will have their individual case reviewed by a professional team of educators including the principal, counselor, and a team of said grade level teachers.

The following information will be reviewed in cases when a student could be considered a candidate for retention:

- Classroom grades in core subjects.
- Portfolio of Student Work – Student work that is representative of the quality and level of the work the student has done over a period of time during the school year, including the Scholastic Reading Inventory (SRI).
- Standardized Test Scores – Scores on such standardized tests as the Cognitive Abilities Test, Terra Nova, Missouri Assessment Program test, and others as deemed necessary.
- School Attendance – School attendance that is less than 95% for the school year.
- Social/Physical Maturity – Children that struggle socially with their peers or are small in physical stature.
- Light's Retention Scale – This objective standard could aid the professional team of educators in determining whether a student would benefit from retention.

Students with Individual Educational Plans may be exempt from this policy, depending on the IEP team decisions and statement in the IEP.

For students who are possible candidates for retention, additional options available for remediation during the school year are:

- Referral to Student Assistance Team for case review.
- Referral for remedial services.
- Referral to summer school which requires mandatory attendance and adequate progress reports.
- Referral to tier or remedial classes.
- Referral for consideration in after-school-tutoring program.
- Referral for special education services.
- Referral to an outside agency as needed according to individual needs.

All families will be informed of their child's progress at each mid-quarter, the end of each quarter and the end of each semester through verbal means, progress reports and report cards. Families of students that are considered possible candidates for retention will receive additional notification by official letter at the end of the first semester, end of third quarter, end of fourth quarter, and the end of summer school. The final decision on retention will be made by the building principal following the completion of all remedial efforts. Parents will be provided written notification of this decision and given the right to appeal by contacting the school and requesting a conference.

## **HOMEWORK**

### **Philosophy**

Homework has been a tradition in educating children. Homework should be necessary, useful, and beneficial to the student. The work should be appropriate to the ability and maturity level of the student, well explained, and clearly understood by the student. The homework assignments perceived by the student as motivating and useful will generally promote learning. Research shows the following: (a) exercises requiring drill and repetition may best be undertaken with teacher supervision and (b) homework itself is best reserved for assignments that extend class work and increase student interest and motivation.

### **Reasons for Homework**

The reasons for homework are as follows:

1. To reinforce skills learned in the classroom.
2. To check for comprehension and correct any deficiencies or misunderstandings.
3. To develop appropriate study skills.

4. To be a preparatory step in lesson presentation.
5. To help students learn to learn.
6. To expand on the learning begun in class via projects, problem solving, and/or individual study.

### **HOMEWORK POLICY**

In some cases a student has to miss school. Upon returning to school the student should request the privilege of making up work missed. Procedures for receiving daily assignments for students who are ill at home and unable to come to school are as follows:

- Requests for homework may be made by phone or note to the office by 9:30 a.m. on the day of the absence. **Requests made after 9:30 a.m. do not allow ample time to secure homework from all teachers.**
- The homework may be picked up **after 2:00 p.m.** in the office, thus giving teachers ample time to prepare the homework.
- A note, doctor excuse, etc. should accompany the student when returning to school.
- Students are allowed one day per day of absence to make up missed work.

Students under suspension will be allowed to make up missed work after serving suspension. Upon returning to school, the student will be allowed to stay after school to make up any tests or homework missed due to the suspension. The number of days allowed to make up the work will equal the number of days of the suspension.

### **ACADEMIC PROGRAMS**

#### **Program of Studies**

Academic excellence is important to the success one can accomplish in life. So much of what we accomplish is tied directly to what we know and how we use the knowledge we possess. In order to best prepare our students at Woodland School for immediate and later success, we offer a comprehensive curriculum that stresses the components of the Missouri Learning Standards that all students need to master. We also offer unique programs, which focus on the individual needs and abilities of our students. Our goal is to stimulate and motivate students to become lifelong learners capable of independent learning.

Our basic courses consist of the following subjects: reading, writing, language arts, spelling, math, science, and social studies. Additionally we offer art, music, library skills and physical education. We have classes for students with special needs and abilities. Each classroom has at least one computer, and an elementary school computer lab is also available for student use.

### **COMPUTER NETWORK AND INTERNET USAGE**

#### **Student**

Internet access is coordinated through Missouri Research and Education Network or MOREnet, a state supported network. The Woodland Schools have entered into an agreement with MOREnet to provide these services to the students and staff of the district on computers that are the property of the school district.

