

**West Platte Co. R-II  
School District**  
**Student/Parent Handbook**

**2020-2021**

**1103 Washington Street**

**Weston, MO 64098**

(816) 640-2236

Adopted by the Board of Education: July 15, 2020

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Mission, Vision, and Values

WPSD Mission: In partnership with families and the community, the WPSD strives to implement a comprehensive program that encompasses the whole student, preparing them for success in a changing society.

WPSD Vision: WPSD is an academically progressive district committed to promoting a safe, positive environment.

WPSD Values: WPSD believes it is important to develop well-rounded, self-motivated students who can positively contribute to society.

School Board Members

Mr. Ryan Rotterman	President	Mrs. Tracie Kalic	Member
Mr. Ron Rowe	Vice-President	Dr. Matthew Parker	Member
Mr. Kyle Stephenson	Member	Dr. Donald Wilson	Member
Mr. Shane Bartee	Member	Mrs. Shannan Eagen	Secretary
Mrs. Earlene Fulk	Treasurer		

The role of the District’s Board is to govern the community’s public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District’s students, will govern the community’s schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

*District Administration:*

<b>Name</b>	<b>Title</b>
Dr. John Rinehart	Superintendent
Mr. Brock Dover	Secondary Principal
Mr. Ryan Ramey	Secondary Assistant Principal / A+ Coordinator
Mr. Ryan Nichols	Activities Director
Dr. Hayet Woods	Elementary Principal
Mrs. Bess Deloux	Elementary Assistant Principal / Public Relations Director
Mrs. Paula Chambers	Special Education Director / Federal Programs Director
Mrs. Kathy Miller	Curriculum Director

**Staff**

Mrs. Shannan Eagen	Payroll Director
Ms. Diana Summers	Accounts Payable Director
Mrs. Shannon Miller	Nurse

Mrs. Dana Roe	Secondary Secretary
Mrs. Vanessa Nower	Secondary Secretary
Mrs. Dana Buttz	Elementary Secretary
Mrs. Corrine Allee	Secondary Counselor
Mrs. DeeAnna Kelley	Elementary Counselor
Platte County Sheriff's Department	SRO
Mrs. Janie West	OPAA!
Mr. Taylor Bosch	Technology Director
Mr. Mike Larison	Maintenance / Custodial Director
Linda McDowell	Apple Bus

**West Platte R-II School District**  
1103 Washington St., Weston, MO 64098  
Phone: (816) 640-2236  
Fax: (816) 386-2104

**West Platte Elementary**  
1025 Washington St., Weston, MO 64098  
Phone: (816) 640-2811  
Fax: (816) 386-5888  
School Hours: 8:00 a.m. – 3:05 p.m.  
Principal: Hayet Woods  
Assistant Principal: Bess DeLoux  
Secretary: Dana Buttz

**West Platte High School**  
935 Washington St., Weston, MO 64098  
Phone: (816) 640-2292  
Fax: (816) 386-2293  
School Hours: 8:00 a.m. – 3:05 p.m.  
Principal: Brock Dover  
Assistant Principal: Ryan Ramey  
Activities Director: Ryan Nichols  
Secretaries: Vanessa Nower and Dana Roe

### Welcome Letter

On behalf of our entire staff, we would like to welcome you to the 2020-2021 school year at West Platte School District. Students, no matter where you are on your journey, you should find West Platte offers something for everyone. Whatever your age or passions, we probably have something that suits your particular interests. Additionally, our staff will work tirelessly to support you in those pursuits.

Your classes will challenge you, and your teachers will expect your best. We are proud to offer many extracurricular opportunities that will help prepare you for your next

steps, whatever those may be. Hopefully, you will learn, if you have not already, that hard work is most often the template for success and the conqueror of obstacles.

Parents, we encourage you to be an active part of our support system for your child. These years go by very quickly, and before you realize it, your student will be walking across our stage to receive a diploma. We are committed to preparing your child for many opportunities, and you play a vital role in the journey through school. Please, feel welcome to be an active participant these next few years.

Do not hesitate to contact us if you have questions or concerns. We want to work with our students to allow the West Platte experience to set the stage for rewarding, successful, and enjoyable experiences for the rest of their lives.

West Platte Administration

#### Academic Calendar I-100-S

The Board-adopted Academic Calendar is available here:  
[https://wpsd.net/our\\_district/2020-21\\_district\\_calendar](https://wpsd.net/our_district/2020-21_district_calendar).

#### Attendance and Absence Procedures S-115-S

##### *Expectations for Attendance*

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused.

Any student who is absent from school more than five (5) days, whether excused or unexcused during a semester is subject to loss of credit for that class. Attendance is vitally important to the performance of each student. In order to receive credit for a class, a student must maintain a passing grade as determined by the instructor and not miss more than five class periods in any one semester. School sponsored activities are an exception.

Parents will be notified at the 5<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> absence intervals. The school recognizes that extenuating circumstances beyond the control of the student do exist (such as chronic illness, hospitalization, accidents, etc.) It is the student's and parent's/guardian's responsibility to ensure that complete documentation concerning all absences is on file in the office. Absences beyond 5 will require documentation. On the

11<sup>th</sup> absence per semester, the student may be placed on summer school status. This means the student may be required to attend and successfully complete summer credit recovery classes.

### *Excused Absences*

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be excused. It is the responsibility of the student to make up work with teacher support when a student's absence is excused. The timelines for turning in make-up work will be determined with the teacher.

Parents must report a student's absence by 9:00 a.m. on the day of the absence. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. The administration may request documentation to determine whether an absence is excused. Excused absences are allowed for:

- Illness of the student
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from or will be immediately deployed, with notification and approval of the principal
- Suspensions
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

For each excused day missed, a student is allowed at least two days to make up work, up to one calendar week, depending on the complexity of the assignment.

### *Unexcused Absences*

Absence for reasons other than the categories of excusable reasons, or that does not have the proper documentation for an excused absence as determined by the principal, will be considered unexcused. Excessive, unexcused absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

For each unexcused day missed, a student is allowed one day to make up work.

Notes, visits, emails, or phone calls from the parents as to the reason of the student's absence will be required for any absences and admit slips will be marked excused or unexcused.

### *Late Arrival/Tardiness*

A student who enters a classroom after the bell has rung is tardy.

At the secondary level, the first two cumulative tardies in a quarter will result in warnings.

After the third tardy the student is to receive a 30-minute detention, after the fourth a 60-minute detention. In addition, the collective tardies will be subject to the following:

5th Tardy = In-School Suspension

6th Tardy & More = 3-10 days ISS

(At the start of each quarter, the process begins again)

### *Truancy*

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipping class, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. A student is considered truant if he or she leaves the school grounds after reaching the school grounds in the morning. A student who rides a bus is considered truant if, after the bus reaches the school, he/she does not promptly come up into the school. The District may assign disciplinary measures for truancy. Students who are truant are encouraged to make-up the work to aid learning. The timeline for making up work is the same timeline as making up work for any other unexcused absence. Families are entitled to appeal assigned consequences to the Superintendent or designee.

### *Missing School and Attending an Activity*

A student must be in attendance in all classes during the school day to participate in or attend a school activity that day. A student must be in attendance in all classes on the last day of a school week in order to participate in a Saturday activity. Exception to this policy will be those students who have an appointment or event that is pre-approved by the principal. Work will not be an exception. In certain cases, a student may be disallowed from attending extracurricular activities if a student has excessive absenteeism.

### Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine

whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

#### *Dress Code Expectations*

Shirts and shoes must be worn. No house shoes or slippers are allowed. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted: see-through garments; tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps; clothing that does not cover undergarments when a student is sitting or standing; undergarments worn as outer wear; clothing that does not reach to mid-thigh; holes in pants that are above mid-thigh unless patched.

#### *Dress Code Prohibitions*

Clothing or accessories with any of the following are not permitted:

1. Profane, obscene, or otherwise inappropriate language;
2. Words, symbols or images that promote illegal, sexual, or violent behavior;
3. Advertisements or promotion of alcohol, tobacco, or drugs;
4. Language or symbols that promote gangs.
5. Hats; hoods (hooded sweatshirts worn up); do-rags; handkerchiefs; sunglasses; face paint; overly-dramatic make-up; or other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn, although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event. No blankets shall be carried or worn as coats or wraps while in the building. No heavy or loose chains, or straps that create a safety risk are allowed.

