

# Winfield Middle School



## STUDENT HANDBOOK 2021-2022

WINFIELD MIDDLE SCHOOL  
207 8<sup>TH</sup> Street  
WINFIELD, MISSOURI 63389

*Learning Today. Leading Tomorrow.*

Telephone: (636) 668-8001

Fax: (636) 668-6044

Website  
[www.winfield.k12.mo.us](http://www.winfield.k12.mo.us)

**WINFIELD MIDDLE SCHOOL 2021-2022**  
**Bell Schedule for Regular Day**

Lunch is based on 5<sup>th</sup> Hour classes

<b>Period</b>	<b>6th &amp; 8th Grades</b>	<b>7th Grade</b>
Release to class	7:16	7:20
1	7:20 - 8:10	7:24 - 8:14
2	8:14 - 9:04	8:18 - 9:08
3	9:08 - 9:58	9:12 - 10:02
4	10:02 - 10:26	10:06 - 10:30
5	10:30 - 11:40	10:34 - 11:44
A - 6th Grade Lunch	10:30 - 10:50 <small>All Students report to class by 10:53</small>	10:30 - 10:50
B - 7th Grade Lunch	10:55 - 11:15 <small>All Students report to class by 11:18</small>	10:55 - 11:15 <small>Release at 10:53 to Cafeteria</small>
C - 8th Grade Lunch	11:20 - 11:40 <small>Release at 11:18 to Cafeteria</small>	11:20 - 11:40 <small>End of lunch release at 11:44</small>
6	11:44 - 12:34	11:48 - 12:38
7	12:38 - 1:28	12:42 - 1:32
8	1:32 - 2:22	1:36 - 2:22

**Locker Usage Schedule**

7:16-7:20 a.m. for 6<sup>th</sup> and 8<sup>th</sup> Grade and 7:20-7:24 a.m. for 7<sup>th</sup> Grade.

10:26-10:30 a.m. for 1<sup>st</sup> Lunch Shift Students; after lunch 10:50-10:53 a.m.

10:53-10:55 a.m. for 2<sup>nd</sup> Lunch Shift Students; after lunch 11:15-11:18 a.m.

11:18-11:20 a.m. for 3<sup>rd</sup> Lunch Shift Students; after lunch 11:40-11:44 a.m. for 6<sup>th</sup> and 8<sup>th</sup> grade (7<sup>th</sup> grade will remain in the cafe until 11:44-11:48 a.m.)

1:28-1:32 p.m. for 6<sup>th</sup> and 8<sup>th</sup> Grade and 1:32-1:36 p.m. for 7<sup>th</sup> Grade

**Hints for success at Winfield Middle School**

1. Organize all your things, like your locker, backpack, assignments, and time.
2. Participate in class, take notes, ask questions, join a club, team, or activity.
3. Set goals, start small, grow, and celebrate along the way.
4. Have a growth mindset, thinking positive about yourself at ALL TIMES.
5. Keep up on all your assignments and follow your grades on SIS360.
6. Take care of your Chromebook, keep it charged, and use it for school work.
7. Minimize social media use and pay attention to your digital signature.
8. Plan and prepare for success by focusing on learning and understanding.
9. Have fun, work hard, and be nice, even when things aren't perfect.
10. To have a friend, be a friend, assume positive intent, and avoid the drama.

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## **Section II: District Information**

### **Lincoln County R-IV Board of Education**

Kerry Boyd, President	Paul Behle, Vice President
Jim Taylor, Member	Kevin Kaimann, Member
Nick Martin, Member	Carl Hines, Member
Penny Zerr, Member	

### **District and Middle School Administration**

Daniel Williams	Superintendent	636-668-8188
Chris Mitchell	Assistant Superintendent	636-668-8188
Ronda Haight	Director of Special Services	636-668-8188
Jeremy Davidson	Middle School Principal	636-668-8001
Patricia Mix	Middle School Counselor	636-668-8001
Noriann Berry	Administrative Assistant	636-668-8001
Erin Hesselbach	Activities Director	636-566-6317

### **Our Mission Statement:**

Recognizing that all students have the right to be educated to their fullest potential, the mission of our school is ***“Learning Today. Leading Tomorrow.”*** To accomplish this mission, Winfield Middle School (WMS) will provide a nurturing environment for the total educational development of our students.

### **Our Vision:**

The staff, parents, students, and community of Winfield Middle School have a shared vision...

ESTABLISH AND PROMOTE A POSITIVE ENVIRONMENT THAT WILL:

- Foster student pride in the school and community
- Involve the greater community and build the community's pride in Winfield Middle
- Implement consistent and fair discipline
- Create productive, responsible, and respectful citizens

CREATE AN ACADEMIC CLIMATE WITH:

- High expectations that hold all students accountable
- Diverse, challenging, and engaging assignments and assessments that require higher-order thinking skills
- Support for all students
- Collaboration between teachers to promote practices that increase student learning

### **Winfield Fight Song**

Joyous and ever loyal, let us cheer for Winfield High  
We'll be together, now and forever,  
Winfield's banner we'll hold high  
We all are trying to make it better  
and we're all so full of zest  
We'll give up anything so Winfield stays the BEST!  
Loyal and full of spirit, we are all for Winfield High  
Let every heart sing, let every voice ring  
There's no time to grieve or sigh  
It's ever onward, our course pursuing  
We'll defend our honor true  
But united we will boost for our Winfield High School

**Dear WMS Students,**

It is time to begin the 2021-2022 school year at Winfield Middle School (WMS)! We want to welcome our new and returning students back to school. We hope you are excited and ready for a great year filled with learning, fun, and hard work.

This handbook contains essential information regarding our school rules and expectations approved by the Board of Education. We ask that you take the time to read this student handbook. It is important that you familiarize yourself with the details of the handbook so that you better understand the rules and expectations at WMS.

At WMS we desire the best for every student and we look forward to helping you grow and develop into the excellent young adults you are designed to be. Developing and maintaining excellence is not accidental. Everyone has a part to play if we are to achieve excellence, reach our goals, and develop our full potential. Together, we can accomplish great things!

Students, our staff will provide the quality instruction that you deserve and that your parents expect. We are focused on learning and we will achieve our greatest successes by supporting one another in a respectful and compassionate environment. I'm glad that you are a part of Winfield Middle School and I know that each student will have a fantastic educational experience this year.

Learning today. Leading Tomorrow

Winfield Staff

## Section III: Grading

Grades are assigned using the following scale:

Letter Grade	Percentage	Descriptor	Grade Point Value
A	90-100%	Excellent	4.00
B	80-89%	Above Average	3.00
C	70-79%	Average	2.00
D	60-69%	Below Average	1.00
F	Below 60%	Failing	0.00

### 70-30 Grading Policy

Quarter and semester grades will be weighted as detailed in the chart below

**70% of the grade includes: ASSESSMENTS    30% of the grade includes: DAILY WORK**

Culminating Projects	Homework (please see note)
Summative assessments	Warm-ups/Do Now
Common assessments	Organization (agenda, notebooks, etc.) (Daily)
Formative assessments	Collaboration (any group work-see note)
Unit exams	Participation
Research papers	Effort
Reports	Practice
Essays	Preparation
Culminating Performances	Extension
Quizzes	Enrichment
Compositions	Anything that is done mostly away from school
Exhibits	
Products	
Presentations	
Debates	
Simulations	
Labs	

\* DAILY WORK is defined as anything related to practice, preparation, extension, or enrichment.

\*ASSESSMENT is defined as anything related to the evaluation of a Final Product.

\* Group work: Only individual learning components of a group project go into the 70% category; anything that cannot be identified or accounted for individually goes into the 30% category.

### Assessment of Retake Procedure

In order to enhance student learning, WMS has adopted an assessment retake procedure. Any student that fails a summative assessment (Test) with a 59% or lower will be required to retake. The student will be placed in Advisory with the teacher in which they failed for a minimum of one day before the retake will be given. Required retakes will take place before/after school or Advisory if necessary.

If a student feels they did poorly on a formative (quiz) or summative (end of unit/chapter test) and they would like to improve their score they can request a re-take. In order to request a re-take, the student must talk to the teacher, request a retake form, complete the retake form appropriately, and set an approved date with the teacher to re-take. All requested retakes will be done before or after school only. Semester finals and all state-level assessments do not fall under this procedure, these assessments are only given once at the designated times. Teacher and administration discretion can be made on retakes. No retakes will be allowed after progress (mid-term of a quarter) or the end of the quarter.

## **Grade Point Average**

A student's grade point average (GPA) is computed by dividing the total grade points earned by the number of courses completed.

## **Homework**

Homework is an integral part of the learning/education program because students need to practice the skills they learn at school and need to learn the discipline of accomplishing assigned work. Homework should...