Access to the internet will enable students to explore thousands of libraries, databases, and bulletin boards. Parents should be warned that some material accessible through the internet might be objectionable. Our intent is to make the internet available to further the educational goals and objectives of this district. Filtering software, a proxy server, and close student supervision are the methods used at Woodland to restrict student access to these objectionable materials. However, it is impossible to control all materials and students may discover controversial material. We believe that the information and interaction provided through the network/internet outweighs this disadvantage.

Students will receive instruction on the proper use of the computer network and internet by a classroom teacher. This document will be reviewed in class. The Woodland School District Board of Education believes that the use of computers and the internet are important educational tools and that all students should have access to these resources.

The smooth operation of the network relies upon the proper conduct of the end users who must abide by the following guidelines:

## **TECHNOLOGY USAGE**

### **(Acceptable Internet/e-mail and computer use policy)**

Specific access may vary but each of the above is a privilege available to students and staff in the Woodland R-IV School District through Woodland R-IV and More Net, a state-funded educational Internet access program. The goal of the Woodland R-IV School District in providing internet, e-mail and computer access to students and staff is to promote educational excellence by facilitating resource sharing, research, innovation, and communication.

Along with national and international access to computers, people, and information, which is valuable to the educational process, comes the availability of material that may not be considered of educational value and may be offensive to some individuals in a school setting. Woodland R-IV School District attempts to take precautions to restrict access to controversial materials by teaching students and staff responsible internet use, and through the utilization of “firewall” software to block students and staff access to inappropriate materials.

Use of the Woodland R-IV School District Internet connection is an educational privilege. Inappropriate use of computers, software, e-mail or the internet connection will result in loss of those privileges. Before being allowed to access the internet, or e-mail, or use computers, students and staff will review the Acceptable Internet/E-mail/Computer Use Policy. Inappropriate use of the internet or computers may result in disciplinary actions for students and staff.

All of the above activities may be monitored. A log of activity is created that tracks usage.

#### **Student Users**

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

#### **Employee Users**

No employee will be given access to the district’s technology resources before the district has a signed User Agreement on file. Authorized employees may use the district’s technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies, regulations or procedures, hinder the use of the district’s technology for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district’s technology is considered unreasonable. Any use that interferes with the effective and professional performance of the employee’s job is considered unreasonable.

Because computers are shared resources, it is not appropriate for an employee to access, view, display, store, print or disseminate information via district resources, including e-mail or internet access, that students or other users could not access, view, display, store, print or disseminate without authorization by the district.

#### **Board Member Users**

Members of the School Board may be granted user privileges, including an e-mail address, upon completion of a User Agreement. Board members will set an example of responsible use and will abide by district policies, regulations and procedures. Board members will comply with the Missouri Sunshine Law.

#### **External Users**

Consultants, counsel, independent contractors, and other persons having professional business with this school district may also be granted user privileges at the discretion of the superintendent or designee, subject to completion of a User Agreement and for the sole limited purpose of conducting business with the school. External users must abide by all laws, district policies, regulations and procedures.

#### **Privacy**



A user does not have a legal expectation of privacy in the user's electronic communications or his/her activities involving the district's technology resources.

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

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

### **Violations of Technology Usage Policies and Procedures**

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

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

### **Damages**

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

### **General Rules and Responsibilities**

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

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password is prohibited.
3. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
4. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent are prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Unless authorized by the district, non-educational internet usage is prohibited.
7. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
8. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
9. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
10. Accessing, viewing or disseminating information using district resources, including e-mail or internet access that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.

11. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.

12. Accessing, viewing or disseminating information using school or district resources, including e-mail or internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.

13. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited. See Board policy.

14. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.

15. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.

16. At no time will district technology or software be removed from the district premises, unless authorized by the district.

17. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.

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

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

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

1. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.

2. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.

3. The unauthorized copying of system files is prohibited.

4. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.

5. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.

6. The introduction of computer "viruses," "hacking" tools or other disruptive/destructive programs into a school or district computer, network or any external networks is prohibited.

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

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the internet.

2. Student users are prohibited from sharing personal information about themselves or others over the internet, unless authorized by the district.

3. Student users shall not agree to meet with someone they have met online without parental approval.

4. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

5. Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.

6. All district employees will abide by state and federal law, Board policies and district rules including, but not limited to, communicating information about personally identifiable students.

7. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.

8. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

### **Electronic Mail**

A user is responsible for all e-mail originating from the user's ID or password.

1. Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
3. Users are prohibited from sending unsolicited electronic mail unless the communication is a necessary, employment-related function or an authorized publication.
5. All users must adhere to the same standards for communicating online that are expected in the classroom and that are consistent with district policies, regulations and procedures.

### **1:1 Technology Guidelines**

All information and details regarding the 1:1 program for 7<sup>th</sup> and 8<sup>th</sup> grade students are contained in the 1:1 packet presented to students and parents at the beginning of each school year. For details including student/parent expectations, please refer to guidelines, parent and student pledges, and damage waiver documents contained in the 1:1 packet. All appropriate documents must be signed and returned each year prior to students using any device.

### **Exceptions**

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

### **Waiver**

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

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

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

The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the internet or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

## **SCHOLASTIC READING COUNTS**

Scholastic Reading Counts (SRC) is a computer-based reading motivation and monitoring program that is currently in use by more than 14,000 schools across North America. Used in conjunction with a computer-adaptive norm-referenced reading test called Scholastic Reading Inventory (S.R.I.), a reading program is developed for each individual student. These tests quickly assess the student's reading ability. Students are given questions based on their reading ability—the better the reader the more difficult the questions. Test results are analyzed and reports are available on the instructional reading level, grade equivalent, percentile rank, and the reading level range from which students should select books.

Based on the results of these assessments, students will select a book to read from a list and read at their own pace. The student then takes a computerized test on the book, answering simple multiple-choice questions that check their recall of basic facts and events in a book. These tests will be taken in the regular classroom or in the computer lab. The reading specialist, librarian, and classroom teacher will work together to make sure that students are making progress. Points are awarded based on the grade level of the book and number of questions answered correctly. As students read books, the number of points earned or books read is monitored and students qualify for prizes as they reach certain predetermined levels.

## **LIBRARY**

The library is provided as a central resource center for pupils and teachers. Students visit the library regularly to check out and use the books and materials. Books are checked out for one week at a time and may be rechecked at the end of the week. Any student who has overdue books from the library will be subject to the following loan agreement and will not be allowed to check out further books until all books have been returned or fines paid.

## **Loan Agreement Fines and Fees**

### **Payment:**

If library materials become lost or damaged by a student, the parent or guardian of the pupil will ultimately be responsible for the accessed replacement fee or cost of damage.

### **Lost Materials:**

An item is considered lost when either the borrower informs the library that the item is lost or the item has not been returned by the patron before leaving the district. The cost of a lost and paid item may be refundable within the current school year if it is returned in good condition. Good condition will be determined by the librarian.

### **Overdue Fines and Fees:**

Late fees are not charged in the Elementary. A fine of five cents a day not to exceed \$5.00 is charged in grades 7-12.

Overdue lists and fines are passed out to teachers/students several times during each quarter. Students with fines/and or overdue library materials will not be allowed to use the materials of the library until these matters are resolved. Report cards will also be withheld at the Middle and High School levels. Elementary Report cards will be held at the end of the year if materials are not returned or fines are not paid.

Periodic locker/desk checks may be conducted for the purpose of regaining library materials which have not been returned.

Payment: Patrons will be required to pay a damage fee. If the book is no longer suitable for future checkout, the book is declared destroyed and the replacement cost of the book is due by the patron. When the fee for a “destroyed” material is paid in full, the patron may keep the destroyed item once it has been removed from the library media center's inventory.

### **Damage Fees:**

- Cover Damage.....\$2.00
- Page Damage.....\$1.00 per page not to exceed the price of the book
- Spine label removed.....\$0.50
- Barcode label removed.....\$0.50
- Other.....discretion of the librarian

Damage fees and destroyed fees are nonrefundable

The parent or guardian of the pupil involved is the person ultimately responsible for the materials that have been loaned to the pupil and is the person who is responsible for the payment assessed for lost or damaged books and or materials.

### **Lost Materials:**

An item is considered lost when either the borrower informs the library that the item is lost or the item has not been returned by the patron before leaving the district. The cost of a lost and paid item may be refundable within the current school year if it is returned in good condition. Good condition will be determined by the librarian. The library does not accept the replacement of lost items unless the librarian has agreed to the exchange in advance.

## **ART**

The basic skills in art are taught to middle school students. The purpose of this program is to develop an appreciation for art in day-to-day living. Introduction of various media is undertaken throughout the program in an attempt to help develop each child's creative ability.