#### *Additional Dress Code Information*

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extra-curricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

### Food Service Program F-285-S

We have a closed lunch period. This means that all persons will go to the cafeteria during lunch. Students will be asked to remain in the cafeteria and will not leave the cafeteria without permission from the supervisor in charge of students at that time. Visitors will not be allowed to eat during lunch shifts without prior approval from administration.

Meal Prices are as follows:

	<b>Breakfast</b>	<b>Lunch</b>
Elementary	\$1.65	\$2.30
High School	\$1.90	\$2.55
Reduced	\$0.30	\$0.40
Adults	\$2.40	\$3.20
Milk	\$0.45	\$0.45

Additional “Grab & Go” items are available for purchase for MS/HS students, unless designated for Elementary students during breakfast only. More information on the District’s Food Service Program is available by contacting Janie West, Food Service Director, (816) 640-2811, ext. 197, [westj@wpsd.net](mailto:westj@wpsd.net), or by visiting the District webpage at: <https://wpsd.net/cms/one.aspx?portalid=750812&pageid=2008991>.

### *Free and Reduced Lunch Application*

The Free and Reduced Lunch Application is sent home with every student on the first day of school and is included in enrollment paperwork for any student enrolling after the first day of school.

### Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student’s allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

### *Building-Wide and Classroom Approaches*

All foods provided by parents for treats, celebrations, and classroom activities may not be home made. All food products must have consumer labels listing ingredients and allergy information with the exception of fruits and vegetables.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission

from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

#### *Individual Approaches*

The District will evaluate and determine whether a student's allergies rises to the level of a disability that require accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

#### Health Services S-215-S

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

### *Illnesses/Injuries*

If a student becomes ill, he/she will be sent to the office with a health room pass which will be signed prior to the student going to nurse's office. If the nurse feels that the student cannot finish the day, the nurse will have the authorization to send the student home.

### *Health Screenings*

Vision and hearing screenings will be held yearly for grades K-6. Grades 7-12 vision and hearing screenings will be done per parent or staff referral.

### *Health Office*

If you have any questions, please contact Shannon Miller, Nurse, (816) 640-2811, ext. 2055, [millers@wpsd.net](mailto:millers@wpsd.net).

### Administration of Medication S-135-S

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

*Non-Prescription Medication* – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or other.

*Prescription Medication* – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. While the District has epinephrine and albuterol available for emergency use, students that have been prescribed those medications should have an adult bring their medication to the nurse. If a doctor deems it appropriate for a student to carry and self-administer medication documentation must be on file in the nurse's office. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the

information may be shared with necessary District staff members on a need to know basis. Please contact the school nurse.

#### Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline in accordance with the discipline code, and state and federal law.

#### *Immunizations and Vaccinations*

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

#### Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries. The District does, however, make an optional student accident group plan available for students, for which a carrier is named and rates established annually. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at: <https://dese.mo.gov/sites/default/files/FNS-FreeandReduced-DirectCertbooklet2018-19.pdf>.

## Student Records S-125-S

### *Access to and Release of Student Information*

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

### *Directory Information*

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. The District designates the following items as directory information:

*General Directory Information:* The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the

District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information:* In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

#### *Military and Higher Education Access*

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

#### *Release*

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form from the building office.

#### *Notice*

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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, SW  
Washington, DC 20202

#### Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office. Students are not allowed to bring students from other

districts to school. Agents and individuals are not allowed to conduct business on school premises without permission of the principal.

### Transportation Services F-260-S

Buses - The West Platte Board of Education provides bus transportation for all students who live one mile or more from school. Designated pickup stations have been established and students who wish to ride the bus must be at the appropriate station at the time the bus arrives. Because of time schedules buses cannot wait for students at these stations beyond the designated departure time. At the conclusion of the school day buses are available to return students to specified areas near their home. To continue riding a bus to and from school a student must conduct themselves properly at all times and abide by the rules established by the driver who has complete authority over the conduct of students when they are on or near a school bus.

### *Transportation Changes*

We try very hard to accommodate transportation changes. Occasionally parents request that a number of children (sometimes as many as 4 or more) ride a particular bus to a birthday party, scout meetings, etc. When such a request is made, the extra students riding can cause a disruption on the bus. We ask that you help us by carpooling whenever possible in the event that you need a group of students to change buses. Your cooperation will be greatly appreciated. In the event of transportation changes, please send a signed note. If you must call the office with a transportation change, please do so before 2:00 p.m. After that time, the office gets very busy which makes the relay of messages difficult.

### Student Discipline S-170-S

### *Student Code of Conduct*

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board

authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

- (1)** Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
- (2)** Such 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 which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
- (3)** Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
- (4)** Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District prohibits confining a student in an unattended, locked space except for an emergency situation while awaiting the arrival of law enforcement personnel.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

### *Standards of Conduct and Consequences*

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

### *District Policy for Discipline*

#### *Definitions*

*Acts of violence or violent behavior* - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

*Corporal Punishment* – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

*Detention* – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity. Detention will be held daily from 3:10-4:00pm. Students will be given a 24-hour advance notice of required attendance and are required to make their own arrangements for transportation. However, students involved in an extra-curricular activity must complete the assigned detention prior to attending practice. Detention Rules: The detention room is an extension of the normal school day and all school rules apply. Be on time and bring schoolwork or something to read. You are expected to work. No talking, food, drinks, hats or hoodies up. You may leave when the teacher excuses all students.

*Expulsion* – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

*In-school suspension* – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time. Students assigned In-

School Suspension (ISS) are expected to report to the high school office no later than 8:00am. Students will be provided with work from their teachers. Upon arrival, students will give all electronic devices (cell phones, personal tablets, etc.) to administration. These will be locked in the school safe for the remainder of the day. Students will have the opportunity to complete the daily assignments for full credit. Students are expected to be engaged in school work or reading for the entirety of their ISS assignment. No sleeping, eating, or listening to personal music is allowed. If a student is dismissed from ISS for discipline reasons, additional consequences will be assigned.

*Need to know* – A requirement to report acts of school violence to school personnel who are directly responsible for a student’s education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

*Out-of-school suspension* – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights. Students assigned OSS are not allowed on campus. This includes the school day or participation and attendance in extra-curricular events or practices, and activities. All work during OSS may be made up for 100% credit.

*Physical Restraint* – The use of person to person physical contact to restrict the free movement of all or a portion of a student’s body. It does not include briefly holding a student without undue force for instructional or other purposes, briefly holding a student to calm the student, taking a student’s hand to transport him or her for safety purposes, physical escort, or intervening in a fight.

*Restitution* – The requirement of a student to return or pay for stolen goods or damaged property.

*Serious violation of the District’s Student Discipline Policy* – Any act of violence or violent behavior, any drug-related activity, any offense listed in Section 160.261.2, RSMo, or any other violation of the District’s Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

<b>Prohibited Conduct</b>	<b>Definition</b>
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure

	to contribute to a team project, or other misconduct related to academic work.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District 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 District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will

	not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Firearms	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(g)(2).
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.

Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy in view of others that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or

	absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.
Weapons (Other than Firearms)	Possession or use of any weapon as defined in District rules, other than those defined by 18 U.S.C. § 921, 18 U.S.C. § 921(g)(2) or § 571.010, RSMo.

**Bullying, Hazing, and Cyberbullying S-185-S**

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

*Definitions*

*Bullying* – Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the

educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

*Cyberbullying* – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school’s campus or at a District activity using the student’s own person technological resource.

*Anti-bullying Coordinator* – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is the principal of each building.

*School Day* – A day on the District calendar when students are required to attend school.

#### *Reporting Bullying or Cyberbullying*

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District’s Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary.

When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

### *Investigation*

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

### *Retaliation*

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

### *Consequences of Bullying, Cyberbullying, or Retaliation*

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

### *Public Notice*

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address

bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.

3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

#### *Report Form*

The District's Bullying Report Form is available on the District website at:

[https://wpsd.net/UserFiles/Servers/Server\\_750728/File/District/BullyReportingForm.pdf](https://wpsd.net/UserFiles/Servers/Server_750728/File/District/BullyReportingForm.pdf), and hard copies are located in the principal's office and counselor's office.