Be well planned with a specific purpose

Be clearly related to ongoing class work

Graded and returned to the student in a timely manner

Provide specific feedback to students on their progression in meeting the learning objective

Provide an opportunity to practice concepts taught in class

Have clear procedures and expectations including due dates

Be manageable for the students (15–30 minutes per class)

## **Late Work Procedure**

If a student turns in an assignment one day late they can receive up to 90% credit on the assignment. If the student turns in an assignment two or more days late they can receive up to 80% credit on the assignment until progress (mid-term of a quarter) OR end of the quarter, whichever comes first. After progress (mid-term of a quarter) or end of the quarter, grades on assignments will no longer be accepted.

<b><u>Progress Dates</u></b>	<b><u>Quarter Dates</u></b>
1 <sup>st</sup> Qtr. 9/24/21	10/22/21
2 <sup>nd</sup> Qtr. 11/23/21	12/22/21
3 <sup>rd</sup> Qtr. 2/4/22	3/11/22
4 <sup>th</sup> Qtr. 4/14/22	5/20/22

## **Progress Reports**

Progress reports will be sent to the parents/guardians via email halfway through each quarter. Families without emails will receive a hardcopy delivered through their students.

First Quarter report cards will be distributed to parents during Parent-Teacher Conferences in October.

Second, Third, and Fourth Quarter report cards will be sent via email at the end of each quarter. Paper copies of the report cards are available upon request.

## **Zero's**

The gap between a 0-50 on the traditional grading scale can be detrimental to the success of students who put the effort into school work but simply struggle to maintain adequate grades. At WMS we choose to close the F gap to more closely reflect the 10% increments of grades D through F. If a student turns in an assignment or assessment and fails with less than 50% the student will receive a 50% on the assignment or assessment. A student that fails to turn in (no effort) an assignment or assessment will receive a zero. Students will have until progress (mid-term of a quarter) or the end of the quarter whichever comes first to complete assignments and/or assessments.

As a parent, when you check your students' grades on the SIS parent portal, it is important to remember a zero in the grade book is a reminder that your student(s) have a missing assignment/assessment(s). Please check your SIS portal weekly. Please remind your students to turn in all work.

## **Response to Intervention (RTI)**

To better help the different learning levels of students at WMS, we have developed a model of RTI that best meets the needs of our students within the time frame of our advisory. Response to Intervention (RTI) is a multi-tier approach to identifying and supporting students with learning needs. What that means is teachers, or groups of teachers, identify students' needs and develop interventions to help them be more successful learners. At WMS, we will be using a three-tiered approach to help meet the needs of our students.

RTI will occur during advisory times on Wednesdays and Thursdays for the 2021-2022 school year. On these two days, the advisory times will be extended to 38 minutes to ensure that interventions have ample time to take effect. These days, our students will be placed into one of the three-tiered groups of students (see below). A student will be placed in these groups based on the following criteria:

**Tier 1:** This tier makes up around 75% of the student population. In this group, students will not be allowed to have any F's, and they do not need extra support to succeed at WMS (based on grades and teacher conversations). This group of students will have some flexibility to enjoy free advisory times on these days.

**Tier 2:** This tier makes up around 15-20% of the student population. Students who are placed in tier 2 groups will be placed here due to failing grades. If a student has 1 or more F's, they will be placed in this group. Students will remain in this group until they eliminate all F's and progress, mid-term, or end of the quarter has been established (once they are in Tier 2, they will remain there until progress, mid-term, or end of the quarter).

**Tier 3:** This tier makes up around 5-10% of the student population. Students placed in tier 3 groups will be placed here based on Developmental Reading Assessments (DRA) Scores, IXL Assessments, Evaluate Assessments, and Teacher Professional Input. A student placed in tier 3 will remain in this group for a minimum of 1 quarter. At the end of the quarter, if the appropriate growth is identified, a student may be removed from the tier 3 intervention.

### **Monday Building-Wide Reading Initiative:**

Due to the push for RTI interventions, we will do our best to not assign homework on Fridays at WMS. This does not mean a student will not have work to complete. If students do not get their work done promptly, they may have to do work over the weekend. As a piece of the RTI program, we will be incorporating a building-wide reading day. Mondays will be a building-wide reading day in advisory time. We are reducing homework on Fridays to allow students and teachers to enjoy the reading day while developing stronger and more confident readers.

## **Section IV: Attendance and Absences**

### **Arrival**

Upon entering the building, students having breakfast will go directly to the cafeteria. All other students should report to their respective hallways and are expected to head to their first-hour class. Classes start at 7:20 am and all students are to be in their assigned location at that time.

### **Dismissal**

To ensure a safe, orderly departure from school, the following procedures will be used to dismiss students:

- Bus riders are dismissed at 2:22 pm over the intercom. Car riders and walkers will remain in their classrooms until dismissed by intercom.
- Students who are identified as bus riders must bring a note to use alternative transportation home. If students do not bring a note, they will follow their normal routine for dismissal.
- If a student needs to ride a bus other than their assigned bus, they must have a note from a parent or guardian. The student will present the note to the office and will receive a bus pass to give to the driver.
- If a student is going home with another student, a note from **BOTH** parties involved must be presented to the office to ensure the safety of our students.

### **Absence Guidelines (Excused or Unverified)**

- Parents will be contacted about daily absences as well as receive weekly updates.
- Following the 6<sup>th</sup> absence in a semester: Parents will be contacted by letter; as well as the local juvenile authorities regarding excessive absences...
- Any absence from class as a result of a school-sanctioned activity is not recorded as an absence for purposes of this policy.
- Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and maybe one factor considered in promotion/retention decisions.
- Any exceptions to the items cited above shall be approved by the Board of Education.

### **Excusable/Verified Absences**

In case of absence, it is the responsibility of the parent/guardian to notify the school. The absence will be recorded as unexcused if a note or telephone call is not received.

Excusable/Verified absences include, but are not limited to:

- Illness of the student (Doctor's statement is required for excused absence).
- Death in the family.
- Family emergencies.

The following procedures should be followed by students who are absent:

- The student shall obtain assignments from teachers.
- Check Google Classroom for assignments from teachers.
- Assignments shall be obtained in advance if the absence is foreseen and all assigned work shall be submitted upon returning to school.
- All classroom work shall be completed as indicated by the classroom teacher upon return.

### **Perfect Attendance**

A high correlation exists between regular attendance and success in school. Any student who has Perfect Attendance (i.e., not missed a day/hour of school for any reason) will receive special recognition at the end of the school year.

### **Sign-In/Sign-Out Procedures**

Arriving at school on time allows students to engage in as much instructional time as possible. Students are expected to be in class when school begins at 7:20 am. If a student is late to school 10 or more times, the student will be referred to Lincoln County juvenile authorities. Students arriving after the start of the school day must report to the office to be **signed in by the parent** (or provide a signed note from the parent). Failure to properly **sign-in** and/or **excessive unexcused** late arrivals will cause the student to be considered truant and subject to disciplinary action.

If at any time during the school day it is necessary for students to leave the building because of illness, or for any other reason, students must be personally **signed out** by the parent/guardian through the WMS Office. Students who leave the building without signing out through the WMS Office will be considered truant and will be subject to disciplinary action.

### **Student Attendance**

The Board of Education has established the following rules and regulations regarding attendance, absences, and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

Parents (guardians) must call the office the morning of their child's absence. (The telephone number is 636-668-8001). If no one picks up please leave a message with your child's name, his/her grade level, the reason for the absence, and the anticipated length of the absence. Upon the return of your child to school a note should be sent stating the reason for the absence and the dates of the absence. This note should be signed by the parent/guardian.

Verified absences include, but are not limited to:

1. Illness of the student (Doctor's statement may be required to support such absences).
2. Days of religious observance.
3. Death in the family.
4. Family emergencies necessitate absence from school. Notify the school in advance when such absences are foreseen.

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
2. All assigned work shall be submitted upon returning to school.
3. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.

### **Tardiness**

A student will be counted tardy to class if they are not in their assigned classroom and in their assigned seat when the bell rings. If a student is sent back to their locker to get materials because they failed to bring the appropriate materials to class and they do not make it back to the classroom in their assigned seat before the tardy bell rings they will be counted tardy. The administration will use the first few days of school to help students adjust to going to their lockers, etc. Tardies will not count until students are notified by the administration of the date in which tardies will begin counting.

Students will be allowed six (6) tardies per class per quarter. Each time a student is tardy; the teacher must confer with that student and remind the student of the consequences for being tardy. Once the student has been tardy to class six times the student will receive an office referral from the teacher and serve lunch detention with them. Any tardies after the sixth will result in an ASD, and parents *must* be notified.

### **Truancy**

Truancy is being absent from school without parent or administrative permission. Students who are truant from school will receive discipline according to the Code of Conduct.