## **MUSIC**

Music instruction is provided for middle school students. The goals of the program are to develop basic music skills and to teach music as an art form. Active participation in the program is encouraged since personal involvement enhances learning and promotes self-expression.

## **PHYSICAL EDUCATION**

A complete physical education program is offered for students in grades 5-8. Physical activities are selected and conducted for purposes of developing the child physically, mentally, emotionally, and socially. Each child is expected to participate in all activities. Appropriate consideration is given in special situations. A doctor's note is required for students who are unable to participate because of medical reasons. Students must wear tennis shoes on days they have physical education.

## **SPECIAL EDUCATION**

The Woodland Public School District is required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability or severity, including those that attend private schools, who are highly mobile, and who are suspected of having a disability even though they are advancing from grade to grade. The public school assures compliance with the full educational opportunity goals and services for public school students age three (3) through twenty-one. Disabilities include: autism, deaf-blindness, emotional disturbance, 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 children with a developmental delay.

For private school children with disabilities, who have been designated to receive special education and related services, the district will provide services according to the service plan developed for each of them. Due process hearing procedures for students with disabilities that are parentally placed in private schools apply only to Child Find (including referral and evaluation of a child suspected with a disability). The IDEA does not provide an individual entitlement to such private school students and IDEA compliance requires only that services provided represent a proportionate share of the district's federal funding for special education.

The Woodland 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's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. 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). You may contact your local district if you wish to review the requirements provided in FERPA.

The Woodland School District has developed a Local Compliance Plan for implementation of Special Education. The Local Compliance Plan is a written narrative that describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirements of 34 CFR 76.301 of the General Education Provision Act. This plan is available for public review in the office of the Superintendent of Schools.

The Woodland School District is required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of December 1 of each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address, birth date, and age of each child; each child's disabling condition, and services provided to the child with disabilities. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending public school, please contact Jennings Wilkinson, Woodland Superintendent of Schools at 573-238-3343. The Woodland School District, along with the Department of Elementary and Secondary Education recognizes the need for providing free and appropriate educational programs for various handicapping conditions through special education programs.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese, or any other language as requested.

### **5-8 TITLE I PROGRAM**

The purpose of the 5-8 Title I program is to ensure that all of our students acquire the knowledge, skills, competencies, and abilities necessary for them to graduate and to participate in an ever-changing society as effective and productive citizens. Our goal is to provide a strong foundation for academic achievement by allowing greater opportunities for reading, language arts, and math accomplishments. Technological skills will also be enhanced by daily and weekly practice on various software programs designed to increase academic achievement. Interpersonal skills will be developed as students work cooperatively on activities and programs.

OBJECTIVE #1: To increase reading levels, foster independent reading, and increase reading comprehension skills.

OBJECTIVE #2: To increase math levels, increase problem-solving skills, and application of math skills learned.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

#### **Model Notification of Rights under FERPA for Elementary and Secondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records.

These rights are outlined below:

319756448. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

319756449. The right to request the amendment of the student's educational records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Woodland School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

319756450. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the district will disclose educational records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

319756451. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Woodland School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

#### **NOTICE OF NON-DISCRIMINATION**

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Woodland R-IV School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities.

Any person having inquiries concerning Woodland R-IV School District compliance with the regulations implementing Title VI, Title IX, or Section 504 as amended or any other applicable statute or regulation is directed to contact:

Mr. Mike Kiehne RR 5 Box 3210 Marble Hill, MO 63764 (573) 238-3343

The compliance officer has been designated by the school district to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504 as amended. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

#### **NOTICE TO PARENTS OF STUDENTS ATTENDING WOODLAND PUBLIC SCHOOLS**

In compliance with Federal Law Private Rights of Parents and Students Section 99.3, public notice is hereby presented to parents of students attending the Woodland R-IV Public Schools that "Directory Information" may be released to the various communication media of the district as deemed necessary by school officials.

"Directory Information" includes the following information relating to a student: The student's name, address, telephone number, date and place of birth, parent(s) name(s), major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, record of attendance, degrees and awards received, and most recent previous education agency or institution attended by the student, and other similar information.

A student's educational record, or an official transcript thereof, shall be forwarded to an educational institution the student makes application to attend. If you do not want information of this type released, notify in writing, the principal of the school where your child attends within two weeks of the date of the commencement of any given semester in which a student is enrolled.