#### Public Notice Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer. The District provides equal access to the Boy Scouts and other designated youth groups.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name:	Dr. John Rinehart, Superintendent
Phone #:	(816) 640-2236, ext. 1104

Email: rinehartj@wpsd.net

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Mr. Brock Dover, Jr./Sr. High School Principal  
Phone #: (816) 640-2292  
Email: doverb@wpsd.net

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

#### Student Searches S-220-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. Each student in grades 7-12 is assigned a hallway locker. Only locks provided by the District are permissible.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

#### Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to a school

authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (*See the Handbook's section on Administration of Medication for more information.*)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (*See the Handbook's section on Student Discipline for more information.*)

### Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for at least one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

### Instruction

#### *A+ Program S-130-S*

##### *A+ Program Description*

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some

private, career/technical schools are also A+ eligible. In addition, more four- year institutions are offering incentives for students who meet the A+ criteria.

#### *A+ Program Requirements*

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted, non-cumulative GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed through on the District website here:

<https://hs.wpsd.net/cms/One.aspx?portalId=751032&pageId=3292558>, the high school counselor, and/or the District A+ Coordinator Kathy Miller, (816) 640-2292, ext. 2117, [millerk@wpsd.net](mailto:millerk@wpsd.net).

#### *Assessment Program I-195-S*

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan is available for review. Please contact the school counselor for more information.

Tests given in the District are: Practice ACT (9th-11th grades), ASVAB (juniors), PSAT (grades 8-11), (sophomores, juniors), Missouri Assessment Program (3rd-8th grades), End-of-Course Testing (8th-12th grades by course), District ACT (juniors & some sophomores), and Advanced Placement (AP) Exams (juniors, seniors, and some underclassmen by course). Other tests are given throughout the school year as needed. The CPR, American Civics, U.S. Constitution, and Missouri Constitution tests are given and must be successfully passed in order to fulfill requirements for high school graduation.

#### *Reading Intervention and Improvement Plans I-110-S*

iReady is a diagnostic assessment that is given 3 times a year. iReady assists teachers in designing lessons and individualized interventions in the areas of Reading and Math.

### *Teaching About Human Sexuality I-120-S*

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction. All curriculum materials used in the District's human sexuality instruction are available for review prior to its use in instruction. Human sexuality is covered during health classes, typically taken in 9<sup>th</sup> grade. Parents will be notified in advance of their student receiving this instruction.

### *Graduation Requirements I-190-S*

Requirements for Graduation: Students receive credits toward graduation in grades 9-12. Students who earn 26 credits shall be eligible for graduation.

English (English I & II required)	4 Credits
Math (Algebra 1 required)	3 Credits
Science	3 Credits
Social Studies (American History, World History, American Government required)	3 Credits
Practical Arts (.5 credit Personal Finance required)	1 Credit
Fine Arts	1 Credit
Physical Education	1 Credit
Health	½ Credit
Electives	9.5 Credits
U.S. and Missouri Constitution Tests (Required for graduation)	
Total Credits required	26 Credits

For a more complete statement of the requirements, refer to the course description handbook or ask the counselor for a complete list of graduation requirements. Students must comply with all other requirements for graduation as set forth by the Board of Education or the State Department of Education. Students have the option to enroll in virtual courses, including courses through MOCAP. Launch is the District preferred provider for virtual education. Midterms will be sent home each quarter and grades will be available for parent access in the PowerSchool records program. Report cards are distributed at the conclusion of each of the four nine-week grading periods. Semester grades will be calculated at the completions of the second and fourth quarters and placed on the student's permanent transcripts.

### Graduation Recognition System

The West Platte Senior High School graduation recognition system will recognize our graduates who achieve top levels during their high school careers.

This recognition is commonly known as the Laude graduation system. Students are able to earn achievement and honors distinctions based on their success in their chosen high school courses.

Laude Levels:

Summa Cum Laude “With Highest Distinction”

GPA: 4.0 and above

Magna Cum Laude “With Great Distinction”

GPA: 3.99-3.87

Cum Laude “With Distinction”

GPA: 3.86-3.75

“With Honors”

Graduates can earn “*With Honors*” designation. Graduates earning this designation have demonstrated success in West Platte’s most challenging courses. To earn “With Honors” designation, a student must earn a minimum GPA of 3.75 in no less than 7 semesters of weighted courses.

### *Valedictorian and Salutatorian*

West Platte Senior High School will recognize the Valedictorian and Salutatorian in each graduating class. Beyond these top two honors, no students will be assigned a class rank. The valedictorian will deliver the student speech during commencement exercises.

### *Missouri State Graduation Requirements*

Students are required to earn a minimum of 24 units of credit to be eligible to receive a high school diploma. Accumulation of credits begins with the ninth grade year.

Specific credit requirements are:

Language Arts (3 must be English).....	4
Social Studies - 3 total must be earned, including the following specific courses:	
U.S. History .....	1
World History.....	1
Social Studies elective .....	1/2
Government .....	1/2
Mathematics.....	3
Science (1 credit must be a biological science & 1 credit must be a physical science) .....	3
Fine Arts .....	1
Practical Arts .....	1
Physical Education.....	1

Health .....	1/2
Personal Finance .....	1/2
Electives .....	7
TOTAL MINIMUM CREDITS .....	24

*Public Notice Section 504 I-125-S*

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District’s duty.

The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District’s jurisdiction regardless of the nature or severity of the person’s disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the District’s Director of Special Services, Paula Chambers, 1103 Washington Street, Weston, MO 64098, (816) 640-2263, ext. 1105, [chambersp@wpsd.net](mailto:chambersp@wpsd.net). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

*Public Notice Special Education I-125-S*

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending a private school within the District, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed Monday – Friday (8:00 am – 4:30 pm) in the office of the District's Director of Special Services, Paula Chambers, 1103 Washington Street, Weston, MO 64098, (816) 640-2263, ext. 1105, [chambersp@wpsd.net](mailto:chambersp@wpsd.net). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

#### *Virtual/Online Courses I-160-S*

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. Launch is the District preferred provider for virtual education. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at <https://wpsd.net/cms/one.aspx?portalid=750812&pageid=24899724> and District Policy.

#### Technology F-265-S

##### *Cell Phone Guidelines*

Cell Phone Guidelines (7-12): Students must turn off their personal devices when the 7:59 bell rings, and may turn them on and use them upon dismissal of school. If students are using their cell phone without staff approval, or it goes off, they will receive an office referral and their phone will be confiscated. Only an emergency will constitute allowed student cell phone use.

Cell phones will be confiscated for all violations and require parent pick up of phone for violation #2 or higher.

- 1<sup>st</sup> Offense-30 minute detention, confiscation, parent contact
- 2<sup>nd</sup> Offense-60 minute detention, confiscation, parent pick up
- 3<sup>rd</sup> Offense-1 day ISS, confiscation, parent pick up, loss of phone privileges for remainder of year, student must turn in phone to office each morning
- 4<sup>th</sup> Offense-1 day OSS
- 5<sup>th</sup> Offense and Above-3 days OSS

Cell Phone Guidelines (PK-6): Cell phones and personal devices may not be used in the elementary during the school day. Students are to keep devices off and in their backpack. Any devices on or being used during the day will be confiscated and require parent pick up. The district/school is not responsible for any lost or damaged items.

#### *Technology Devices and Acceptable Use Policy*

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

#### *Acceptable Use*

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

#### *Unacceptable Use*

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

#### *User Agreements*

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

### *Safety and Cybersecurity*

The District monitors the online activities of students and operates a technology protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

### Building Information

## **Scholastic Information**

### Elementary Grades and Progress Reporting

Parents will receive a report card at the end of each quarter. We also send a progress report home at the middle of second, third and fourth each quarter.

Elementary uses standards-based grading. Students are scored on a scale of 1-4 on how well they have mastered a standard. They are assessed through a variety of methods including tests, quizzes, conferencing, and daily work.