NOTE: Juvenile Office will be notified of any student 16 years of age or younger who is absent from school for a non-valid reason.

### **Unverified Absences**

Attendance patterns for all students will be monitored. Absences are unverified when a student is absent without the permission of parents or school officials. Students who are unverified when absent will have 24 hours to provide verification from parent/guardian or they will be considered truant from school. Absences that are not verified will be investigated by the principal and/or staff and appropriate action taken.

## **Section V: Athletics/ Extra-Curricular Activities**

Seventh and eighth-grade students have the opportunity to participate in cross country, football, volleyball, basketball, track, softball, and/or cheerleading. WMS adheres to the MSHSAA policies and guidelines. Please refer to the District Athletic Handbook or MSHSAA's website for these guidelines.

<http://www.mshsaa.org/Activities/Eligibility/EligibilityStandards.aspx>

### **Activity and Organizational Meetings/Events**

Meeting locations and times of all clubs and activities will be announced by the Athletic Director's office or as determined by the activity sponsor. Members are expected to attend scheduled meetings and events. Failure to do so may result in the student being dropped from the activity/club.

### **Semi Dance/After-School Activity Policy**

Students must be in attendance for a FULL school day on the day of the Semi dance in order to attend and a FULL school day in order to attend/participate in an MSHSAA sponsored event. For any event occurring on days when school is not in session, the student must have attended school for the required time period on the prior school day. Students on Social Probation are not allowed to attend any after-school sponsored activity. In order to attend a student must comply with the Good Standing Policy under general information.

## **School Sponsored Activities and Trips**

Sponsors who are on a school-sponsored activity are responsible for all students on the trip. School rules apply at all school activities regardless of their locations. Students are to be in school on the day of the activity in order to participate. Students are expected to travel both to and from such events with the school sponsor, teacher, or coach. Any deviation from this policy needs to be cleared through the Athletic Director and/or the Principal prior to departure. Students are expected to follow the rules of common courtesy and safety. Students who fail to follow the school and sponsored policies while away on a trip are subject to disciplinary action by the school as well as local law enforcement agencies. In order to attend a student must comply with the Good Standing Policy under general information.

## **Student Conduct at Events**

Student spectators and participants must be in school for a FULL school day in order to attend athletic and/or activity type functions scheduled on the same day. All students are encouraged to attend such activities and to support those who participate in them. This support is expected to reflect good sportsmanship, crowd behavior, and respect for those performing. No student has the right to intimidate, insult, threaten, or distract in any way, the performers, guests, officials, or players. The audience should express support for all participants and do so in a positive manner. Those spectators who fail to show good sportsmanship at school activities will be warned of their behavior. Continued poor sportsmanship can result in their removal from the premises and if necessary, they may be banned from attendance at any or all school activities.

## **Section VI: Expectations for Student Behavior and Code of Conduct**

### **School-Wide Positive Behavior Support (SW-PBiS) and Matrix**

The Winfield R-IV School District participates in School-Wide Positive Behavior Support. Our goal is to help each student develop self-discipline. Together, the home and school share responsibility for developing good citizens. Parents, teachers, and students must work together to maintain a safe learning environment. The SW-PBiS program is based upon our philosophy of recognizing the positive contributions of students. Students who take responsibility to follow school-wide expectations and behave positively will be recognized and rewarded in a variety of ways. Students will also know there are consequences that will result when they choose not to meet school-wide expectations.

### **Implementation Plan**

**This plan is designed to implement the school-wide positive behavior support system in the most efficient manner at Winfield Middle School. Each topic is clearly defined and support materials are provided. Teaching responsibilities are assigned to the most appropriate school staff members. Our specific goals are as follows:**

- I. Teach classroom expectations and school universal expectations.
- II. Introduce and provide specific behavior examples for each expectation:

### **Be Respectful, Be Responsible, and Be Resilient**

III. Teach expectations through the “teach-model-practice” sequence (Tell students expectations, model expectations, and have students practice appropriate behaviors).

IV. Prompt students and use pre-corrects to use specific behaviors prior to “problem spots.”

Examples: 1. “Someone tell me how we show respect when we walk down the hall?”

2. “Remember to be safe by keeping hands, feet, and other objects to yourself.”

V. Provide specific and public positive feedback to students who display critical skills.

Be sure to let students know what rule he/she followed and the specific behavior he/she displayed.

Example: “Lawrence, you did a great job being responsible when you turned in your homework on time!”

VI. Celebrate student achievement through school-wide assemblies and classroom incentive programs.

**In all school settings, Winfield Middle School Warriors are expected to Be Respectful, Be Responsible, and Be Resilient because it’s the Warrior Way:**

- A teacher is expected to maintain a level of discipline in the classroom which is conducive to a positive learning environment. A well-organized and skillfully conducted class will have fewer discipline problems.
- Your presence, stature, and tone of voice affect the reaction of a class to you. A positive attitude will help you to maintain a positive classroom setting.

## **PBIS Expectations**

Winfield Middle School believes that success is possible for all students and that some traditional forms of discipline are not as effective in changing inappropriate behavior. One avenue that has been found to be successful in helping teachers help students is the use of the PBIS Model.

### **Redirects**

A redirect happens when a teacher personally asks a student if they can handle their unwarranted or off-task behavior i.e. “Could you please stop talking?” If a student gets a second redirect, they should be moved to a safe seat.

### **Safe Seat**

A safe seat is a designated area in the regular classroom where a student may be asked to move to if his or her behaviors are affecting the learning environment of others. A student may request a safe seat as well if they are feeling like it would be a way to remove themselves from unwarranted or off-task behavior. If a student is placed in a safe seat or chooses to move to a safe seat, they are expected to be quiet and to complete their work independently. They may raise their hand to ask for help from the teacher. Any unwarranted or off-task behavior while in the safe seat will result in being moved to a buddy room with a think sheet.

### **Think Sheet**

A think sheet may be given to a student that has been exhibiting unwarranted or off-task behaviors in the classroom. A think sheet is a tool used to assist students in the reflection of the unwarranted or off-task behavior. A think sheet will need to be completed correctly and the student will need to process with the teacher (who provides the think sheet) before they will be allowed to return to the class. A student will have two consecutive days to process with the sending teacher. The teacher should seek out the student before school or after school (or Advisory if necessary) to process. If the processing does not occur within two days an office referral will be given. See appendix for Think Sheet.

### **Buddy Room**

It is a place where a student is sent if the safe seat did not work out for them and they should stay there until the end of the class. The buddy room is designed as a place where a student can calm down, think about what got him/her there, and reflect on how to prevent a buddy room from reoccurring. While in the buddy room the student will be responsible for taking ownership of his/her behavior and for developing a plan (think sheet) to avoid similar problems in the future. The think sheet is required for students placed in the buddy room and it requires the students to reflect on their behavior and to make future changes. While in a buddy room a student is expected to sit quietly, work on the think sheet, complete work, and to not disrupt the classroom environment with unwarranted behaviors. If a student is removed from the buddy room, it will be an automatic referral to the office.

### **Processing With a Teacher**

When a student has been removed from class with a think sheet to a buddy room, the student will need to take ownership of his or her behavior as they complete the think sheet in the buddy room. After the student leaves school and takes the think sheet home to speak to his/her parents about the unwarranted behavior or off-task behavior, they are expected to come back to school the next day ready to process with the sending teacher (teacher that sent him or her to a buddy room). Processing is an opportunity for adults to clearly communicate their concerns and observations and for students to be involved in creating a workable solution to deal with his or her unwarranted or off-task behaviors. Students have two consecutive school days to process with the sending teacher. If the processing does not occur within two consecutive days an office referral will be given.

### **Steps to a Buddy Room**

- 1) The teacher gives one personal redirect to the student for unwarranted or off-task behavior.
- 2) The teacher gives a second personal redirect to the student for unwarranted or off-task behavior and then moves him or her to the safe seat.
- 3) The teacher gives the third personal redirect to the student in the safe seat for unwarranted or off-task behavior and then moves him or her to a buddy room with a think sheet. The student will remain in the buddy room for the remainder of the hour.
- 4) The student will need to take the think sheet home to his/her parents to be signed and discussed. The student will then need to bring the think sheet back and process it with the teacher. The teacher should seek out the student before school or after school (or Advisory if necessary) to process. Failure to process for two consecutive days will result in an office referral.

## **Frequently Asked Questions**

**The students of Winfield Middle School are expected to abide by the following guidelines for behavior while on school property, on the bus or at bus stops, during school-sponsored activities, and at any location where students are representing WMS.** When students violate those rules and regulations that pertain to the good order and discipline of the student body, appropriate discipline will be administered.