#### **NOTIFICATION TO PARENTS ASBESTOS PRESENT IN BUILDINGS IN COMPLIANCE WITH 40CFR 763.93 PART G4**

Because of the health risks involved from the inhalation of asbestos fibers, the Environmental Protection Agency requires that each school informs parents of the presence of asbestos in their buildings. It is the Woodland R-IV Public School's intent to manage all remaining asbestos in a condition that is as safe as possible and in compliance with AHERA regulations. A copy of the school's asbestos management plan is available for public inspection in the superintendent's office. It will inform you of not only the location, type and condition of all asbestos present in the buildings, but also the steps the school must take to make sure that it poses no risks to the health of our students and staff. If you have any questions concerning asbestos in your school, please feel free to contact the Superintendent's Office at RR 5 Box 3210, Marble Hill, Missouri 63764 or call 238-3343.

#### **PARENT PERMISSION FOR STUDENT PARTICIPATION IN STATE AND/OR FEDERAL SURVEYS**

School districts are sometimes required to participate in different types of surveys in order to meet state and/or federal guidelines and standards. Students' participation in the surveys assists the school in gathering local data regarding specific issues. In some cases, such as the *Title IV Safe and Drug-Free Schools and Communities Survey*, the survey results are used to identify problems so that programs can be developed to target those issues.

Before a student can participate in these surveys, it is essential that parents give permission. Under no circumstances are students asked

to identify themselves on the survey form. No individual student responses are reported or maintained. If you do not want your child to complete the survey, you can notify Pam Bandermann, Director of Federal Programs, at [573-238-2510](tel:573-238-2510). The Director of Federal Programs will remove your child's name from the survey participation list, and your child will not be asked to complete the survey.

## **STANDARD COMPLAINT RESOLUTION PROCEDURE FOR ESSA (2015) PROGRAMS**

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

### **1. What is a complaint under ESSA?**

For these purposes, a complaint is an 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 locally developed and adopted procedures.

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

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

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

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

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

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

The investigation and complaint resolution proceedings will be completed within a time limit of fifty 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 forty-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 ten 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, and/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 private school children handled differently?**



If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint 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 Departments' 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. An independent on-site investigation may be conducted if the Department determines that it is necessary. The 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.

### **PARENT AND COMMUNITY INVOLVEMENT**

#### **Parent Portal**

Parent Portal is an internet-ready program that allows parents of Woodland students to access timely information about their child's progress in school. With the click of the mouse, the parent will have access to their child's grades, attendance, lunch accounts, and for secondary school students, their daily schedule. This is a program our district offers in an effort to better facilitate parents obtaining relevant information about their child. The district has made every effort to ensure parents will find the program "user friendly" and helpful in keeping up with selected student records. As with any technology-based program, if technical problems arise, please let the school know so we can work through the problem. To begin using Parent Link, the following procedures should be followed:

- Parents must have an e-mail account.
- Parents must complete a registration form and bring the form to either the elementary, middle school or high school office in person, along with a picture ID. Registrations will not be accepted via mail or phone. Registration forms can be downloaded from the district web-site and also picked up from the elementary, middle school and high school offices.
- Once information has been entered into the program, the parent will be sent an e-mail containing all of the parent log-in information.
- Directions on how to access Parent Link will accompany parent log-in information.

#### **Grade Level Family Nights**

Family Nights are held twice each year in which parents are offered insight to a specific academic theme. Parents are encouraged to participate with their child during these nights.

#### **Parents as Teachers**

From the beginning, parents are the child's first and most important teachers. A child will learn more during the early years than any other time in life. How the child grows and learns during these years will affect his or her later development and success in school.

Parents as Teachers provides practical and effective help by offering these services:

- Personal visits by a certified child development specialist
- Parent meetings with other parents to share experiences and discuss topics of interest
- Information on what to expect as your child grows and develops
- Periodic screenings of your child's development

The Parents as Teachers Program is provided free of charge by the school district. It is available for all children birth to three years of age. For more information call Kim Sawyer, PAT educator, at 573-238-2822.

**WOODLAND R-IV MIDDLE SCHOOL**  
**PARENT AND FAMILY ENGAGEMENT PLAN**

As a Title I building, Woodland R-IV Middle School's Parental Involvement Plan will annually be distributed to parents of participating children. The plan will be reviewed and updated annually to meet the changing needs of parents and the school, and will be in a format and language readily understood by all parents and district personnel.