- 1 = Does Not Demonstrate Understanding
- 2 = Demonstrates Understanding with Support
- 3 = Demonstrates Understanding with Little/No Support
- 4 = Consistently Demonstrates Understanding

Behavior is also assessed for various expectations:

- + = Satisfactory
- = Needs Improvement

Specials Classes use the following scale:

- E = Exceeds Expectations
- S = Demonstrates Steady Growth
- L = Demonstrates Limited Growth

### Secondary Grading System-Point System

All teachers will give a copy of their grading policy to the students on the first day of school. The grading system is as follows: All grades will be based on a point system. Everything that a teacher lists in the grade book will be listed by points, or percent, with the exception of quarter semester grades. Point totals at the end of each quarter and at the end of the semester will be used to determine the letter grade. Points are to be given for the following types of evaluation:

1. Tests minor/major
2. Homework
3. Class participation
4. Extra Assignments
5. Projects
6. End of Course Finals (for applicable courses)

Any questions about grades need to be made in a timely fashion. Inquiries should begin with the teacher. If questions remain, the next step is to discuss the issue with the principal. Grade Point Average (GPA) is computed for students beginning with their freshman year and is maintained throughout the senior year. GPA is used in figuring honor roll, honors designation, and Valedictorian and Salutatorian. The GPA is also given to colleges when they request student information for entrance as well as scholarship decisions. All grade point averages will be figured using a weighted system.

Junior High Retention Policy

Students in 7<sup>th</sup> and 8<sup>th</sup> grade must earn passing grades in the courses listed below in order to be promoted to the next grade level. If a student does not meet these minimum academic requirements, he/she will be retained in the same grade level for the following academic year.

- A student must pass 5 of the 8 core semesters in one school year. The core classes are math, science, social studies, and English. If a student passes 4 of the 8 core semesters, that student will have the opportunity to recover one core semester in summer school, which will then result in promotion upon successful completion.

Weighted Classes

Advanced Composition/Creative Writing  
 English Literature/Intro to Fiction  
 AP English Language & Composition  
 AP English Literature & Composition  
 AP Spanish IV  
 College Algebra/Trigonometry  
 Calculus  
 AP Physics I  
 Chemistry III  
 Western Civilization  
 AP Music Theory  
 Advanced Computer Applications  
 College Accounting  
 AP Computer Science Principles

Grading Scale

<b>Letter Grade</b>	<b>Percentages</b>	<b>Grade Point</b>	<b>Weighted Grade Point</b>
A	94-100%	4.0	4.4
A-	90-93%	3.67	4.037
B+	87-89%	3.33	3.663
B	83-86%	3.0	3.3
B-	80-82%	2.67	2.937
C+	77-79%	2.33	2.563
C	73-76%	2.0	2.2
C-	70-72%	1.67	1.837
D+	67-69%	1.33	1.463
D	63-66%	1.0	1.1
D-	60-62%	0.67	0.737
F	0-59%	0	0

Honor Roll

Student must have attained a Grade Point Average (GPA) of:

- Principals Honor Roll:                   GPA of 3.81 to 4.0  
 Academic Honor Roll:                   GPA of 3.67 to 3.80

B+ Honor Roll:

GPA of 3.33 to 3.66

### Race Program

West Platte offers the RACE program for all juniors and seniors. To qualify, a West Platte graduate must maintain no less than a 95 percent attendance rate (cumulative), earn no out-of-school suspensions, and complete no less than 100 hours of community service (before graduation). Qualifying juniors and seniors can earn scholarship money for each AP or dual credit course taken with the following requirements: if taking an AP course, the student must earn at least a “3” on the final AP exam; if taking a dual credit course, the student must earn at least a “B” for the final grade. Juniors and seniors earn the scholarship incentive each year on a maximum of three classes in combination of AP and dual credit.

### Academic Letter

Students who maintain a high level of academic achievement are eligible for an academic letter. The requirements are as follows: Senior High 9-12: GPA of 3.5 or better for two years (4 semesters) along with active membership in at least one academic club.

### Schedule Changes

Most of the courses offered at West Platte are full year courses. Course changes will be kept to an absolute minimum. The schedule change policy below will be strictly enforced. Students are expected to adhere to the courses requested. A student’s schedule will be changed for the following reasons **ONLY**:

1. Prerequisite Courses: Many courses require a prerequisite. If a student has not met the necessary prerequisite, a new course will be substituted.
2. Duplicate Credit: The student has already taken the course and passed it (exceptions include: College Algebra/Trig for high school credit, then dual credit, Band, Flags, Choir, Physical Conditioning).
3. Graduation Requirement: A course that is required for graduation **MUST** be taken (this will usually only apply to seniors who are meeting graduation requirements during 2<sup>nd</sup> semester).
4. Failed Course: The student failed the 1<sup>st</sup> semester of a course and continued enrollment in the course is unlikely to result in a passing grade for 2<sup>nd</sup> semester.
5. More Challenging Course: Request to move to a more rigorous/challenging course (at the discretion and the teacher and administration).

If a schedule change is necessary, a Drop/Add Form with parent signature must be submitted to the counseling office at the start of the semester. Once the deadline (established by administration) has passed, requests for schedule changes will not be accepted. Students are expected to adhere to their schedules for the entire semester unless a teacher recommendation is made for a class change. Upon that recommendation, a meeting with the parent, teacher, student, and counselor will be initiated.

### Removal From Class

A student will be removed from class only when the administration and teacher feel that removal is the best educational alternative for the student. Removal from a class for disciplinary reasons will result in a grade of F being placed on the student's permanent record.

### Vocational-Technical School Requirements

To apply for the Northland Career Center, a student must be on pace to graduate in their four-year plan. The application process is similar to a job application, requiring letters of reference, statements of interest, as well as information from the principal and counselor.

## ***Missouri State High School Activities Association (MSHSAA) Activities***

*Mission:* The mission of West Platte Athletics is to provide student athletes with the opportunity to reach their full potential by developing leadership skills such as perseverance, integrity, and work ethic. We expect that our athletes will take pride in their performance in the classroom as well as in competition. Student-athletes will respect themselves and all aspects of the game. Our goal is to provide all competitors with realistic feedback and knowledge to succeed in society.

*Vision:* Our vision at West Platte creates a culture that supports all programs by establishing a competitive atmosphere where all student-athletes possess a desire to win. Our program provides life-long experiences while developing positive citizens who exhibit pride in school and community.

### *Values:*

- Integrity
  - Citizenship- guides decisions/actions in competition, classroom and community
  - Committed to doing the right thing at all times
  - Honest and straightforward with communication
- Respect
  - Sportsmanship
- Work Ethic
  - Effort
  - Perseverance
  - Team work
- Accountability
- Passion
  - Contagious, competitive spirit
  - Willing to sacrifice, always willing to put team before self

The following provisions apply to all Athletics and Activities governed by the Missouri State High School Activities Association. While the rules and regulations in some spots are more stringent for an athletic team than for an activity, these provisions govern both. There are several spots noted where a set of rules only pertains to an athletic team. Below are the Athletic teams and Activities offered by West Platte R-II

Athletics: Baseball, Basketball, Cross Country, Football, Softball, Volleyball, Track and Field, Wrestling.

Activities: Academic Bowl, Band, Cheer, Choir, Dance.

### *Athletic/Activity Program Philosophy*

Interscholastic activities shall supplement the secondary curricular program. Most worthwhile experiences to students result in learning outcomes that will contribute toward the development of the attributes of good citizenship. Emphasis shall be upon teaching through school activities. To this end, only interscholastic activities are justified.

Definition of Athlete: Anyone participating in sports, band competition, vocal music competition, pompon or cheerleading.

### *Academic Requirements*

The coaches, directors, and administration of West Platte High School believe the first priority of a student should be his or her academic development. Our athletic programs offer opportunities for social, physical, and emotional development, but these objectives are considered a second priority when compared to academic development.

Eligibility to participate in extracurricular activities is a privilege, which is attained by meeting the following standards. Only by abiding by all of these standards can you be considered eligible to take part in extracurricular activities. These standards are to be used as set forth by the MSHSAA which are also printed in this handbook.

1. Students must be enrolled in a minimum of six (6) subjects to meet the MSHSAA requirements.
2. Students must pass a minimum of 6 classes in a semester in order to participate in extracurricular activities the next semester.
3. In order for a student to remain eligible for extra-curricular activities they will also be expected to behave as a good citizen. Students who are habitually absent or late to class, who create problems in or out of the classroom, who must be continually spoken to by the administration, teachers or coaches, may find themselves ineligible for their actions alone. No student is to participate in any activity if he or she has not been in attendance the complete day of the activity without having made prior arrangements with the office and received permission to do so. This includes practices of any kind.
4. Those students who have an "IEP" program on file will receive special consideration in that they must make standard progress in all of their subjects.