No Code of Conduct can be expected to cover all infractions that impede or distract from the educational process. It will be the responsibility of the Principal to assign consequences for any type of inappropriate behavior not specifically covered in the Code of Conduct. It should also be understood that based on the circumstances of the offense, a student's disciplinary record, educational concerns, medical facts and other information that may only be known to the Principal, Special Education teachers, etc., the Principal has the authority to modify the discipline administered to a student as required.

### **Section VII: Definitions of Consequences**

#### **After School Detention (ASD)**

After-School Detention will be held from 2:30 p.m. to 3:30 p.m. on Tuesday and Thursday in a designated classroom. Staff members are allowed to administer an ASD for failure to complete assignments, classroom misconduct, excessive tardiness, truancy, or other infractions. Teachers will assign the detention and confirm with the parent the date and transportation. Students are expected to wait in the office at dismissal and attend their scheduled ASD. Failure to comply will result in being disciplined under policy "Failure to Meet the Conditions of Suspension, Expulsion or Other Disciplinary Consequences."

#### **Confiscation**

If a student is found in possession of an item that is not conducive to the learning environment or is in violation of school policy, it may be necessary for a staff member to confiscate the item(s). When this occurs, arrangements must be made for the item to be picked up by a parent or guardian.

#### **Expulsion**

The following notice to parents/guardians, the Board of Education may permanently remove a student from school up to 180 school days.

#### **Hallway Restriction**

Students may be assigned a hallway restriction in which they are dismissed before or after the bell to their next class. The student will be required to have a hallway restriction pass and will not be marked tardy.

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

As assigned by the Principal, ISS will be held in a designated classroom at the Middle School. Students who receive ISS will report to the office and collect their work for the day from their assigned teachers. ISS students will be required to complete and return all classwork in written form; no Chromebooks or electronic devices will be allowed.

#### **Long-term suspension**

A student is removed from school for more than ten (10) days. Administered by Winfield R-IV Superintendent and appealable to the Board of Education.

#### **Lunch Detentions**

Students may be required to have lunch in an isolated location away from their peers due to classroom discipline infractions or failure to meet other school-wide expectations.

**Out-of-School Suspension (OSS)**

Students who are serving OSS are prohibited from being on school property at any time during their suspension. Students serving ISS or OSS are automatically on Social Probation for the duration of their ISS or OSS and until they return to normal school. Students serving ISS or OSS will be expected to make up their work for credit (per BOE Regulations).

**Restitution**

Restitution is defined as making good or giving an equivalent (either monetarily or by community service) for damage or sustained loss.

**Short-term suspension**

A student is removed from school, not to exceed ten (10) school days, assigned by the building Principal.

**Social Probation**

If a student is assigned Social Probation, the student will not be permitted to attend any WMS related extracurricular activities, athletic events, dances, meetings, etc., either as a spectator or as a participant at both home and away events. Should a student be placed "In-School" or "Out-of-School" Suspension the student will automatically be placed on Social Probation for the same period of time and until he/she returns to normal academic classes, (i.e. students whose ISS/OSS is completed after classes on Friday are still on Social Probation for that upcoming weekend until they return to normal academic classes on Monday). In addition, a student may receive Social Probation as a possible consequence for disciplinary infractions.

**Section VIII: Conduct Violations and Potential Consequences for Violations**

**Academic Dishonesty**

Cheating on tests, assignments, projects, or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources, or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

**Arson**

Starting or attempting to start a fire, or causing or attempting to cause an explosion.

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

### **Assault**

1. 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.

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

2. 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 assault in the first or second degree.

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

### **Automobile/Vehicle Misuse**

Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move the vehicle at the request of school officials, failure to follow the directions given by school officials or failure to follow established rules for parking or driving on district property.

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

### **Bullying and Cyberbullying (see Board policy JFCF)**

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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by 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 devices, computer or pager.

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

**Bus or Transportation Misconduct (see Board policy JFCC)**

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

**Dishonesty**

Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of a forged document. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of a forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)**

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

1. Possession, sale, purchase, or distribution of any over-the-counter drug, herbal preparation, or imitation drug or herbal preparation.

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

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

**Extortion**

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Failure to Care for or Return District Property**

Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Detention or in-school suspension.

**Failure to Meet the Conditions of Suspension, Expulsion or Other Disciplinary Consequences**

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**False Alarms (see also "Threats or Verbal Assault")**

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment, or causing the evacuation or closure of district property.

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

**Fighting (see also, "Assault")**

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

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

**Gambling**

Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests, and games.

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

**Harassment, including Sexual Harassment (see Board Policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written, or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name-calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

**Hazing (see Board policy JFCG)**

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

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

**Incendiary Devices or Fireworks**

Possessing, displaying, or using matches, lighters, or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

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

### **Nuisance Items**

Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

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

### **Public Display of Affection**

Physical contact is inappropriate for the school setting including, but not limited to, kissing and groping.

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

### **Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material**

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar, or violent material including, but not limited to, pornography or depictions of nudity, violence, or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

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

### **Sexual Activity**

Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

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

### **Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)**

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

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
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Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
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2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Confiscation, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1, or any policy or procedure regulating student use of personal electronic devices.

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

4. Use of audio or visual recording equipment in violation of Board policy KKB.

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

**Theft**

Theft attempted theft, or knowing possession of the stolen property.

First Offense:	Return of or restitution for the stolen property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for the property. 1-180 days out-of-school suspension or expulsion.

**Threats or Verbal Assault**

Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

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

**Tobacco**

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation, or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

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

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation, or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

**Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2)**

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.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

**Unauthorized Entry**

Entering or assisting any other person to enter a district facility, office, locker, or other areas that are locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

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

**Vandalism (see Board policy ECA)**

Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff, or students.

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

**Weapons (see Board policy JFCJ)**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

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

2. 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).

First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

3. Possession or use of ammunition or a component of a weapon.

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

## **Long Term Suspension and Expulsion of Students**

As per Board Policy, a student may receive long term suspension or be expelled from school by the Board of Education for consistently or egregiously refusing to conform to school policies, rules and/or regulations. When such action is recommended by the Principal, the Board will review such recommendations and decide whether to proceed with an expulsion hearing.,

### **Duration of Suspension or Expulsion; Notice of Hearing; Reports of Hearing**

- No suspension shall extend beyond the 180 school day limit. A suspension maybe for a short term not exceeding ten (10) school days, or for an extended-term exceeding ten (10) school days.
- Except as authorized in subsection “3,” no suspension for a short term shall be imposed upon a student without giving the students notice of the charges and affording the student a hearing thereon. The notice may be oral or written and the hearing may be held immediately thereafter between the student and the Principal. The hearing may be conducted informally but shall include the following procedural due process requirements:

**The right of the student to be present at the hearing.**

**The right of the student to be informed of the charges.**

**The right of the student to be informed of the basis for the accusations.**

**The right of the student to make statements in defense or mitigation of the charges or accusations.**

- A short-term suspension may be imposed upon a student forthwith, and without affording the student or the parents/guardians thereof a hearing for acts that endanger other persons or property, or substantially disrupts, impedes or interferes with the operation of the school. When this occurs, a written notice of any short-term suspension and reason, therefore, shall be given to the student involved and/or to the parents or guardians thereof within 24 hours after the suspension has been imposed. In the event the student has not been afforded a hearing prior to any short-term suspension, being imposed, an informal hearing shall be provided as soon thereafter as practicable.
- No suspension for an extended-term and no expulsion shall be imposed upon a student until an opportunity for a formal hearing on the suspension or expulsion shall be afforded to the student. A written notice of any proposal to suspend for an extended-term or to expel and the charges upon which the same is based shall be given to the student. The notice shall include the time, date, and place that the student will be afforded an opportunity for a formal hearing.

## **Bus Behavior**

All rules and regulations of WMS apply to all Middle school students riding on a school bus. Additionally, expectations at the bus stop include following the Warrior Way of being safe, showing ownership, accountability, and being respectful by staying clear of the bus while waiting at the bus stop and after disembarking. Any offense committed by a student on a District-operated bus shall be punished in the same manner as if the offense had been committed at school. See Code of Conduct. In addition, bus riding privileges may be suspended or revoked.

Guidelines for addressing student misconduct on the bus:

- **1st Offense**—Conference with the Principal up to long-term suspension.
- **2nd Offense**—Correlating consequence for repeated discipline infraction and/or suspension from riding the school bus for up to 5 school days.
- **3rd Offense**—Correlating consequence for repeated discipline infraction and/or suspension from riding the school bus for up to 10 school days.
- **4th Offense**—Correlating consequence for repeated discipline infraction and/or suspension from riding the school bus for up to 20 school days.
- **Repeat Offense**—Correlating consequence for repeated discipline infraction and/or bus suspension for the balance of the semester. Any student who was suspended from the bus during the first semester will start on the 10-day suspension for the second semester.