**Strategies for Involvement**

**Woodland Middle School will:**

- \* Hold grade-level beginning-of-school orientation meetings to inform parents of their school's participation in Title I, explain Title I requirements, and explain parents' right to be involved
- \* Offer grade/department level family nights each semester to provide assistance to participating parents with such topics as:
- \* Understanding the Mo. Learning Standards, the MAP test and local assessments
- \* Understanding how to monitor a child's progress
- \* Knowing how to work with teachers to improve the performance of their child
- \* Training and materials necessary to improve their child's achievement, such as literacy and math training and using technology, as appropriate
- \* Educate, with parental assistance, all school personnel in valuing parent contributions, communicating and working with parents as equal partners, implementing and coordinating parent programs, and building ties between home and school
- \* Coordinate and integrate the Title I parent involvement program and activities with other existing parent involvement programs, such as Head Start, Reading First structure, and Parents as Teachers
- \* Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of Title I children in a format and language they can understand
- \* Provide parent resources and opportunities for parents to learn about child development and child rearing issues
- \* Provide "Parent Resource Center" link with resources on district webpage and Facebook page
- \* Provide other reasonable support for Title I parental involvement activities as requested by parents
- \* Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, including the school parental involvement plan and the development of the schoolwide plan.

**A Schoolwide Program Committee Will Be Established Each Year With The Following Members:**

- \* Building Principal
- \* Federal Programs & Grants Coordinator
- \* Special Services Director
- \* Curriculum Director
- \* 5th grade Representative
- \* 6th grade Representative
- \* 7th grade Representative
- \* 8th grade Representative
- \* Special Education Representative
- \* Title I Reading Specialists
- \* Title I Teacher Assistants
- \* Math Instructional Coach
- \* School-Home Coordinator
- \* 5th grade Parent
- \* 6th grade Parent
- \* 7th grade Parent
- \* 8th grade Parent

**Regular Annual Schoolwide Program Committee Meetings Will Be Scheduled As Follows:**

- \* August – Overview of the schoolwide program plan
- \* October – Review of progress being made toward meeting the schoolwide program's goals and objectives
- \* February – Evaluation of program; Needs assessment
- \* April – Planning meeting for the next school year
- \* Provide parents of participating children:
- \* Timely information about Title I programs through:
- \* Weekly grade level newsletters/flyers

- \* Monthly Principal newsletter
- \* Continually updated school-level Federal Programs webpage
- \* An interpretation of the school's annual performance report
- \* An explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet
- \* A written survey, including a likert-scale to rate program specifics as well as a narrative portion, will be conducted annually in order to evaluate the effectiveness of the Schoolwide Title I program. Surveys will be distributed in January to parents of participating students and to middle school staff members. Results will be summarized and presented at the February Schoolwide Program Committee meeting. In addition:
- \* If requested by parents, regular meetings will be held to provide opportunities for parents to formulate suggestions and to participate, when appropriate, in decisions relating to the timely responses to the suggestions made by parents that have been offered in the meetings
- \* Comments will be included in the evaluation process from parents of participating children who find any aspect of the schoolwide plan unsatisfactory when it is submitted to the school district.

### **Shared Responsibilities for High Student Academic Achievement**

As a component of the school-level Title I parental involvement plan, Woodland Middle School has developed with input from parents of participating children a school-parent-student compact. The compact outlines how parents, the entire school staff, and students will share the responsibility for improving student achievement and describes how the school and parents will build and develop a partnership to help children achieve the Mo. Learning Standards.

### **The School-Parent Compact:**

- \* Describes the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment
- \* Describes how parents will be responsible for supporting their child's learning, such as monitoring attendance, homework completion, and electronic screen time; volunteering in their child's classroom; participating, as appropriate, in decisions relating to the education of their child; and positive use of extracurricular time
- \* Describe opportunities for parents and teachers to communicate on an ongoing basis including, at a minimum:
- \* Parent-teacher conferences annually at the end of first and third quarters. The compact will be discussed in relation to their child's achievement at the first quarter conference
- \* Parent-teacher conferences scheduled as requested by parent
- \* Mid-quarter and quarterly reports to parents on the progress of their child
- \* Reasonable access to staff and opportunities to volunteer, participate, and observe in their child's classroom.

### **PARENTAL INFORMATION AND RESOURCE CENTER (PIRC)**

The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs – one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.html> .