5. Extra-curricular activities will be defined as all those events or activities which are associated with interscholastic competition with other schools.
6. It is the responsibility of each student to be familiar with these requirements.
7. Any student enrolling in school after the first eleven days of the school year will be placed on probation for that quarter until an official transcript is received from the previous school. If a student enrolls after the 4<sup>th</sup> week of a particular quarter, he or she will be on probation through the following quarter also. Once an official transcript is received, the status of that student will be reviewed.

Hopefully, the desire of each student to participate in extracurricular activities will motivate him or her to become a better student and citizen.

### *Citizenship Standards*

The following is taken from the official Missouri State High School Activities Association Handbook.

“Students who represent a school in interscholastic activities must be credible citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon them or their school are not considered “credible” citizens. Conduct shall be satisfactory in accord with the standards of good discipline. A student shall not be considered eligible while under suspension. The student who is 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.”

The ideas reflected in these paragraphs have been used in the establishment of the following disciplinary provisions.

- *School Attendance*

Students must be in attendance on the days of participation in an event whether it be a practice or a game. To be in attendance a student must be in school all day with the exception of a doctor or dentist appointment, funeral or other principal, asst. principal, or athletic director pre-approved absence.

If a student is absent on a Friday, or the last day of the school week, he or she will not participate on the following Saturday unless it was because of a doctor or dentist appointment, funeral or other principal pre-approved absence. Students cannot participate in an activity until they have been in attendance for a full school day.

Participants must be in school, on time, the day after participation in an activity. Failure to do so will result in possible disciplinary action. Exceptions will be made if the parents notify the school before 9:00am that day and the absence or tardy is recognized as excused by the administration.

- *Truancy*

A second offense for truancy will result in removal from extracurricular activities, as detailed below:

**Truancy or Tardiness**– Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

- *Practice Attendance*

A participant who misses a practice will be excused only if he or she has informed the coach in advance of the missed practice. Absences that will normally be considered excusable include doctor or dentist appointment, funeral or other principal or coach pre-approved absence. The penalty for unexcused misses from practice is discussed in the next section of this handbook.

- *Inappropriate Behavior In School*

Participation in athletics is a privilege granted to those students who show the ability to conduct themselves properly in school. Participation is not a student's right. Participants must therefore maintain a certain degree of good conduct in the classroom and other school settings or activities. The privilege of participation may be taken away if a participant has excessive behavioral issues.

If a student is assigned an **Out of School Suspension** he or she, on the first offense in an academic year, will be ineligible to participate in extra-curricular activities during the suspension. Each coach/director will deal with any additional consequence during that season.

Inappropriate behavior in school that results in an **In School Suspension**, or cases of unexcused absences from practice will be dealt with and considered as being equal offenses. The athletic director, sponsor or coach will deal with the participant.

- *Inappropriate Behavior At An Event*

Athletics/Activities is one of the most visible parts of our school system. Rarely is the public given an opportunity to see the other functions of our school as often as they see our athletic or activity programs.

The behavior of our participants is very important. Our participants represent not only themselves but also their classmates, parents/guardians, school and community. We must therefore stress proper behavior and the consequences for improper behavior in our athletic/activity programs.

A participant exhibiting unsportsmanlike behavior due to uncontrolled anger or frustration will be removed from that contest and miss the next contest. This includes cursing, verbal threats, or physical confrontation during a contest.

Fighting in any form will not be tolerated. Fighting includes pushing, wrestling, striking or any other aggravated act toward another person. If attacked by another, we expect our participants to protect themselves and then back away from the situation. Striking a person, no matter who initiates the situation, will not be considered self-defense. If a participant is involved in this type of situation and acts in a manner other than simply protecting him or herself, he/she will then have been considered to be fighting. If a participant fights, he or she will be removed from the remainder of the current game and held from the next contest.

- *Missing Competition*

A participant receiving the consequence of missing a contest will travel with the team and sit on the bench, or any other area designated for the team, for that contest, and the student will not attend in full uniform. For the purpose of these rules, a contest is defined as all pre-game routines through the length of competition played on one date. A contest in track would be one entire meet and a contest in volleyball would be one entire match. A two-day event, such as state/district wrestling or track meets will be considered as one contest.

- *Tobacco, Alcohol, Drugs*

The use of tobacco products, alcohol, or drugs, limits a participant's ability to perform up to his or her potential. If a coach or school administrator confirms that an athlete is culpable of using or possessing tobacco, alcohol, or drugs, whether in season or out of season, the first offense will result in a suspension for 25% of the team's contests. If the athlete is not participating on a school team at the time of the infraction, he/she will serve 25% of the team's contests in the next sport he/she participates in. Participants must practice but will not be allowed to participate in any scheduled contests or pre-game routines during this suspension period. A second offense will result in a suspension from all extracurricular activities for the rest of the school year. A third offense will result in a suspension of 365 calendar days from participating in extracurricular activities.

### *Injuries*

It is important that participants inform a coach of any injuries sustained during a practice or contest. In most cases the coaches will be aware of participants who are hurt, but situations can happen where the coach might not have noticed an injured athlete. Coaches must be informed of any such cases so that the proper actions are taken.

### *Athletic Trainer*

West Platte School District contracts the services of an Athletic Trainer. The trainer will be at all home events, setting a priority on where the trainer is most likely needed on dates when there are multiple home events. The trainer will also travel to away high school football games due to the high risk of injury. If there are no home events (or away high school football games), the trainer will be available on the complex for practices.

Participants who have missed practice or school at a doctor's request must have a doctor's release before he/she will be allowed to practice. This is for your safety as well

as ours. In certain situations, the school may require a doctor's release before participating.

### *Dress Code*

Individual coaches/directors may establish dress codes for their participants on contest days and penalties for not being in compliance. All participants representing West Platte High School are expected to wear appropriate clothes. Participants should dress up when attending award ceremonies. Hats or ball caps are not considered part of appropriate dress. Uniforms should never be worn by any person to whom the uniform was not checked out. Special exceptions may be made at times with the approval of the principal or athletic director. Any clothes or uniforms associated with an athletic activity are not to be worn inside out.

### *Transportation*

Participants must ride the school bus to games. Exceptions may be made for the participant to ride with a parent, coach, director, or school administrator in emergency situations such as a doctor or dentist appointments, funerals, and others. These arrangements must be communicated to the sponsor or an administrator prior to the event.

Participants will be expected to ride the school bus back to their home community or to West Platte following a contest. Exceptions will be made only when the participant's parent(s) or legal guardian communicates to the activity sponsor or coach, granting the athlete permission to use another means of transportation, or if the parent(s) or guardian signs a standard sign-off sheet for alternate means of transportation home from an event. A failure to comply for the first time will result in a punishment decided on by the coach, director, and/or athletic director. A second offense could be a cause for suspension.

### *Debts Due to Loss of Equipment*

Expensive equipment and uniforms are checked out to the participants for their use in our programs. The participants and their parents are responsible for the proper care and washing procedures of these items. The athlete, or parent/legal guardian, will pay for items that are lost, stolen or damaged through improper use or excessively faded and discolored by improper washing. These measures are necessary to enable the athletic program to continue to outfit participants and provide the safest equipment affordable.

If a participant owes money to the athletic department because of equipment not returned or damaged, he or she will not be allowed to participate in any contest of any sport until the money has been paid. The athlete will be allowed to practice, thus giving him or her an appropriate amount of time to pay the fines.

### *Letter Policies*

Individual coaches/directors may establish letter policies for the participants in the sports in cooperation with the building administrator. A copy of those policies will be on file in the athletic director's office and may be viewed upon request.

### *Training Rules*

Individual coaches/directors may establish training rules for the participants and penalties for those not following those rules in cooperation with the building administrator. These training rules will be given to the participants when the pre-season practice begins. An athlete who is dismissed for disciplinary reasons will not be allowed to join a different athletic team during the same season.

### *Tattoos*

Inappropriate tattoos will be covered before individual participation will be allowed. Inappropriate would be described as obscene, offensive, gang related or pertaining to drugs or alcohol.

### *Parent/Coach Communication*

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, everyone is better able to accept the actions of the other and provide greater benefit to students. The following is an outline of what all parties may anticipate.