## **Section IX: Food Services**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs or disability. To File a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

### **Breakfast/Lunch Program**

Meal and milk prices will be determined annually. Students will deposit money into their account and as students purchase breakfast/lunch, the money will be deducted from their account. In the event that a student does not have sufficient funds in their account, a cheese sandwich and milk will be provided. Free and Reduced-priced meals are available for students who qualify. Applications will be sent home to every family on the 1<sup>st</sup> day of school and are also available at the school office or online through the district webpage.

Breakfast and lunch will be offered daily. Breakfast will be served from 6:50 am - 7:16 am. Students who eat breakfast are expected to get the meal as soon as they arrive at school and to eat it in a timely manner. Students are **NOT** allowed to leave school grounds to purchase and/or consume breakfast or lunch.

### **Free and Reduced Lunch Program**

The Lincoln County R-IV School District is participating in the State's Direct Certification Program. If you receive FOOD STAMPS or if you receive AID TO FAMILIES WITH DEPENDENT CHILDREN and live in ZIP CODES – 63369, 63389, 63347, you will be notified of your Free or Reduced Lunch Status. If you live in another ZIP CODE or do not receive the above benefits, you will need to fill out and return the free and reduced lunch application that is given to students at enrollment or on the first day of school.

### **Lunchroom Procedures**

- Prepayment for lunch is required. Payment must be placed in the cafeteria “mailbox” by the start of the school day.
- Students may charge **only one** breakfast/lunch meal in the cafeteria, should they forget to replace funds in their account.
- Students are expected to report immediately to the cafeteria at the start of their lunch shift and should remain there until the completion of their 20-minute lunch shift.
- Cutting in line is prohibited.
- Trash should be deposited in waste cans. Throwing of food, milk cartons, etc. is forbidden and will result in disciplinary action.
- **Food and/or drinks must remain in the cafeteria.** This includes items purchased from the vending machines. Vending machine purchases can only be made before and after school.
- Due to a large number of students in the cafeteria, all students are expected to use a normal speaking tone and volume.
- All cafeteria workers should be treated with respect at all times.
- Students are expected to remain seated at their table unless given permission to do otherwise.
- Failure to follow lunchroom procedures may result in a lunch restriction or other consequences.

## **Section X: Health Services**

### **Student Accident Insurance**

The Board of Education recommends that all students have accident insurance. Although arranging for such insurance is the responsibility of the student and parents/guardians, the Board *may* name an insurance carrier each year to offer group rates. Participation in the group plan is optional. Parents/Guardians and students will deal directly with the insurance carrier. Students participating in interscholastic athletics and certain other activities governed by the Missouri State High School Activities Association (MSHSAA) are required to have accident insurance coverage before being allowed to practice or compete for a school team. A student will not be allowed to participate in these activities, including practices until proof of insurance coverage is received in the principal's office. The district will provide parents/guardians enrolling students in the district information about the state children's health insurance program, MO HealthNet for Kids (MHK). A parent/guardian

who, when completing an application for free and reduced-price meals, indicates that a child does not have health insurance will be notified by the district that the MHK program is available if household income is within eligibility standards.

### **School Nurse**

The school nurse is available for student medical assistance when the need arises. In addition, the school nurse can provide vision and hearing screenings to students during the course of the school year. Please advise the school nurse of any health concerns in writing at the beginning of the school year.

NOTE: Parents - PLEASE ensure that emergency telephone numbers are **CURRENT** and on file.

A student who is ill must first get a pass from his/her teacher to visit the Nurse's Office.

If a student must go home because of an illness, the Nurse will verify the illness and contact the parents. Students will not be sent home without the parent's permission. In the nurse's absence, the student's illness or injury will be evaluated by personnel in the office.

### **Immunizations**

The school nurse audits all immunization records yearly. According to Regulation 14 of the Missouri State Statutes, the parents or guardians of a child attending public, private or parochial schools must furnish the school administration with satisfactory evidence of **CURRENT, UP-TO-DATE** immunization records **BEFORE** being permitted to enroll or attend classes. In order to enroll or remain in school, students must receive immunizations as soon as they become due. The immunization requirements include each of the following diseases: Diphtheria, Pertussis, Tetanus, (DPT), Rubella ("hard" measles, or 10-day measles) Rubella ("German" measles or 3-day measles), and mumps. Specific immunization requirements will be placed in each building office for reference.

***\*\*Please note all students entering 8th grade must have the Tdap (Tetanus, Diphtheria acellular, Pertussis) and Meningococcal Conjugate vaccination with written proof submitted to the school nurse, before the first day of school, to be in compliance to meet Missouri state law before attending school.***

### **Physical Education Exemption**

Students requesting to be excused from physical education for medical or other reasons must have a written excuse from a physician or parent. Grade reductions are made for parental excuses. There is no grade reduction for an excuse signed by a physician. In order to be exempted from taking physical education, a physician's statement is required.

### **Medication Policy**

Students who are required to take medication during the regular school day must comply with the following school regulations:

- Prescription medications will be given **ONLY** on written orders from a physician detailing the name of the drug, dosage, and time interval that the drug is to be given. Written orders must be updated at the start of each new school year. Medication must be in the prescription bottle labeled with the student's name. It is requested that duplicate bottles of medication be given whenever possible – one for home and one for school. A parent or guardian should bring enough medication for the day or by the week.
- Non-prescription or over-the-counter medication will be given **ONLY** with written consent from your physician with instructions as to how the medication is to be given.
- Written permission from the parents or guardians requesting the school district comply with the physician's orders must be brought with all medications.
- All medication with permission slips must be brought to the office or the nurse by the **PARENT/GUARDIAN**.
- Medications will be stored and locked in a safe, appropriate place. A record will be kept on medications administered by the nurse or designated school personnel assigned by the school administration.
- Necessary forms can be obtained upon request.

### **Section XI: Student Drug Testing Policy (Effective July 2005)**

## **Purpose**

The educational program and drug-testing program described in these materials are part of an overall physical conditioning program at Winfield R-IV School District. The goal is not to levy discipline, but rather to aid in the discovery and prevention of possible drug-related problems. The key component of this program is opening the lines of communication between students and parents about the serious matter of drug usage and abuse.

A student using drugs is a danger to him or herself as well as other students. All students in the Winfield R-IV School District who choose to participate in extracurricular activities and students that drive to school are entitled to do so in a drug-free environment.

The program is mandatory for all students participating in extracurricular activities.

The program does not affect other policies and practices of the school in dealing with drug or alcohol use or possession where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed here. All students involved in extracurricular activities may be tested beginning with the first day of participation in the school-sponsored program. Students will also be subject to random testing as prescribed below during the activity.

## **Procedures and Guidelines**

Each school year, prior to a student's participation in a specified activity, each participating student and a parent/guardian will be invited to attend a drug awareness session. At the session, each student and parent/guardian shall receive information regarding the District's drug testing policy and its procedures. During each session, students and parents/guardians will have the opportunity to ask questions they have regarding the program.

At the conclusion of the session, the student shall take home the drug testing policy and have it signed by both the student and a parent/guardian. The policy and consent form contains the procedures for mandatory and random testing. It provides that the student must sign the consent form to be eligible to participate in extracurricular activities at Winfield Middle School. Students must also sign a consent form to be eligible to drive to and from school.

A student may refuse to be randomly tested, but if he/she chooses to do so, he/she will immediately be suspended from participating in extracurricular activities and/or the privilege of driving to and from school for 365 days and until the student tests negative.

All participating students will be assigned to the random pool for the duration of their participation in the drug-testing program. For random testing, each student will be assigned a number that will be maintained in the school office. Students who wish to drop out of the drug pool must have their parent/guardian come to the school and meet with the Activities Director. The parent/guardian must sign a release form stating that they no longer wish to participate in the drug pool. Once a student is dropped from the drug pool they are no longer allowed back into the pool for the remainder of the student's Middle school career.

## **Privacy and Confidentiality**

The testing method to be administered will be urinalysis. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing falsification of testing. Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will then go to an assigned area and wait until it is their turn to produce a specimen. The test administrator will give the student an empty specimen bottle. The bottle will have the student's number and date on it. The student will then be allowed to enter a restroom near the administrator's table and close the door to produce a urine sample. After the student produces the sample, the administrator shall date and initial the cross-reference list, establishing that the sample container has the proper number written on it. The student should witness his/her sample to verify that it is their sample being sealed. The samples will then be sent for testing. The testing lab will not be given the names of any of the students. The students will only be identified by the provided reference numbers. The test results will remain confidential and will only be released to the student, his/her parents or guardian, and the approved school officials (Superintendent, Principal, Athletic Director & Head Coach or Sponsor.) In addition, the test results will not be used for student discipline and will not become part of the school record or communicated to any other party. All files regarding the participants in the program, as well as test results, shall be kept strictly confidential and will be kept separate from the mandatory school files required for each student. Furthermore, if the student tests positive, the administration will not use or reveal a positive test result as a reason to search the student's locker, purse, backpack, or other areas in which the student

keeps his/her personal effects. Test results will not be turned over to the police or authorities without a court order and the administration will not disclose test results without a court order for purposes of a criminal investigation.

### **Verification of Sample**

Testing procedures shall be conducted according to procedures designed to ensure the integrity of specimens and the chain of custody of specimens. The initial urine sample will be split into two specimens. The first sample will be sent to the laboratory. If the first test is positive, the second test will be done immediately to verify the results. If the second test is negative, no further action will be taken. If the second test is positive, the student and parent/guardian will be notified.

### **Disclosure of Other Medications**

All currently available drug tests have the possibility of producing a “false positive.” This means that if the student is taking any over-the-counter or prescription medications, the test may produce a positive reading. In addition, certain foods have been known to produce false-positive results. However, students will not be asked about any medication they are on or possible foods that they may have eaten that could produce a positive result in the test prior to the test. Only if the initial test comes back positive will the student and his/her parents be contacted about this possibility. If the student is on medication or has eaten food that could produce a false-positive result, then the student and his/her parent must provide information to the Middle school principal that would indicate the reason for the false-positive result. The principal will then contact the test administrator and give him the possible reason(s) for a false positive. The test administrator will then contact the laboratory to determine if that is indeed the case. Students and their parents may be asked to provide proof of any medication that the student may be on. This may be done through a prescription or doctor verification.

### **Consequences**

Consequences for a positive test shall be a suspension from the participation of extra-curricular activities for a period of Fourteen (14) calendar days from when the test results were determined. The subsequent test by the student will be at the expense of the student and parent/guardian. This test must show a decrease in the level detected in the urine. This test must be administered within 45 days of the original positive test. The lab testing facility must be pre-approved by the school district and the test must include the substances tested for in the school provided program. The student may attend practice sessions, continue to attend team functions, and sit with fellow participants during activities but may not participate. After the student tests positive for illegal substances, he or she will be subject to non-random testing at the request of the administration. The student may be tested in this manner for 365 calendar days beginning from the date of the first positive results. Testing procedures will remain identical to the random testing procedures. A second positive test during the school year, mandatory or random, will result in the student being ineligible to participate in all athletics for 365 calendar days and until the student tests negative. A third positive will result in permanent loss of extracurricular activities for his/her Middle school career. Students who choose to drive to school are subject to all rules and regulations designated by the district drug testing policy.

### **Drug Counseling and Assistance**

The main goal of this drug testing policy is to educate students regarding the serious problems of drug and alcohol abuse. As such, drug counseling and assistance programs will be required by the school district for any student testing positive under this policy. Failure to meet this requirement will result in dismissal from the activity for the remainder of the season or school year. In addition, the student will not be allowed to participate in any activity until this requirement has been met. If requested by the parent/guardian, assistance in obtaining help for the student will be provided by the school counselors. Any assistance otherwise or enrollment into any other drug counseling sessions will be exclusively the responsibility of the student and parent/guardian.

### **Drugs that Winfield R-IV District will be testing for:**

Winfield R-IV District will be using a 4-panel Urine Drug Screen from Employee Screening Services, Inc. Marijuana (THC), Cocaine, Amphetamines, Opiates, will compose the 4-panel test. The student participants will be responsible for the initial drug screening (\$20) and the school district will pay for all random drug screenings.

*Note: Students and parents should become very familiar with the guidelines of the district medication policy before carrying medications onto campus or busses or will be expelled.*

## **Section XII: Student Organizations**

### **National Junior Honor Society**

The National Junior Honor Society is the nation's premier organization established to recognize outstanding Middle School students. NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, service, leadership, character, and citizenship. NJHS selection is in the spring of each school year. Students will be notified if they meet the initial requirement of a 3.5 GPA and have no office referrals are eligible to apply. Students will be notified in writing if they have been selected for membership and will have a formal induction ceremony.

### **Non-Sanctioned Student Groups/Gangs**

Winfield Middle School encourages participation in school-approved groups, clubs, and organizations that promote a positive purpose. The Board of Education (BOE) per Board Policy, prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School District. Such gangs or groups which advocate drug use, violence, death, disruptive behavior, antisocial or anti-educational attitudes, will not be allowed at WMS.

### **Student Council**

A governmental body called the "The Student Council" represents the students of Winfield Middle School. Members of the Student Council will act as the student body's representative in meeting all requests as submitted by the school administration. Students elected to the student council must maintain a "C" (2.0 cumulative GPA) and be in good standing, (NO ISS or OSS). Students who fail to maintain their grades and conduct will be removed from the Student Council. Rules and procedures that govern members of the Student Council will be developed by the members of the Student Council and will be approved by their sponsor and the Principal.

## **Section XIII: Student Recognition**

### **Distinguished Warriors**

The Distinguished Warriors is a positive recognition program that is designed to be accessible for all students who are willing to strive for it. Qualifying students will receive rewards each quarter based on the following criteria:

- **Red Level** students must have:
  - 3.5 or higher GPA
  - 90% or better attendance
  - NO ASD, ISS, OSS, or Bus Suspensions
- **Black Level** students must have:
  - 3.0 or higher GPA
  - 90% or better attendance
  - NO ASD, ISS, OSS, or Bus Suspensions

### **Student of the Month**

During school months, teachers at WMS will nominate students for the Student of the Month Award. The criteria for selection of Student of the Month include academics, school pride and spirit, student leadership, student behavior, and school service. Students will be recognized at school with a certificate and at the end of the year at parent/student breakfast.

### **Warrior of Wonder**

This positive office referral program allows staff members to recognize students and co-workers who are practicing the tenets of Warrior Way and/or academic success. WOWs should be turned into the principal for review and recognition.

### **Warrior Way Tickets**

Staff members may give Three R's Tickets to students who represent Three R's. Students turn in these tickets for a chance to win \$5 gift cards. Both the student and teacher who handed out the Warrior Way will get gift cards.

## **Section XIV: General Information**

### **Student Good Standing Policy**

If a student falls out of good standing then privileges such as field days, non-academic field trips, school dances, Advisory Challenges, etc. could be revoked. Any of the following infractions, but not limited to, can place a student on “not in good standing”.

1. A student has below 90% attendance for the semester.
2. A student that has received more than four major discipline referrals, per semester, excluding tardies.
3. Having unpaid student accounts more than \$25.00. Example: library books, technology...
4. Students must be in attendance all day on the day of any event, including dances and field trips (unless varied with a doctors note, funeral, military)
5. Any egregious act during the quarter of the event. (OSS)
6. If you have ISS or OSS on the day of an event, you may not attend the event.

### **Dress Code**

As per Board Policy 2651, a student's dress and grooming shall be neat, clean, and in keeping with community standards during the school day and at extracurricular activities.

School Administration is aware of the many different styles of dress that are being worn today by students. However, we wish to emphasize that when any type of clothing is worn which causes a distraction in the classroom, or creates a health or safety concern, the student wearing such apparel will be asked to change to an appropriate dress.

Proper dress helps determine the tone of the educational environment. The following standards are guidelines for appropriate dress code:

1. Any garment with excessive exposure in the front, back, sides, or any garment which exposes the midriff or exposes undergarments is prohibited. Girls may wear sleeveless shirts/tank tops and cold shoulder tops (no spaghetti straps, racerbacks, or off the shoulders). Boys are not to wear shirts that have open sides. No pajamas, no stuffed animals, and no blankets will be allowed.
2. All students must wear footwear.
3. Short length garments of any kind (shirts, shorts, skirts, etc.) that expose an excessive amount of a student's body may not be worn as an outer garment. As a general rule to consider, the length of shorts/skirts should come to where the fingertips touch the thighs.
4. Markings on clothing/jewelry, writing on the skin, or personal possessions must not be obscene, suggestive, advocating disruptive activity, or promoting illegal activity.
5. Clothing/jewelry, writing on the skin or personal possessions that exhibit gang-related messages, messages of death, murder, destruction, etc., are not acceptable. Bandanas may not be worn as headgear nor "flown" from the belt, backpack, or pants pocket.
6. Clothing/jewelry, writing on the skin or personal possessions that exhibit nudity, make sexual references, carry double meanings, advertise beer, alcohol, tobacco, drugs, etc. (necklaces which bear marijuana medallions) are not acceptable.
7. Clothing, accessories, or makeup, which, because of its extreme unnatural or abnormal design/color, and has the potential to create a classroom disruption are not acceptable.
8. Students are not to have the hoods of sweatshirts or hats on top of their heads while in the building.
9. Heavy chains, such as dog chains, etc. that are used to secure a wallet to one's belt, worn as a necklace or bracelet or as accessories to clothing, etc. are expected not to exceed 12 inches long. Any bracelet, necklace, belt, etc. that has metal spikes, points, barbs, etc. can also be used as a weapon and will not be worn at WMS.