#### Coach expect from Parents:

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and/or expectations.

#### Parents expect from Coach:

1. Philosophy of the coach.
2. Expectations the coach has for your student as well as all the players on the squad.
1. Location and times of all practices and contests.
2. Team requirements, i.e. fees, special equipment, off-season conditioning.
3. Notice of discipline resulting in the denial of your student's participation.

#### Appropriate Topics:

1. The treatment of your student mentally and physically.
2. Ways to help your student improve.
3. Concerns about your student's behavior.

#### Inappropriate Topics:

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student-athletes/participants.

If you have a concern to discuss with a coach, the following procedure should be followed. Call to set up an appointment with the coach. Do not attempt to confront a coach before, during, or after a contest or practice. These can be emotional times for both the parent and the coach. If you do not receive a satisfactory resolution you may call the athletic director and set up a meeting with the coach, principal, and athletic director. At this meeting the appropriate next step can be determined. Please keep in

mind all parties should have the goal of maintaining a positive experience which promotes team values and goals.

*Missouri State High School Activities Association Rules and Regulations (\*Denotes That Band And Choir Are Excluded)*

The following rules and regulations are excerpts from the MSHSAA Official Handbook.

- PARENTAL PERMISSION

Prior to each year of interscholastic athletic participation, a student shall furnish a statement signed by their parent(s) or legal guardian which grants permission for the student to participate in interscholastic athletics/activities.

- PHYSICAL EXAMS and INSURANCE \*

Any student that participates in an athletic activity shall be required to provide the school with a physician's certificate that states that the student is physically able to participate in said activity. A physical exam certified by a medical professional will be valid for a duration of two years (730 days) from the date of issue. A student will not be allowed to practice or compete in an activity until the school has been provided with verification that he or she has basic athletic insurance coverage.

- CONDITIONING STANDARDS \*

Each squad must have fourteen days of practice on fourteen different days in all sports. Individual athletes must have participated in these fourteen practices prior to the first game. The exception would be if the student was a participant of another school's activity program immediately preceding (within 7 days) coming to West Platte and has had the fourteen days conditioning.

- SEMESTERS of PARTICIPATION

A student shall not participate for more than four (4) seasons while in grades 9 through 12 in any interscholastic activity. These will be during the student's first eight (8) semesters of attendance in high school beginning with is or her entrance in the ninth grade and the eighth semester will follow immediately the seventh semester.

A student is eligible for only two (2) semesters in both the seventh and eighth grades beginning with the first semester of entrance in each grade. A student who is repeating a grade is not eligible.

- AMATEUR and AWARD STANDARDS

Awards: A student may accept an award for participation in an athletic contest, or for athletic honors or recognition of athletic achievements in the interscholastic program. Awards presented to students shall meet the following criteria.

- a. A student may receive the following symbolic awards: unattached school letters or emblems, medals, ribbons, trophies, certificates, etc.

- b. A student shall not have accepted or competed for the following types of awards: services, cash or gift certificates.
- c. A student may receive an award of merchandise items (one or more) which together do not exceed a total value of \$250.00. The total value of all items shall be calculated using the manufacturer's suggested retail price for each item.
- d. A student may receive an award of commemorative jewelry of a value greater than the merchandise award limit in recognition of achievements in the school athletic program only if purchased and awarded by the school.
- e. A banquet sponsored by other than the school shall not constitute a violation if arranged with approval of the school administrator.
- f. An award presented to a student in recognition of achievements in the school athletic program by a non-school organization or individual shall be approved in advance by the school administration. Editor's Note: No award presented shall contain artwork or sponsorship contrary to the standards of the interscholastic program.
- g. This standard shall not prevent a student from signing an agreement which binds him or her to play only for a particular team or an athletic letter-of-intent with a university or college.

- **AGE STANDARDS**

A student shall not have reached the age of 19 prior to July 1<sup>st</sup> preceding the opening of school. Is a student reached the age of 19 prior to July 1<sup>st</sup>, the student may be considered eligible for that school year.

To be eligible for junior high competition against teams all in a particular junior high grade classification, the student shall not have reached the following ages prior to July 1<sup>st</sup> preceding the opening of school: Grade 7, 14 years and grade 8, 15 years.

If a student does not meet the age standard for a particular grade classification, that student may compete on a team of a higher grade classification. Seventh and eighth grade students will not compete with or against students in grade 10 or above except in cases where they attain the age of 15 prior to July 1<sup>st</sup> preceding the opening of school and their school does not sponsor a separate ninth grade team in the sport at issue, or where they attain the age of 16 years prior to July 1<sup>st</sup> preceding the opening of school.

- **NON-SCHOOL COMPETITION**

During the sport season a student represents his or her school by competing in an interscholastic athletic contest. The athlete shall neither practice nor compete as a member of a non-school team or as an individual participant in organized non-school competition in the same sport. However, he or she may compete in organized non-school competition in other sports in which MSHSAA member schools compete interscholastically under the following conditions: no school time is missed to compete and practice for or travel to the site of such non-school competition unless the absence is approved in advance by the school administrator; and the student will not practice or

compete in the non-school competition on the same date he or she practices or competes for the school.

- TRANSFER of ENROLLMENT STANDARDS

The following standards are for the purpose of assuring fairness to all students;

- Students who transfer for reasons other than promotion are ineligible for 365 days unless their cases meet the standards under the following exceptions.
  - If there is a corresponding change of residence of parent(s) or legal guardian from the district where a student has been in attendance to the new district, the student will be eligible. A transfer of residence during the school year for the primary purpose of making a participant eligible shall not be accepted. Guardianship shall be recognized under this standard only if appointed for the primary purpose of making a participant eligible shall not meet this standard. A change of residence under this rule shall consist of the moving of all household properties to the new address and the parent(s) and student actually living there. A second family residence shall not meet the requirements of this standard.
  - The Board of Control of the MSHSAA may grant a student eligibility who does not meet the Transfer Standards when sufficient evidence is provided to show that it was necessary for the student to transfer because of unforeseen, unavoidable or unusual circumstances. These circumstances include, but are not limited to: broken home conditions, death of parent(s) or guardian, abandonment, and provided the transfer was not for athletic reasons and there was no undue influence.
  - A student must be eligible in all respects at the school from which he or she is transferring to be eligible at the school to which he or she is transferring.
  - Even though a student transfers schools under circumstances which do not meet the terms of the Transfer of Enrollment Standards, he or she still may be granted eligibility to participate in interscholastic athletics if the student qualifies under the following terms and conditions; (1) the student whose name has been included in a school eligibility roster at any level for a given sport during the 12 calendar months preceding the date of such transfer can be eligible only for sub-varsity competition in that sport. (2) The student may have unrestricted eligibility in all other sports in which his or her name has not appeared on a school eligibility roster. Eligibility can be granted provided the athletic eligibility is approved by the principals of both the sending and receiving schools; the Board of Control and provided there is no athletic purpose involved in the transfer. (approval must be granted in the special MSHSAA form provided.
- LIMITS ON CONTACT \*(excludes band and choir)– Junior High and High School

A limit of 20 contact days is allowed per sport, per gender during the summer. Sports contact between any coach for a particular sport and gender and any student enrolled at the member school or who will be enrolled in and attending the member school that fall will count as one day of contact toward the limit of 20 days for that sport. Weights and conditioning is not considered contact for the purpose of this rule.

- College/University-Conducted Events for Individual Students During the School Year

Students may participate in athletic recruiting or instruction events that are directly sponsored by a college or university, conducted by that college or university's coaching staff for the sport concerned, and held on its campus, under the following provisions.

- a. Compliance with Governing Body: These events shall adhere to the rules and regulations for such offerings as outlined by the governing body of which the college or university is a member (NCAA, NAIA, NJCAA, etc.).
- b. College/University-Conducted Recruiting Events: Events in which one or more students participate in physical activity including individual or group drills and/or limited scrimmages (not complete games) for the purpose of revealing, demonstrating or displaying the student's athletic abilities in a specific sport to the coaching staff of the organizing college/university for recruiting purposes. During the academic year, no school time may be missed to travel to or participate in the event, without the prior approval of a school administrator
- c. College/University-Conducted Individual Instruction Events: Instructional clinic or group lesson events which involve individual instruction in a specific sport that is provided by college or university coaching staff and include activities designed to improve overall skills and general knowledge in the respective sport. The primary emphasis shall be on teaching individual player skills, and there is no complete game competition other than limited scrimmage situations. During the academic year, no school time may be missed to travel to or participate in the event, without the prior approval of a school administrator. The student does not have to be accompanied by an approved school coach during the respective interscholastic sport season.