***While the school cannot predict fashion trends, it does reserve the right to restrict any student from attending classes or school activities when such dress, general appearance, or conduct creates a safety, health, or discipline concern.***

### **Hallway and Gymnasium Lockers**

All students will be assigned a locker as designated on their schedule. All student lockers are the property of Winfield R-IV School District and the district retains the right to inspect lockers for any reason at any time per BOE Form 2150 (in appendix). Students assume full responsibility for the condition and contents of their assigned locker. Trading or sharing of lockers is prohibited.

### **Library**

The library will be open before school and during the entire school day. Students are encouraged to use the library both for research as well as reading for personal enrichment. A library pass from the classroom teacher is necessary for a student to enter the library during regular class time. Students are responsible for all books checked out in their name.

### **Lost/Damaged Textbooks and Equipment**

Textbooks will be furnished free of charge to all students. Students are responsible for returning the textbooks assigned to them. Fines will be assessed to those students who have lost or damaged books. Any book that is lost must be paid for before a new book is issued. Any equipment damaged by students because of carelessness must be repaired or replaced at students' expense. All fines and obligations must be paid in full before the end of the year.

### **Lost and Found**

All items found in and around the school buildings should be turned into the Lost and Found. Items not claimed by the end of each quarter will be donated to a local charity.

### **Personal Cell Phones and Electronic Devices**

Students are allowed to possess personal cell phones and electronic devices while on campus; however, student cell phones are not to be out in classrooms. Upon the first infraction, student cell phones will be collected and sent to the office for pick-up at the end of the day. In the event of a second infraction, the student's parents will need to pick up the device at the office. Students will need to follow cell phone/electronic device expectations to avoid disciplinary action stated in the Code of Conduct. School is not responsible for any lost or stolen cell phones or electronic devices.

### **Personal Property**

The Winfield R-IV District will assume **no** responsibility for the security of personal belongings brought to the school.

### **Posters, Bulletins and Hallway Decorations**

All posters and bulletins to be placed in the halls must have **PRIOR** office approval.

### **Schedule Changes**

Any changes to a student's schedule must come through a teacher's recommendation or by completing a Schedule Change Form which is available in the office. This form must be completed at the beginning of the Semester (before the end of the first week of the semester) and all requested changes are subject to denial by the administration.

### **School Closings - Inclement Weather**

There may be times throughout the school year that weather conditions may cause the school to be canceled. If school is canceled, an automated phone call will go out to parents and the local radio and television stations will be notified as soon as possible.

### **Student Issued Chromebooks**

Parents will attend one of the mandatory Parent Technology Seminars, complete proper paperwork for students to be issued an individual Chromebook. Offered at the beginning of the year **ONLY**, an optional twenty dollar (\$20) Insurance Policy is available for students wishing to take the Chromebook off-campus. Also included in the Insurance is the cost of up to two repairs, but will not cover replacement, lost cords, case, or straps. Students taking the Chromebook home are responsible for taking care of their Chromebook, making sure it is fully charged, and with them at school. Failure to follow reasonable expectations may result in the loss of these privileges accordingly. Damaged computers will be turned into the library and may take up to two weeks for repairs. Winfield School District owns a limited number of spare computers so students are encouraged to carry their own issued computers securely, **KEEP THEIR PASSWORDS PRIVATE**, and lock or close computers when not in use. Students can expect to use their computers in every classroom, so students should use their computers for educational uses and limit recreational use. Bypassing the firewall can increase the network risk, therefore, students should refrain from gaming, downloading music, and excessive recreational use. Student's browsing and website histories are monitored continuously and inappropriate computer uses will be addressed.

Gymnasium lockers are not equipped with built-in locks. Students will need to provide their own locks if they wish to secure items during physical education classes. Gymnasium lockers are only to be used for physical education classes and athletic events.

### **Backpacks**

Students will be allowed to carry a backpack into the classrooms.

### **Visitors at WMS**

Our School welcomes parents and family members to visit the school. In order to ensure the safety of our students and to reduce the potential disruption of the learning process, **ALL visitors shall report to the office upon their arrival and must provide their photo ID which will remain in the office during their visit.** The photo ID will be returned upon sign out. The principal or counselor may act as an escort and accompany the visitor.

### **Sickness**

Because we are currently experiencing a pandemic, it is crucial that all employees/students observe some basic rules to help prevent the spread of communicable diseases, including COVID-19. Do not come to school/work if you are sick. If you have symptoms of a communicable disease you will be sent home. Practice good hand washing habits. Do not hug, shake hands, high five, or touch others. Wearing a mask over your nose and mouth is a good way to protect others, especially in places where social distancing is not possible.

## **Section XV: Legal Notifications/Policies**

### **Access to Students Records: Family Educational Rights and Privacy Act of 1974**

The following information is provided to inform students and parents of rights related to educational records.

1. TYPES OF EDUCATIONAL RECORDS MAINTAINED: The following are examples of records regularly maintained by Lincoln County

R-IV School District related to each student:

- a. Personal data and family background information
- b. Medical and health information
- c. Date of school entry
- d. School grades
- e. Transcripts from the previous school attended
- f. School-wide test results
- g. School activities

2. RIGHTS TO A HEARING: Parents can request a hearing to challenge the contents of student records on the grounds that the records are inaccurate, misleading, in violation of the privacy or other rights of students, or contain inappropriate data. The hearing provides an opportunity for the correction or deletion of any inaccurate, misleading, or inappropriate data and for insertion of written explanation related to the records.

3. PARENT ACCESS TO RECORDS: Parents are entitled to access to educational records for inspection and may contact an administration for an appointment to review the records. If a student is 18, the student can, upon written notice, deny parental access to records.

4. RIGHT TO INTERPRETATION: Parents have the right to appropriate interpretation of the content of the educational record.

5. The school must have written permission from the parent or from the "legal age" student before releasing any information to the following parties:

- Other schools to which a student is transferring
- Certain government officials in order to carry the lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations doing certain studies for the school
- Individuals who have obtained court orders or subpoenas
- Persons who need to know in cases of health and safety emergencies
- State and local authorities to whom disclosure is required by state law

6. DIRECTORY INFORMATION: The following information is defined as Directory Information: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, and awards received, and the most recent previous educational agency or institution attended by the student. Any parent with a privacy concern about the directory information release should contact the Principal.

## **Bullying (Board Policy JFCF)**

### **General**

In order to promote a safe learning environment for all students, the Winfield R-IV School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

### **Definitions**

#### **Bullying**

In accordance with state law, bullying is defined as 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

#### **Cyberbullying**

A form of bullying committed by 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 devices, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity, or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

#### **School Day**

A day on the school calendar when students are required to attend school.

### **Designated Officials**

The Principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building Principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the Principal's absence or at the Principal's discretion.

The district compliance officer appointed in policy AC will serve as the district-wide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's anti-discrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

### **Reporting Bullying**

School employees, substitutes, or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building Principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building Principal or designee as soon as possible, but no later than two school days after the incident. Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the Building Principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the Principal or designee of the building in which the incident took place or, if more appropriate, to the Principal or designee of the building attended by the majority of the participants in the incident.

## **Investigation**

Within two school days of receiving a report of bullying, the Principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the Principals of each building involved or those Principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the Principal determines that the bullying involves illegal discrimination, harassment, or retaliation as described in policy AC, the Principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the Principal will also notify the Special Education Director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the Principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The Principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The Principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the Principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy. The Principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

## **Consequences**

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off-campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training, or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

## **Policy Publication**

The district shall annually notify students, parents/guardians, district employees, substitutes, and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

## **Training and Education**

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes, and volunteers who have significant contact with students in identifying, preventing, and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The Principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include but are not limited to: assemblies; homeroom presentations; class

meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping students develop social skills.
4. Encouraging the student to develop an internal locus of control.

**2021 Federal Programs Complaint Procedures**

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

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

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

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation.

1. Record. A written record of the investigation will be kept. 2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed. 3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s). Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

9. How will appeals to the Department be investigated?

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

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

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

## **Parents Right to Know for Federal Programs**

August 23, 2021

Dear Winfield Parent or Guardian, The Winfield R-IV School District is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

Whether your student's teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. Whether your student's teacher is teaching under emergency or other provisional status through which State Qualification or Licensing Criteria have been waived. Whether your student's teacher is teaching in the field of discipline of the certification of the teacher. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition, to the information that parents may request, a building receiving Title I.A. Funds must provide to each individual parent:

Information of the level of achievement and academic growth of your student, if applicable and available, on each of the state academic assessments required under Title I.A. Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject in which the teacher has been assigned.

If you have any questions about any of the information listed above, please call the federal programs supervisor for the Winfield R-IV School District.