Each individual school has the authority to set more restrictive citizenship standards and to judge students under those standards.

Any member school has the authority to set any restrictions that it deems advisable.

*Guidelines for Non-Traditional Students who Desire Eligibility to Participate in MSHSAA Activities/Athletics*

1. Non-traditional students must enroll and attend two classes (1.0 credits) each semester. Pursuant MSHSAA By-Law 2.3.4.c, these two classes must be seat-time classes taken within the school building they desire eligibility with.
2. Non-traditional students shall attend the school within their attendance area in which the student resides per West Platte board policy.
3. Upon initial enrollment the building principal or designee will review past classes, academic history, credits, logs, attendance, transcripts, etc. to determine "prior semester" credit earned to determine eligibility status.
4. The building principal or designee will review current semester classes enrolled in to approve and validate "outside" courses/credits are sufficient in allowing the nontraditional student to meet the 80% rule.

5. Non-traditional students will be provided clear confirmation of West Platte close date of the semester: this same timeline for completion of courses will also be in place for nontraditional students outside courses.
6. Non-traditional students must meet the essential eligibility standards, including the citizenship standard, semesters rule, age rule, etc. as traditional students.
7. If the non-traditional student participates in band or choir, they must be enrolled in the associated class in order to participate in music activities.
8. All non-traditional students will be held to the same policy and standards as traditional students set forth by West Platte student and activity handbooks.
9. Once enrolled, non-traditional students must enroll in all sequential semesters to maintain eligibility.

It should be noted some programs offered by West Platte are cut sports/activities with a tryout process. Non-traditional students will have the same opportunity as traditional students to make teams in cut sports through the try-out process, but no student is guaranteed a spot on any athletic team

*NOTE: If you have questions regarding any rules, regulations or procedures concerning the athletic program, please contact the respective coaches, the athletic director or school administration.*

*NOTE: Any of these rules may be superseded by board policies or a MSHSAA rule change.*

### ***Extra-curricular Activities and Clubs***

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

Elementary Clubs and Organizations  
Bluebotics Club  
Book Club  
Character Council  
Chess Club  
Chorale

Designation Imagination  
Girls on the Run  
Let Me Run

### Secondary Clubs and Organizations

**Student Council** - The Student Council is a representative body of students whose purpose is to recognize and discuss student problems, promote better relations between the students and the faculty, promotes school citizenship, and sponsor projects beneficial to the student body. The Student Council is under the direction of the school administration. All of the council's actions are subject to the approval of the administration. The West Platte Student Council is governed by a constitution. If any student or groups of students have a matter they would like to have the Student Council consider, they must contact the President of the Student Body or their class representative.

**National Honor Society** - The National Honor Society is an honorary organization that recognizes outstanding students at West Platte High School. Membership is limited to sophomores, juniors and seniors and is determined by the academic record, service to school, leadership and character. The faculty selects members for the National Honor Society. New members are chosen each spring and initiated at the Tapping Ceremony.

**FBLA** - Future Business Leaders of America is the national youth organization for high school and college students and is designed for all business students. It is sponsored by the National Business Education Association, a department of the National Educational Association. FBLA encourages improvement in scholarship, promotes school loyalty, and strengthens the confidence of young adults in themselves and their work.

**FCCLA** - is an organization open to all high school students who have taken or are enrolled in a home economics class. The purpose is to promote a better understanding of home and community life, promote international goodwill, and to develop creative leadership.

**Science Club** - The West Platte Science Club is an organization made up of student's grades 9-12 who are taking a science class. Each year the Science Club sponsors the annual West Platte Science Fair.

### Co-Curricular Activities

**West Platte Athletic Code and Lettering Requirements** - See separate West Platte Activities Handbook

**State Eligibility for Co-Curricular Activities** - The following regulations concerning student eligibility are set by the MSHSAA. All schools that participate in co-curricular activities on a competitive level must belong to MSHSAA and abide by the state rules. Besides the ones listed, there are other eligibility requirements that relate to specific areas. Should you have questions or need information related to one of these, please contact the principal's office.

Sportsmanship - If you should commit an unsportsmanlike act while participating in an activity, you will be subject to consequences from school administration. If your conduct as a spectator is found to be unsportsmanlike you could be barred from attending any athletic contests.

The items within this handbook are subject to change by approval from the West Platte Board of Education or administration. Any decision made by the Board of Education will be implemented as approved.

### ***School Cancellations and/or Early Dismissal***

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the District's communication system to notify students and parents/guardians. Announcements will also be made on Kansas City TV and radio stations and the District website. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

All changes/cancellations to extra-curricular activities and sports will be reflected on the online district calendar, website, and district social media (when possible). When available, the athletic director will send out recorded phone messages to participants and their parents about changes and cancellations. Addresses and directions to away events are listed on the district calendar on the appropriate date.

### ***Arrival and Dismissal Procedures***

#### Leaving School

Students will be permitted to leave school under the following circumstances:

1. Illness-verified by the office.
2. Presenting a valid doctor or dental appointment card.
3. By parents telephoning the school. A person other than the parent will be accepted if prior written permission is on file in the office.
4. By parents coming to the school personally to get the student.
5. Note from parent. The note should be given to the office upon arrival at school in the morning.

A pass to leave will be issued. The student will present the leave pass to the appropriate teacher and to the office before leaving the building. Note\* All reasons for allowing a student to leave the building do not translate to excused absences. Leaving school for lunch is considered an act of truancy.

#### Elementary Arrival/Dismissal

Students may begin entering the building when the doors are unlocked at 7:35. Students that enter after the tardy bell at 8:05 must have a parent sign them in at the elementary office.

At the end of the school day, parents are asked to wait outside in the designated area for their child. Follow the established traffic pattern of 2 car lines in the elementary parking lot. Staff will be on hand to ensure students' safety; parent cooperation and attention during this time is also essential.

Car riders, Feathers, and walkers will be released at 3:05  
Bus students will be released at 3:10

### ***Before/After School Care Program***

The West Platte School District offers the Feathers Program for students who need before and after school care. The program is designed to provide a safe, well-supervised and fun environment for children preschool through 6th grade. Each day students can work on homework, enjoy snacks, and participate in a variety of indoor and outdoor activities. We have a variety of indoor and outdoor activities that students may choose from. A snack is provided each day. The registration fee is \$25 per student.

We offer several scheduling options to fit your needs. You can enroll in full time before and after school care, full time after school, part time after school, full time before school, or part time before school. Students who attend 3 days or less are considered part time. We have a limited amount of drop in spaces available for families that are enrolled. For full time before and after school care, the rate is \$240 per month and for part time before and after school care, the rate is \$160 per month. If you need additional prices, please contact Mrs. Tanya Lock.

The Feathers program follows the school calendar. We are open on any day when school is scheduled from 6:30 a.m. to 7:30 a.m. and 3:05 p.m. to 6:00 p.m. We have extended hours on early release days for an additional fee of \$5.

If you are interested in Feathers, or would like more information, please contact Mrs. Lock through the elementary office at **(816) 640-2811** or visit the District's website at: <https://wpsd.net/cms/one.aspx?portalid=750812&pageid=981532>.

### ***Deliveries***

Deliveries must be made to the office and can be picked up by students at the end of the school day.

### ***Parties/Celebrations***

Elementary: students are allowed to bring treats to share with their classmates on their birthday. They should require minimal time to hand out and there should be enough for

the entire class. Keep in mind food allergies in your child's class. Only store-bought, sealed, and packaged items will be allowed.

### ***Lockers***

All secondary students are assigned lockers at registration. Backpacks should remain in lockers during the school day. Lockers will be checked periodically, and students are directly responsible for the contents and cleanliness of their locker. Students will be charged for damage to their locker and are subject to random and arbitrary searches by the administration, as well as searches to maintain the integrity of the school environment. Locker changes are to be made in the office. To assist all students with security, the school has purchased locks for each locker. For this reason, it is the expectation of the administration that assigned locks be used and turned in by the students at the conclusion of the school year. Any damaged or missing locks will result in a \$5.00 fee.

### ***Supply Lists***

Supply lists are available on the District website.

### ***Student Parking***

The first two rows are reserved for staff until after 7:40 AM. Upon arrival, students must enter the building promptly.

### ***Counseling***

Counseling services are available in the areas of academic, social/emotional, and post-secondary/career preparation. Social work services are available through Tri-County. For more information, please contact the counselor.

### ***Master Calendar***

The master calendar is located in the front office. All events that involve West Platte Students must be placed on the calendar at least two weeks in advance.

### ***Books, Materials, Supplies and Uniforms***

During the course of the school year, students normally check out books and materials purchased at school expense. It is implied in each case the students will take reasonable care in the use of these materials and equipment. In instances where care has not been taken by the student, the student is responsible for payment of damages of these materials. The ruling also applies to co-curricular activities. Students who damage or fail to return books, equipment, uniforms, etc. will be charged for their replacement.

### ***Tutoring***

Please inquire with individual teachers and our counselor. The school offers several tutoring opportunities for students.

## ***Field Trips***

Field trips are set up by grade level teachers to enhance curriculum. Students are required to have a permission slip signed by a parent. Any student not having a permission slip signed by a parent/guardian and on file at school is not permitted to go on the field trip. Please be reminded that fieldtrips are an earned privilege. If a student is not performing in the classroom, it is possible he/she will not attend the fieldtrip.

## ***Recess***

An important component of school is recess. Winter sometimes causes modifications in recess play, but we feel it is still important the children go outside when weather permits. We may have different opinions as to when weather (particularly temperature) is acceptable for outdoor activities. We assure you the teachers who supervise playground activities are aware of the weather conditions and would not deliberately jeopardize any child's well-being; but, these teachers also know the importance of 10 minutes of healthy play by appropriately dressed children. We ask for your support in this matter by reminding your child to wear their gloves, hat, etc. when going outdoors.

## ***Parent Teacher Conferences***

The West Platte School District has 2 scheduled parent/teacher conferences each year. This is a time for parents to discuss the progress and needs of their child with the teacher. Teachers or parents may request a conference at any time during the school year.

## ***Personal Possessions***

It would be helpful if your child's personal possessions, such as coats, hats, boots, gym shoes, gloves were labeled with your child's name. Do not bring anything irreplaceable or large amounts of cash to school. The school is not responsible for lost or damaged items. All trading cards, games, iPods, Gameboys, or toys of any kind should be left at home as it causes a distraction to the learning process. Student cell phone usage at school is prohibited, as this will cause classroom disruptions. If a student brings a cell phone to school it must remain off and in the student's backpack. If a student uses a cell phone at school during the school day the cell phone will be confiscated, this does include texting. Any electronic device confiscated at school must be picked up by a parent/guardian.

## ***Emergency Drills***

Fire Drill - Procedure for fire drill will be done by announcement over the intercom. Each room will have instructions posted as to what procedures and exits are to be used for each particular class. Regularly scheduled drills will be performed to help improve the efficiency and safety in case of a fire. All students are asked to follow the directions of the teachers in the event of such an emergency. The following general procedures should be observed by each student: DO NOT TALK-SILENCE is essential even in a drill so that persons needing help can be heard and so that all students can hear the directions that are being given by the teacher in charge. Leave all books, etc. Do not try to go to the lockers or get belongings. Walk don't run or push. Upon leaving and

returning to the building students are not to be getting drinks or going to the rest room. This is an emergency drill, not a class break. Remain quiet after leaving the building until the all-clear has been announced.

Tornado Drill - Procedure for Tornado drill will be done by announcement over the intercom. Each room will have instructions posted as to what procedures and exits are to be used for the particular class they are in. Again, the same general procedures used for the fire drill apply to a tornado drill. Please follow them.

### District Policy Information

#### *English Language Learners S-150-S*

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into more than 100 languages.

For more information about the programs for students with LEP or assistance for families, please contact:

Name of Coordinator: Paula Chambers  
1103 Washington Street  
Weston, MO 64098  
Phone #: 816-640-2236  
Email: [chambersp@wpsd.net](mailto:chambersp@wpsd.net)

#### *Title I.A.*

Our district utilizes a schoolwide Title program. The purpose of the schoolwide program is to use the key elements of Title I. A. to upgrade the entire educational program of a school so that all students can reach high educational standards.

#### *Parents Right to Know*

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- Whether your student’s teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student’s teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

*Annual Title I.A. Evaluation*

Each Title I.A school must conduct an annual evaluation. Data should be collected throughout the school year and reviewed as a whole in the Spring to:

1. Determine the effectiveness of the program.
2. Determine the strengths and weaknesses of the program.
3. Establish needed program improvements.

For more information about Title I.A programs, please contact:

Name of Coordinator: Paula Chambers  
 1103 Washington Street  
 Weston, MO 64098  
 Phone #: 816-640-2236  
 Email: chambersp@wpsd.net

**Pupil Rights Amendment:**

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District’s collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact the building principal.

All District policies can be located at: <https://wpsd.net/>.

*School Nutritional Program F-290-S*

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

#### *Tobacco-Free Policy C-150-S*

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

#### *Firearms and Weapons F-235-S*

Possession of weapons, including concealed weapons, on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

### Signature and Form Requirements

- *Photo/Video/Audio Release Form*
- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*
- *West Platte High School Athletic and Activities Participation Acknowledgement*

Throughout the school year, there may be times that the District staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audio/videotape students, or interview students for school-related stories in a manner that would individually identify a specific student. These images or interviews may appear in District publications, District-approved social media sites, in the news, or other organizations' publications.

I, Parent/Guardian of (please print) \_\_\_\_\_, provide to my child's school and to the District permission to use my child's photographs, image, and/or recordings for the purposes mentioned above. I understand and agree that the District may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. Further, I consent that such photographs, images, recordings are the property of the school for District use clear of any claim on my part. I therefore agree to allow my child to be photographed, audio/videotaped, or interviewed by the news media or other organization for school related stories or articles.

Parent/Guardian Signature:

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Parent/Guardian Name (please print):

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Date:

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\*Students 18 years of age or older may sign this release form for themselves.

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for a communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District’s parent portal, a secure measure, to check your child’s school information and progress.

I, Parent/Guardian of (please print) \_\_\_\_\_, provide to my child’s school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

\_\_\_\_\_

Email Address(es):

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

Date:

\_\_\_\_\_

*Student Technology Usage Agreement*

*Students*

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy, my access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal action.

Student Signature:

\_\_\_\_\_

Student Name (please print):

\_\_\_\_\_

Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent Technology Usage Agreement Permission Form*

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy, access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

\_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

Date: \_\_\_\_\_

\*Students 18 years of age or older may sign this release form for themselves.

I acknowledge that I have received and reviewed the 2020-2021 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

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Parent/Guardian Name (please print):

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Date: \_\_\_\_\_

\*Students 18 years of age or older may sign this release form for themselves.

*West Platte High School Athletic and Activities Participation Acknowledgement*

Dear Parent(s) or Guardian:

The West Platte R-II Board of Education has adopted the Student/Parent Handbook, which includes rules and provisions governing the Athletic and Activities program of West Platte High School. We feel that all parents, as well as participants, should read and understand this handbook. All participants will have to abide by these rules and provisions if they wish to participate in athletics or activities at West Platte. The District reserves the right to change these rules and provisions at any time and the changes will become effective immediately. The District will notify students and parents when changes are made.

We are requesting that both students and parent(s)/legal guardian sign below for verification that this handbook has been read. **STUDENTS WILL NOT BE ALLOWED TO PARTICIPATE UNTIL THIS IS RETURNED WITH SIGNATURES**

Please return to:                      Mr. Ryan Nichols  
Athletic Director  
West Platte R-II High School  
1103 Washington Street  
Weston, MO 64098

Students Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Addendum Title IX C-131-P

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name:	Paula Chambers, Special Services Director
Address:	1103 Washington Street, Weston, MO 64098
Email Address:	<a href="mailto:chambersp@wpsd.net">chambersp@wpsd.net</a>
Phone #:	(816) 640-2236 ext. 1105

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

**Public Notice**

The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, students, newly-enrolled students, newly-hired employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District.

Adoption Date(s): August 19, 2020
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