Respectfully Yours,

Ericka S. Dixon Winfield R-IV Federal Programs Supervisor 636-668-8195 ext. 401 erickadixon@winfieldriv.us

## **Commitment To Compliance Under The Americans With Disabilities Act**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), our School District will not discriminate on the basis of disability against qualified individuals with a disability with respect to its services, programs, or activities.

***Employment:*** Our School District does not discriminate on the basis of disability in its hiring or employment practices. Our School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

***Effective Communication:*** Our School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. Our School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a service, program, or activity of our School District should contact our School District's ADA Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but no later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

***Modifications to Policies and Procedures:*** Our School District will make reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy its services, programs, and activities.

The ADA does not require our School District to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a service, program, or activity is not accessible to persons with a disability may be directed to our School District's ADA Compliance Coordinator below. In addition, as stated in our School District's Notice of Nondiscrimination, which is posted in each school facility, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

School District Compliance Coordinator:  
Ronda Haight, Director of Special Services  
701 Elm Street, Winfield, MO 63389  
636-668-8188

### **Public Notice**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Winfield R-IV School District assures that it will provide a Free, Appropriate Public Education (FAPE) to all eligible children with disabilities between the ages of three (3) and twenty-one (21) under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young children with a developmental delay.

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

The Winfield R-IV School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and /or reviewed by their parents/guardians. Parents/guardians may request an 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 Winfield R-IV School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Lincoln County R-IV School District, 701 Elm Street, Winfield, MO, 63389, between 8:00 am and 4:00 pm Monday - Friday.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Lincoln County R-IV School District, 701 Elm Street, Winfield, Missouri, 63389, (636) 668-8188.

This notice will be provided in native languages as appropriate.

## **Interrogations, Interviews, and Searches (Policy JFG)**

School lockers, desks, and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy, or the law. Reasonable suspicion must be based on facts known to the administration, credible information, or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students unless exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip-searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear and a metal detector may be used in locating potential items of concern. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student, or screen a student for medical conditions.

### **School Resource Officers**

The school resource officer (SRO) may interview or question students regarding an alleged violation of the law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

### **Interview with Police or Juvenile Officers/Other Law Enforcement Officials**

Law enforcement officials may wish to interview students regarding their knowledge of the suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

## **Removal of Students from School by Law Enforcement Officials**

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized people, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

## **Interview with the Children's Division**

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, the CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

## **Contacts by Guardian Ad Litem and Court-Appointed Special Advocate**

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

## **Missouri Safe Schools Act**

The Missouri Safe Schools Act became law in August 1996. The Lincoln County R-IV Board of Education has adopted policies that implement this law. These policies deal with enrollment procedures, reporting procedures to law enforcement officials for serious offenses, suspension of students for serious offenses, and discipline procedures for students in possession of a weapon. The intent of this law is to reduce violence in Schools and make Missouri schools safer.

## **Prohibition Against Discrimination, Harassment, and Retaliation (Board Policy AC)**

### **General Rule**

The Winfield R-IV School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. In accordance with the law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Winfield R-IV School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
  - a) Make complaints of prohibited discrimination or harassment.
  - b) Report prohibited discrimination or harassment.
  - c) Participate in an investigation, formal proceeding, or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling, or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment, or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students, and visitors must immediately report to the district for investigation of any incident or behavior that could constitute discrimination, harassment, or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment, and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

### **Additional Prohibited Behavior**

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment, or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including but not limited to, socioeconomic level, sexual orientation, or perceived sexual orientation.

### **Boy Scouts of America Equal Access Act**

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America, or any other youth group designated in applicable federal law.

### **School Nutrition Programs**

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program, and the Summer Food Service Program.

### **Interim Measures**

When a report is made or the district otherwise learns of potential discrimination, harassment, or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees, and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

### **Consequences and Remedies**

If the district determines that discrimination, harassment, or retaliation have occurred, the district will take prompt, effective, and appropriate action to address the behavior, prevent its recurrence, and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees, and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

## **Definitions**

*Compliance Officer* – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

*Discrimination* – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of the law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

*Grievance* – A verbal or written report (also known as a complaint) of discrimination, harassment, or retaliation made to the compliance officer.

*Harassment* – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name-calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

*Sexual Harassment* – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to the behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities, or contact.
2. Conditioning grades, promotions, rewards, or privileges on submission to sexual favors, activities, or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities, or contact.
4. Graffiti, name-calling, slurs, jokes, gestures, or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity, or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving the conduct of a sexual nature.

*Working Days* – Days on which the district's business offices are open.

## **Compliance Officer**

The Board designates the following individual to act as the district's compliance officer:

Director of Special Services

100 8th Street

Winfield, MO 63389

Phone: 636-668-8188 / Fax: 636-668-8641

In the event the 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 acting compliance officer:

Superintendent

100 8th Street

Winfield, MO 63389

Phone: 636-668-8188 / Fax: 636-668-8641

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment, and retaliation in the Winfield R-IV School District.
3. Serve as the district's designated Title IX, Section 504, and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment, and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment, or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment, or retaliation.
8. Oversee discrimination, harassment, or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment, and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

## **Public Notice**

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment, and retaliation and disseminate information on how to report discrimination, harassment, and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians, and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material, and the district's website will include a statement that the Winfield R-IV School District does not discriminate in its programs, services, activities, facilities, or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

## **Reporting**

Students, employees, and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment, or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment, or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors, or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of the law, district policy, or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

## **Student-on-Student Harassment**

Building-level administrators are in a unique position to identify and address discrimination, harassment, and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. Administrators will report all incidents of discrimination, harassment, and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

## **Investigation**

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment, or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred, and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment, or other prohibited behavior has occurred, the district will take immediate corrective action.

## **Grievance Process Overview**

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement, or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment, or retaliation during the pending investigation.

## **Grievance Process**

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate. Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable, and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment, or retaliation; prevent a recurrence, and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with the law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance or any alleged perpetrator may appeal the superintendent’s decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with the law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

### **Confidentiality and Records**

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other documents that are generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal, or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district’s attorney, law enforcement, the CD, and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

### **Training**

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment, or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices, and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment, or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

### **Proof of Residency**

Prior to registration, a student, parent, or legal guardian must establish proof of residency or must have requested a waiver of the proof of residency. Submitting false information relating to residency is defined by state law as a Class A misdemeanor.

### **Student Records (Policy JO)**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with the law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with the law, will develop appropriate procedures for maintaining student records, and will standardize procedures for the collection and transmittal of the necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

## **Definitions**

### **Eligible Student**

A student or former student who has reached age 18 or is attending a postsecondary school.

### **Parent**

A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

### **Student**

Any person who attends or has attended a school in the school district and for whom the district maintains education records.

## **Health Information**

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal, or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

## **Parent and Eligible Student Access**

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody, or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.

The district will annually notify parents and eligible students of their rights in accordance with the law.

## **Directory Information**

Directory information is information contained in an education record of a student that generally would not be 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 release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. 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 to do so by law. For example, the district may require students to disclose their names, identifiers, or district email addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information:

*General Directory Information* – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person 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 or other unique personal identifier 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, the following information the district maintains about a personally identifiable student 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:

The student's address, telephone number, email address, parents' addresses, telephone numbers, and email addresses.

### **Law Enforcement Access**

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

### **Children's Division Access**

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with the law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with the law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

### **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 unless the parent or student notifies the district in writing not to disclose the information to those entities.

\*Winfield School District publishes the policies and regulations online. Please follow the link on the District Website or [www.winfield.k12.mo.us](http://www.winfield.k12.mo.us) or <http://www.winfield.k12.mo.us/policies> to read or review.

## **COVID-19 Expectations**

### **Symptoms Expectations for Students/Staff Non-Confirmed COVID-19:**

Student/Staff will be excluded from school if a student or staff member exhibits: One of the following symptoms:  
new or worsening cough, shortness of

Breath or difficulty breathing, **OR** at least two of the following symptoms: fever, chills, rigors, myalgia,  
headache, sore throat, and new olfactory and taste disorders

Students/Staff who meet these criteria and are not cleared by a healthcare provider can return to school after:

- 72 hours with no fever (with no fever reducing medication), **AND**
- Improvement in symptoms, **AND**
- 10 days since symptoms first appeared

### **Diagnoses Expectation for Students/Staff Confirmed COVID-19:**

If a student/staff member is determined to be a COVID-19 case by their

Healthcare provider or local public health agency and have symptoms, they can be

Around others after:

- 14 days since symptoms first appeared

### **Staff and Students who have been exposed COVID-19 by CDC Guidelines:**

If a student/staff is determined to have been in contact with COVID-19 person, they are to remain home:

- 14 days and continue to monitor symptoms.